



## UNIV 1301: An Introduction to Collegiate Studies



### Course Description

The content of the course features a study of the research and theory of strategic learning, cognition, and motivation. Students use assessment instruments to identify their own strengths and weaknesses as strategic learners. Students will research, think critically, write, and present on various topics to develop the skills necessary to excel in coursework. Students are expected to apply the learning skills discussed across their own academic programs and

become effective and efficient learners. As a result of this course, students will have the tools necessary to engage in increasingly complex academic endeavors, civic responsibility, marketable skills development, and career planning.



### IDEA Objectives

In this course, our focus will be on these major objectives (as assessed by the IDEA course evaluation system):

**Essential:** Learning to apply course material to improve thinking, problem solving, & decisions.

**Essential:** Learning to analyze and critically evaluate ideas, arguments, and points of view.

**Important:** Developing skill in expressing oneself orally or in writing.

### Contact Information

#### UNIV 1301 **Section 76**

**Instructor:** Courtney Wallace

Email: [cwallace@shsu.edu](mailto:cwallace@shsu.edu)

Phone: 936-294-3223

Office: CHSS 452K

Day & time class meets: Mon & Wed 4:00-5:20 pm

Location: HKC 247

Office hours: Mon & Wed 10:30-12:30 – by appointment

#### **Support for UNIV 1301.72**

**Career Counselor:** Amy Greenwell - 936-294-1713

[agreenwell@shsu.edu](mailto:agreenwell@shsu.edu) AB4 210

**Librarian:**

C. Williamson - 936-294-4782

[wcw010@shsu.edu](mailto:wcw010@shsu.edu) NGL 132

## Learning Outcomes

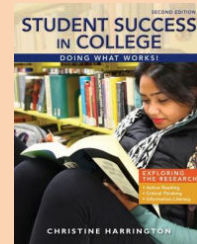
1. Analyze academic skills and employ critical thinking and problem-solving strategies for success in the college culture.
2. Initiate career exploration and major/minor exploration. Develop an action plan for college completion based on the analysis and application of college knowledge, personal strengths, and career goals.
3. Create effective communications in written, oral, electronic, and visual representations, and critically analyze your interpretation of ideas expressed by others.
  - i. Explore library literacy skills and describe unintentional and intentional plagiarism.
  - ii. Compare and contrast ideas, values, and beliefs about the role a college education plays in different cultures and develop skills that will allow you to effectively interact with people of diverse cultures.
  - iii. Work collaboratively through group discussions, activities, and projects to learn more about effective teamwork skills.
  - iv. Explore technology and best practices for online coursework.
4. Critically evaluate and apply life skills necessary for your success (e.g. health/stress, nutrition, relationships, and money management).
5. Synthesize and evaluate the meaning of experiences in service learning, leadership and civic responsibility.

### Required Texts

#### ***Student Success in College: Doing What Works!***

Christine Harrington  
ISBN 9781337052115  
Cengage Learning

Loose Leaf book +  
MindTap Printed Access Card  
Please keep the access card with  
your code, you will need it to log in to  
MindTap.

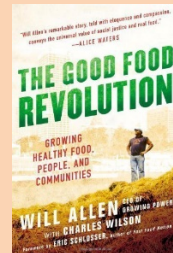


#### **2017 SHSU Common Reader**

##### ***The Good Food Revolution***

Will Allen

Available at New Student  
Orientation or the First-Year  
Experience Office,  
AB4, room 202.



## Writing Enhanced Course

This is a “W” course, which means that at least 50 percent of your course grade will derive from writing activities designed to help you master course objectives. Writing in this course is one of the tools your instructor will use to help you learn course material. Some writing activities will require you to draft and revise your work. Other written assignments are designed to assist you in critical reflection of the course material. You should approach writing in this course as a tool to use as part of your learning as well as a tool your instructor will use to assess your level of learning. All written assignments turned in to the instructor must be typed, double-spaced, in either Times New Roman or Arial font style and 12 pt. font size, using correct grammar, sentence structure, citations, references, and terminology. When doing the research pieces, make sure that all sources are cited correctly using MLA or APA format (6th edition) as directed by your instructor.

## Academic Community Engagement (Service Learning)

As educated citizens, you will have important opportunities to impact your community. In this course, you will not only learn knowledge and skills, but also actively apply them to make a difference in our



community to improve the quality of life. This experience, it is hoped, will help you see yourself as a positive force in this world and deepen your understanding of

your role as an educated citizen.



## Academic Honesty

Select this link to [Academic Dishonesty Policies](#)

## Classroom Rules of

**Conduct:** Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and thus impedes the mission of the university. Inappropriate behavior in the classroom will result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.



for class on time, and remaining in class until the end of the class period are fundamental to academic success. Arriving on time for class and remaining in class until the end of the class period demonstrates respect for your

instructor, your fellow classmates, and guest speakers. You are expected to attend class each time we meet. After **two absences for MW classes** each additional absence will result in a **letter grade drop** in addition to any points

lost for assignments done during the missed class period. Students who miss class because of official University business will be given the opportunity to make up for missed work without penalty. However, students must provide written approval to the instructor prior to the absence.

## Attendance, Tardiness, and Early Exit

**Policy:** Attending class, arriving

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## Office 365

Office 365 is available for all current SHSU students, faculty, and staff. With Office 365, you now have one terabyte of OneDrive storage and access to a free download of Office. To access your Office 365 account, go to <https://login.microsoftonline.com/>. Enter your official SHSU e-mail address (ex., abc123@shsu.edu) - rather than your alias - and click sign-in. You will be redirected to the SHSU login page where you will enter your SHSU credentials. Your initial login will take about five minutes as Office 365 creates your account.

## Grading Scale

(See Appendix A for a Grade Worksheet)

90-100	A	Excellent Work
80-89	B	Good Work
70-79	C	Acceptable Work
Below 69	F	Failing Work

## Assignments/Grades:

### 50% - Written

Common Reader (*The Good Food Revolution*) research project and/or contest entry; Individual Career Research Paper; Reflection Papers, and other in-class writing assignments). For *The Good Food Revolution* see [Curriculum Guide](#) or [www.shsu.edu/fye-contests](http://www.shsu.edu/fye-contests) for ideas.

### 25 % - Class/Homework Participation

Class attendance, MBTI and SII assessments, in-class assignments, teamwork, in-class discussion participation, in-class student chapter presentations, and any other in-class activities, and *The Good Food Revolution* assignments, quizzes).

### 10 % - Community Engagement/Service Learning Project (5 hours) – Be the Match

### 15 % - Quizzes, Tests, Midterm, Final

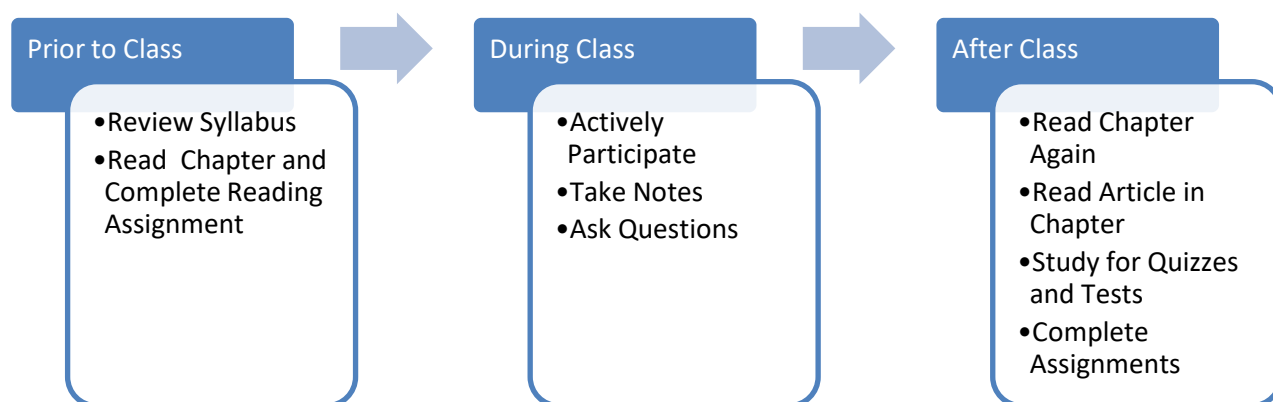
**ALL ASSIGNMENTS ARE DUE ON THE DATE INDICATED IN THE SYLLABUS/OR GIVEN OUT IN CLASS.  
NO LATE ASSIGNMENTS WILL BE ACCEPTED.**

#### Required Online UNIV 1301 Assessments

- SII (online – SHSU Career Center – see Appendix A for instructions)
- MBTI (online – SHSU Career Center– see Appendix A for instructions)

This syllabus is subject to change by the instructor who will notify you of any alterations.

### Your Learning Experience:



## Course Requirements

- a. Attendance: Attendance is required for this course.
- b. Professionalism/Participation: It is expected that students be active, enthusiastic, and collegial participants. Disruptive behavior will result in the student being asked to refrain from interacting with classmates for a specified period. A second violation and the student will be asked to drop the class.
- c. Examinations and Assignments: Exams will be administered only on the specified dates. No make-up exams will be given; however, the instructor reserves the right to give make-up exams because of unforeseen valid emergencies which can be officially documented in writing. Assignments are due by (5:00PM) on blackboard the assigned date unless otherwise specified. **Late assignments will not be accepted.** Assignments must be turned in electronically unless otherwise specified. All assignments must be typed (no exceptions). Do not scan and insert assignments. Please make sure when you submit assignments you do so in the correct location (do not submit any assignments in the comments section or it will not be graded). If I am unable to open your assignment, you will receive a zero.
  - i. Citations: Assignments that require citations must follow APA 6<sup>th</sup> edition guidelines.
- e. Class Materials: The textbook is a requirement of the course. Additional materials may be assigned. You are responsible for reading the materials assigned. Any and all materials assigned are “fair game” for exams.
- f. Sexual Harassment: In accordance with administrative policy, sexual harassment is reprehensible and will not be tolerated by the university. Behavior in the course must conform to the university policy.
- g. Drop/add/withdraw: It is your responsibility to make sure that you are officially enrolled in this course. If, at any point, you decide to attend this course no longer, it is your responsibility to officially drop or withdraw from enrollment. Failure to do so may result in a failing grade.
- g. Syllabus subject to change: While information and assurances are provided in this course syllabus, it should be understood that content may change in keeping with new research and literature and that events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.
- h. Email Etiquette: Most communication about the course (general questions, questions about assignments, etc.) should be through the “Virtual Office” on Blackboard. Email should only be utilized for communicating about grades, etc. When communicating with me via email, you must follow the etiquette below; otherwise I reserve the right of not replying to your email.
  - i. Include your course number in the subject line. If there is not a subject, the email will be deleted as spam.
  - ii. Be sure to include a meaningful subject line; this helps clarify what your message is about and may also help me prioritize reading your email. This determines where your email will be filed. If you have a question, indicate that in the subject line.
  - iii. Just like a written letter, be sure to open your email with a greeting like Dear Ms. Wallace:
  - iv. Use standard spelling, punctuation, and capitalization. THERE'S NOTHING WORSE THAN AN EMAIL SCREAMING A MESSAGE IN ALL CAPS. Stay away from abbreviations and do not use emoticons (those little smiley faces).
  - v. Write clear, short paragraphs and be direct and to the point; I consider your email communication as business.
  - vi. Be friendly and cordial, but do not try to joke around (jokes and witty remarks may be inappropriate and, more commonly, may not come off appropriately in email)
  - vii. I answer emails Monday- Friday. However Saturdays and Sundays I may not be as available to answer your emails, but will try and get back to you as soon as possible.
- i. Electronic submission of assignments: Assignments must be submitted to Blackboard. All assignments need to be submitted using a computer and not a tablet (some tablets are not compatible with programs used in blackboard. Assignments must conform to the guidelines below:
  - i. Submitted in a .docx (WORD) format unless other formats are specified as being allowed.
  - ii. Files not conforming to the above will not be graded and will receive a 0 (zero).
  - iii. Check to make sure the file attachment went through. If the attachment is not there, the assignment will be considered late. If you do not see a piece of paper by your name, the file did not attach.
  - iv. Do not wait until the last minute to submit your assignment. Some assignments will utilize TurnItIn or SafeAssign. This will be set up through Blackboard and does not require additional steps on your part.

- vi. Assignments must be presented in a visually appealing manner (meaning, easy to read and follow) using APA 6<sup>th</sup> edition as a guideline.
- vii. If you are having technical issues, it is your responsibility to get it taken care of. You need to contact SHSU Online Support Desk at  
Email: [blackboard@shsu.edu](mailto:blackboard@shsu.edu)  
Phone: 936-294-2780  
Toll free: 877-759-2232  
Hours: Monday-Friday 24 hours  
Saturday: 7am – Midnight  
Sunday 1pm – Midnight
- j. Academic Honesty: Academic honesty is expected in all work. Ignorance is not an excuse. Penalties will include 0 points for the assignment or exam and loss of any extra credit opportunities. Failure of the course may also be used as a penalty at the discretion of the instructor.

This course will be supported via Blackboard, your online learning community, where you will interact with your classmates and with me. Within the course Blackboard site you will access the learning materials, tutorials, and syllabus; discuss issues; submit assignments; email other students and the instructor; participate in online activities; and display and submit your projects.

In order to access the course material you will need to go to <https://shsu.blackboard.com> or look for Campus Tools on the top of the University's homepage. **Please do not contact your instructor with technical problems.** If you are having a technical problem with the course, review the support resources at <http://distance.shsu.edu/tech-support/>. You will need to possess the required computing technology to be successful in an online course. **Important!!!** Save your work as you go along. Nothing is more discouraging than to lose an assignment due to a computer hang ups! You may want to also make hard copies of your work to have "proof" and save yourself time and trouble!

## Plagiarism

Plagiarism is the leading form of academic dishonesty that the Department of Health Services and Promotion has to address. As a HSP student, you are responsible for knowing what plagiarism is and how to avoid it.

## Americans with Disabilities Act (ADA)

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. Students with disabilities that may affect adversely their work in this class should register with the SHSU Counseling Center and talk with their University supervisor and classroom mentor teachers about how they can help. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until registration with the Counseling Center is complete.

### STUDENTS WITH DISABILITIES POLICY

It is the policy of Sam Houston State University that no otherwise qualified individual with disabilities shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Students with disabilities may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720

## Academic Integrity

According to the administration's guidelines: "All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of



academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials."

"Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, [chewing gum], using tobacco products, making offensive remarks, reading newspapers, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be referred to the Dean of Students for disciplinary action in accordance with the university policy."

The full policy for "Code of Student Conduct and Discipline" is found at the following link:  
<https://www.shsu.edu/students/guide/dean/codeofconduct.html>

## FERPA

The Federal Education Rights & Privacy Act requires that we advise students that by registering for this course, their SHSU assigned e-mail address will be revealed to classmates and the instructor. By continuing your enrollment in the course, you acknowledge your understanding of this policy. By enrolling in this course, you agree to the following statement: "I understand that as a result of registering for this course, my SHSU/Blackboard assigned e-mail address will be revealed to classmates and the instructor."

## Equal Opportunity Statement

Sam Houston State University is an Equal Opportunity / Affirmative Action Institution.

## DISCLAIMER

This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change. These changes will be communicated via email or posted as announcements. If you have any problems related to this course, please feel free to discuss them with the instructor.

## Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education.

### NOTICE OF NON-DISCRIMINATION

Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

### TITLE IX CONTACTS

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Sam Houston State

University. While compliance with the law is everyone's responsibility at SHSU, below is a list of staff members that have primary responsibility for Title IX Compliance.

Title IX Coordinator--Jeanine Bias  
Associate Dean of Students --Lowman Student Center, Suite 215  
936-294-3026 or jbias@shsu.edu  
Syllabus HLTH 3992.01 Spring 2016

## Appendix A MBTI & SII

### LOGIN INSTRUCTIONS FOR CAREER ASSESSMENTS OFFERED BY SHSU CAREER SERVICES

#### FOR UNIVERSITY 1301 CLASSES\*

\*IF YOU HAVE ALREADY COMPLETED THESE ASSESSMENTS PRIOR TO THE FIRST DAY OF CLASS, PLEASE INFORM YOUR PROFESSOR.  
YOU SHOULD NOT HAVE TO TAKE THESE ASSESSMENTS TWICE

1. Enter the following in your browser's address bar: <https://online.cpp.com/>
2. Enter Login: **bearkat (case sensitive)**
3. Enter password: **careerpath18 (case sensitive)** Leave the third field blank as an ID# is not needed at this time.
4. Choose either the **MBTI® Step I (Form M)** or the **Newly Revised Strong Interest Inventory** as assigned by your University 1301 instructor by clicking the appropriately corresponding green "Begin" button. (If you are taking both assessments, you will need to return to this area of the website after completion of the first assessment to begin the second in the same manner.)
5. Under "Assessment Information", select "[Your instructor's Last Name 1301]" from the drop-down "Batch Name" menu.
6. Fill out required Background Information and begin assessment.
7. Click "Submit" when finished. You will be given an ID# at this time; be sure to write it down in case you need it to log in later.
8. Once you submit your completed assessment, the results will be sent to the SHSU Career Center career counseling staff. Please disregard the automatically generated message you receive about contacting the Career Center to make an individual appointment to review your results if your University 1301 instructor has made arrangements for you to receive your results in class or through a group presentation.

#### REMINDERS

1. There are no "right" or "wrong" answers.
2. Choose the answer that reflects what feels most natural to you.
3. Mark one answer for every item. Do not spend too much time thinking about each one - rely on your first impression.

936-294-1713      Career Services      [www.shsu.edu/careerservices](http://www.shsu.edu/careerservices)      careerservices@shsu.edu