



Syllabus | Dr. Angrove

UNIV 1301.01: An Introduction to Collegiate Studies – Spring 2018

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Career Counselor: Michelle Meers Email: mmeers@shsu.edu Office Location: Main Campus Career Services ABIV 210 Welcome Desk for setting up required MBTI & SII Skype appointment:	Instruction Librarian: W. Cole Williamson Office Phone: (936) 294-4782 Email: wcw010@shsu.edu Office location: NGL 132

Required Texts:

Harrington, C. (2016). *Student Success in College: Doing What Works!* Boston, MA: Cengage Learning.
 (ISBN for the Loose Leaf book + MindTap Printed Access Card is 9781337052115)

2017-2018 Common Reader – *The Good Food Revolution: Growing Health Food, People, and Communities* by Will Allen. You received a copy at orientation or it is available at the First-Year Experience Office.

Available FREE in paperback or E-book.

Course Description: UNIV 1301: An Introduction to Collegiate Studies. 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 strengths as strategic learners. Students will research, think critically, write, and present on various topics to develop the skills necessary to excel in college coursework. Students are expected to apply the learning skills discussed in other classes 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:	Gaining Factual Knowledge
Essential:	Learning to apply course material to improve thinking, problem solving, & decisions.
Important:	Learning to analyze and critically evaluate ideas, arguments, and points of view.
Important:	Developing skill in expressing oneself orally or in writing.

Learning Outcomes

1. Analyze academic skills (e.g. reading, writing, note taking and test taking) and employ critical thinking and problem-solving strategies for success in the college culture
2. Initiate career exploration and major/minor area of study exploration and develop a 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, and visual representations, and 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 the different cultures and develop skills that will allow you to effectively interact with people of diverse cultures.
4. Evaluate and apply life skills necessary for your success (e.g. health/stress, nutrition, relationships/sex, alcohol/drugs, and money management).
5. Synthesize and evaluate the meaning of experiences in service learning, leadership and civic responsibility.

Writing Enhanced Course

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. Assignments must be turned into Blackboard in Microsoft applications (Word, PPT, etc.) and *not* in Apple Macintosh programs to receive credit. I cannot open Mac formats. When doing the research pieces, make sure that all sources are cited correctly using APA format (6th edition).

This is a "W" course, which means you will receive "Writing Enhanced" credit on your college transcript for this course. 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 using the writing center. 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.

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 university community to improve the quality of life – yours and others. This experience will help you realize that you are a positive force in this world and it will deepen your understanding of your role as an educated citizen. You will prepare a Public Service Announcement (PSA) related to a topic in the SHSU Common Reader for your online service project.

Academic Honesty: Students are expected to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in academic endeavors 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 of academic dishonesty including, but not limited to, cheating on an examination, plagiarism, collusion, the abuse of resource materials, or other academic work which is to be submitted,.

Online Attendance Policy: Staying engaged with your online class will be vital to your success in this class, just as physical attendance and engagement in face-to-face classes is essential for success. As a result of following the required attendance procedures outlined below, you will form excellent online class habits in addition to keeping your grade from falling drastically due to subtraction of attendance points.

Missing these regular weekly check-ins or events will count against your grade (100 points per occurrence)

Mandatory attendance at specific online weekly times or events: You must attend the following online events as part of your attendance grade **each week**.

1. **Students must log in to Blackboard at least three different days per week each Monday - Sunday. (Minus 100 points for each week where a, b, or c are missing from Blackboard)**
 - a. **Once to review assignments and watch a video** (Monday or Tuesday each week)
 - b. **Once to work with group members and note topics in a discussion board area for your group** (Anytime from Monday – Friday each week – can be asynchronous or synchronous)
 - c. **Once to submit individual assignments due that week. (By Sunday the latest at 10:00 pm each week)**

2. Additionally, we will schedule synchronous online group or individual meetings - convenient to your schedule and mine - which you must attend. Once you and I schedule these online meeting times, you are expected to log on to attend. Directions on how to attend the online meeting will be provided.

(Minus 100 points each for not attending these online conferences)

3. Bonus attendance points: You can earn up to 200 bonus points for participation in the Spring Deliberative Dialogues event during the SHSU Common Reader Program the week of March 26, 2018. You should plan on signing up for and attending this scholarship event! It is fun and informative and 200 points!

**ALL ASSIGNMENTS ARE DUE ON THE DATE INDICATED IN THE SYLLABUS.
NO LATE ASSIGNMENTS WILL BE ACCEPTED.**

University ADA Policy: Sam Houston State University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity. It is the student's responsibility to register with [Services for Students with Disabilities](#) and to contact faculty members in a timely fashion to arrange for suitable accommodations.

Grading Scale:

900-1000	points	A	Excellent Work – Above and beyond the assignment parameters
800-899	points	B	Very Good Work – Above average
700-799	points	C	Acceptable Work - Needs improvement
600-699	points	D	Unacceptable Work – Needs a change in the way you approach class
Below 600	points	F	Failing Work

Assignments/Grades: You will start with -0- points and work your way toward 1000.

50% - Written (500)

1. Textbook Topic Discussions (Weekly discussion board in BB) 100
2. Annotated Bib on Research Articles (Textbook or other topic) 100
3. Spring College To-Do Plan – on Outlook – Shared Calendar 100
4. Research paper based on Annotated bibliography in #2 200

30% - Class Participation (300)

1. MBTI, and SII online assessments and skype debrief session 100 (MBTI 25 pts, SII 25 pts, Skype 50 pts.)
2. Chapter Reading & Syllabus Quizzes 100 (10 pts. each)
3. Common Reader Story Telling Jigsaw (Wiki) 100
4. Missed mandatory attendance (minus 100 points each weekly occurrence)

20% - Service Learning Project: (200) SHSU Common Reader

1. A Public Service Announcement (PSA) script 100
2. A Public Service Announcement (PSA) PPT (video) 100
3. Deliberative Dialogues (SHSU Common Reader Event) **200 Bonus points for attendance**

**ALL ASSIGNMENTS ARE DUE ON THE DATE INDICATED IN THE SYLLABUS.
NO LATE ASSIGNMENTS WILL BE ACCEPTED.**

Assignment Details

50% - Written (500)

1. Textbook/Common Reader Topic Discussions (in BB) – 100 pts
 - a. Each student will make one original post and two replies to other posts on a topic in each weekly discussion.
 - c. Students will take the appropriate Chapter quiz if assigned that week
2. Annotated Bibliography on Research Articles (in BB) - 100 pts.
 - a. Students choose a research topic of interest from Textbook, Career Exploration, or topic of your choosing
 - b. Students will find good peer-reviewed research on the topic
 - c. Students will create an Annotated Bibliography of 10 articles (from textbook and NGL library sources)
 - d. Your assigned SHSU librarian (Cole Williamson) will be a big help in discerning what good articles are.
3. Spring College To-Do Plan – on Outlook – 100 pts.
 - a. Students will use Outlook Calendar as a semester planner to record all college assignments, study commitments, and other important dates..
 - b. Students will share Calendar with instructor at 2 specified unannounced times in the semester for a grade. (50 pts. per time)
4. Research Paper (Careers, Student Success, Other discipline-based research paper) – 200 pts.
 - a. Students will apply course information to create an evidence-based research paper based on Annotated bibliography.
 - b. See details below.

The Research Paper must be a minimum of 5 to 7 typed, double spaced pages in length, 12 point Times New Roman font, 1" top and bottom margins and 1 ¼" side margins. Must be submitted in BB in a Word document. Additionally, you will cite sources used in an additional page labeled "References" We will work together to cite sources correctly in APA format. You can find resources to help you cite correctly at the Newton Gresham library website. Also see the Writing Center Handouts: <http://www.shsu.edu/centers/academic-success-center/writing/handouts.html#loc>

Career Exploration (or other topic) Research paper rubric (200 pts.) (Rubric will be modified if you choose a different topic)

For this assignment you will need to use the writing center (online or in-person appointment) to go over your draft paper for improvement.

If you focus your research paper on Career Exploration you will also use information from your individual appointment with your career services counselor regarding your MBTI and SII results, and other resources to provide evidence-based information for this assignment (i.e., your EQi 2.0 assessment, your textbook, the Career Services website, O*Net, The Bureau of Labor Statistics, and the Newton Gresham librarian assigned to UNIV 1301 courses (Cole Williamson) Below are expectations for content and organization. See:

<http://shsulibraryguides.org/univguides>

- a. Introduction (statement of purpose) and an overview of your top career choice related to your degree choice. Why did you choose this? What evidence did you use? (20 pts.)
 - b. Details of top career choice (40)
 - i. Job outlook and salary ranges
 - ii. Skills and education
 - iii. Advantage & disadvantages of positions (i.e. travel, flexibility, relocate, work from home)
 - c. Use evidence to explain why you think this is the most appropriate career path for you. Use the information from your MBTI, SII, and EQi 2.0 assessments and other resources to justify why you chose this one. (20 pts.)
 - d. Create the following:
 - i. A letter of interest for a hypothetical job in this field (cover letter) (See Career Services for samples) (20 pts)
 - ii. Develop a current resume (See Career Services for samples) (20 pts)
- <http://www.shsu.edu/dept/career-services/resumes/index.html>

- e. Reflective summary - Provide a summation of the process of your career exploration. What obstacles did you encounter? What evidence did you use? What information surprised you? Did you find this process useful for future explorations? (20 pts)
- f. Writing Center draft and corrections in your final paper (40 pts)
- g. All sentences are well constructed with very few minor mistakes. Complex sentence structures are used effectively. (20 pts.)

If you focus your research paper on another topic, I will work with you to adjust the rubric to fit your topic.

30% Class Participation Assignment Details (300 pts)

1. **MBTI, and SII**, assessments will reveal personality style, your strengths, and various career opportunities, and the alignment between these and your current goals and objectives. Online assessment instructions are included in Appendix B of this syllabus. **100 pts.** (MBTI 25 pts., SII 25 pts., Skype or in person Career Counselor Appointment 50 pts.)
2. **Chapter Reading & Syllabus Quizzes** – weekly in BB - 100 pts. (10 pts. each).
3. **Common Reader Story Telling Jigsaw** (Wiki upload in BB) – 100 pts.
4. **Missed mandatory attendance** - **minus 100 points each weekly occurrence**)

20% Service Learning Project Details: (200 pts)

1. Being a good citizen means making time to help others. We will spend some time thinking about themes in the Common Reader (*The Good Food Revolution*), in our SHSU community and in the culture of service learning. In keeping with our university motto – A Measure of a Life is its Service - each member of the class is responsible for dedicating hours to work on a designated SHSU Common Reader Service-Learning PSA project. Your grade will be based on 100 pts. for a written Public Service Announcement (PSA) script with storyboard submitted in a Word document in BB, and 100 points for the narrated (or music) PSA video you will make and post to a special YouTube channel. See separate rubric for details.
2. Bonus 200 points: Sign up for and participate in the Deliberative Dialogues Scholarship Event on campus on Monday evening, March 26, 2018.

Online Course Calendar (Tentative)

Week Starts each Monday	Day(s)	Attendance Activity	Topics/Discussions/Assignments/Actions
Short Week 1 1/18 through 1/21	Thurs	Log into Week 1 to view expanded info about this week's topics and assignments.	Review course syllabus under
	Thurs-Fri	Log on to Week 1 BB discussion board. Read and post questions and answers with group to clarify course SYLLABUS assignments.	Post to Discussion Board 1: Syllabus: Make one original post (questions) and two replies to other posts on a topic or information in the syllabus. (10 pts.)
	By Sunday	Submit this week's assignment by 10 pm. (Syllabus Quiz this week)	Complete Syllabus Quiz (10 pts)
Week 2 1/22 through 1/28	Mon/Tues	Log on to BB Week 2 link to view expanded info about this week's topics and assignments.	Read textbook Chapter 1: College Expectations: Being a Critical Thinker (The NGL Campus library has 2 copies of the book you can use while in the library if you have not yet purchased it.)
	Wed/Fri	Log on to Week 2 BB group discussion board. Read and post questions and answers with group about tips and strategies in Chapter 1	Post to Discussion Board 2. Comment on one topic/strategy from Chapter 1 that you think is useful information. Additionally, give a specific example of how you used the 3R Reading Method and the benefits of doing so on an assignment in another class (just try it – it really works!). Comment on one other persons post. (10 pts.)
	By Sunday	Complete MBTI and Strong Interest Inventory Submit Chapter 1 Quiz by 10 pm (all quizzes open book)	You will receive an email from your Career Counselor with links to the online assessments for MBTI and SII. Please complete BOTH of these online assessments by Sunday. Allow 2 hours to complete these. (50 pts.) Complete Chapter 1 Quiz (10 pts.)

Week Starts each Monday	Day(s)	Attendance Activity	Topics/Discussions/Assignments/Actions
Week 3 1/29 through 2/4	Mon/Tues	Log on to BB Week 3 link to view expanded info about this week's topics and assignments.	Read textbook Chapter 2: Skills You Need: Memory, Notetaking, and Studying
	Wed/Fri	Log on to Week 3 BB discussion board. Answer the three questions posted by the instructor.	Post to Discussion Board 3. Answer the posted three questions. (10 pts.)
	By Sunday	Submit this week's assignment by 10 pm	Complete Chapter 2 Quiz (10 pts.) Make an appointment with the Career Services Welcome desk to go over your MBTI/SII results with a career counselor. You must meet with them by the end of February (50 pts.)
Week 4 2/5 through 2/11	Mon/Tues	Log on to BB Week 4 link to view expanded info about this week's topics and assignments.	Read textbook Chapter 3: Setting Effective Goals and Making the Most of Your Time.
	Wed/Fri	Share completed Outlook Calendar with me at: kangrove@shsu.edu .	Spring College To-Do Plan: Access your Outlook Calendar (included with your SHSU email account – toggle to it in the upper right hand corner). Log every instance during the each week you plan on logging into the class (3) and what you will do when you log in (check the syllabus0. Log every project due date. In other words, you are planning your semester work for this class. Be sure to include your Career Services counselor appointment you made last week on the Outlook calendar. Once completed, please share your calendar with me so I can view it for a grade (50 pts. – first of 2 times I will check this)
	By Sunday	Submit this week's assignment by 10 pm	Complete Chapter 3 Quiz in BB (10 pts.)

Week Starts each Monday	Day(s)	Attendance Activity	Topics/Discussions/Assignments/Actions
Week 5 2/12 through 2/18	Mon/Tues	Log on to BB Week 5 link to view expanded info about this week's topics and assignments.	Read textbook Chapter 4: It's Show Time
	Wed/Fri	Log on to Week 5 BB discussion board. Answer the three questions posted by the instructor.	Post to Discussion Board for Week 5. This week I will help you decide what your research paper topic will be and to begin learning about the Annotated bibliography. You will answer questions posted by me in the discussion board and I will reply to help you decide on your topic. (10 pts.)
	By Sunday	Submit this week's assignment by 10 pm	Complete Chapter 4 Quiz (10 pts.)
Week 6 2/19 through 2/25	Mon/Tues	Log on to BB Week 6 link to view expanded info about this week's topics and assignments.	Read textbook Chapter 5: Motivation, Resilience, and Stress Management
	Wed/Fri	Log on to Week 6 BB discussion board. Answer the questions posted by the instructor.	Post to Discussion Board Week 6 in BB. This week I ask you to comment on self-actualization and on research-based assessment. (10 pts.)
	By Sunday	Submit this week's assignment by 10 pm	Complete Chapter 5 Quiz (10 pts.)
Week 7 2/26 through 3/04	Mon/Tues	Log on to BB Week 7 link to view expanded info about this week's topics and assignments.	Read textbook Chapter 6: How Are You Doing?
	Wed/Fri	Log on to Week 7 BB discussion board. Answer the questions posted by the instructor.	Post to Discussion Board Week 7. This week I ask you to comment on your MBTI and SII assessment results. We will also discuss self-reflective techniques. (10 pts.)
	By Sunday	Submit this week's assignment by 10 pm	Complete Chapter 6 Quiz (10 pts.)

Week Starts each Monday	Day(s)	Attendance Activity	Topics/Discussions/Assignments/Actions
Week 8 3/05 through 3/11	Mon/Tues Wed/Fri By Sunday	Log on to BB Week 8 link to view expanded info about this week's topics and assignments. Log on to Week 8 BB discussion board. Answer the questions posted by the instructor. Submit this week's assignment by 10 pm	Read textbook Chapter 7: Making Good Academic, Career, and Financial Decisions. Post to Discussion Board in Week 8. This week we will build your Annotated Bibliography (not due until week after spring break) You need to find three – four research articles this week to cite and summarize related to your research paper topic in one discussion post.(10 pts). Make an appointment with the Writing Center for the week after spring break. Complete Chapter 7 Quiz (10 pts,)
WEEK 9 3/12 Through 3/18		Spring Break	Spring Break – please work on building your annotated bibliography by finding and reading peer-reviewed research articles.
Week 10 3/19 through 3/25	Mon/Tues Wed/Fri By Sunday	Log on to BB Week 10 link to view expanded info about this week's topics and assignments. Log on to week 10 BB Answer the questions posted by the instructor. Submit this week's assignment by 10 pm	Writing a research paper – please review the requirements and due dates. Meet with a writing center tutor. Get a stamped copy of your draft please. Post to Discussion Board Week 10 in BB. This activity will assist you in completing your Annotated bibliography (10 pts) Submit your completed Annotated Bibliography by 10pm on Sunday.

Week Starts each Monday	Day(s)	Attendance Activity	Topics/Discussions/Assignments/Actions
Week 11 3/26 through 4/01	Mon/Tues	Log on to BB Week 11 link to view expanded info about this week's topics and assignments.	Attend the Deliberative Dialogues Common Reader Event for 200 Bonus Points – 4:30 – 7:00 in the LSC Ballroom (optional but HIGHLY recommended).
	Wed/Fri	Log on to Week 11 BB discussion board. Answer the questions posted by the instructor.	Please follow the rubric to complete your Research Paper.
	By Sunday	Submit this week's assignment by 10 pm	Post to Discussion Board Week 11 at least one question you have about completing your paper. (10 pts.) Submit your completed Research Paper (200 pts)
Week 12 4/02 through 4/08	Mon/Tues	Log on to BB Week 12 link to view expanded info about this week's topics and assignments.	This week we will read assigned pages of the SHSU Common Reader and post an audio "story telling" file to the SHSU Common Reader Wiki. Read your assigned sections. Please read and have your audio file posted by Wednesday at 11 pm so you and others will have time to listen to all posted audio files. I will provide instructions on how to use Voice Thread within the Blackboard environment to record your part of the story. Create a short (1 to 3 minute) audio file in Voice Thread App. telling your part of the story. This is known as a Story Telling Jigsaw. Upload Audio file to wiki (100 pts) Listen to all uploaded audio files. Doing so will help you in choosing your PSA topic.(Counts as final 20 Quiz points)
	Wed/Fri	Upload your audio file to the Wiki preferably by Wednesday	
	By Sunday	Listen to this week's Wiki posts by 10 pm	
Week 13 4/9 through 4/15	Mon/Tues	Log on to BB Week 13 link to view expanded info about this week's topics and assignments.	Please read the PSA Story board and PPT assignment. Choose your topic We will discuss and clarify the PSA Story Board assignment in the discussion board for Week 10. Submit Completed Storyboard (100 pts)
	Wed/Fri	Log on to Week 10 BB discussion board. Answer the questions posted by the instructor.	
	By Sunday	Submit this week's assignment by 10 pm	

Week Starts each Monday	Day(s)	Attendance Activity	Topics/Discussions/Assignments/Actions
Week 14 4/16 through 4/22		<p>Log on to BB Week 14 link to view expanded info about this week's topics and assignments.</p> <p>Log on to Week 14 BB discussion board. Answer the questions posted by the instructor.</p> <p>Submit this week's assignment by 10 pm</p>	<p>Begin Narrated (or music) PPT PSA based on your story board completed last week.</p> <p>Post to Discussion Board 14: Clarifying and discussing your PSA PPT assignment. (10 pts)</p> <p>Share your Updated Outlook Calendar with all classes assignments posted (50 pts.)</p>
Week 15 4/23 through 4/29	<p>Mon/Tues</p> <p>Wed/Fri</p> <p>By Sunday</p>	<p>Log on to BB Week 15 link to view expanded info about this week's topics and assignments.</p> <p>No Discussion Board this week</p> <p>Submit this week's assignment by 10 pm</p>	<p>Continue to work on PSA PPT (Video).</p> <p>Nothing due this week on discussion board</p> <p>Nothing due this week</p>
Week 16 4/30 through 5/6	<p>Mon/Tues</p> <p>Wed/Fri</p> <p>By Sunday</p>	<p>Log on to BB Week 16 link to view expanded info about this week's topics and assignments.</p> <p>Email any questions or concerns</p> <p>Submit this week's assignment by 10 pm</p>	<p>Continue working on your PSA Story Board</p> <p>Send one private email to instructor: kangrove@shsu.edu</p> <p>Submit Completed PSA PPT (video) to You Tube (100 pts)</p>

Week Starts each Monday	Day(s)	Attendance Activity	Topics/Discussions/Assignments/Actions
Final 5/7	Mon.	No Final Exam in this class	

This is a tentative syllabus and is subject to change by the instructor for the benefit of student learning opportunities..
Revised 2/7/2018

APPENDIX A

MBTI & SII

INSTRUCTIONS FOR CAREER ASSESSMENTS OFFERED BY SHSU CAREER SERVICES

FOR UNIVERSITY 1301 CLASSES

Required Online MBTI and SII Student Assessments:

- SHSU Career Services will administer the online platform for the career assessments: the Myers-Briggs Type Indicator (MBTI) and the Newly Revised Strong Interest Inventory (SII).
- Each student will be emailed a link to register themselves and take the assessments by the assigned completion due date deadline. Both online assessments must be taken before the deadline to receive credit for the assignment.
- When registering, you will not need to enter a personal ID, but you will need to complete demographic information as the site requests.
- Please remember that there are no right or wrong answers. Try not to overthink your responses on the assessments and try to respond naturally.
- Your results will be given to you via an individual appointment you will make with a Career Counselor. You will complete these assessments and the appointment by the end of February 2018.

Career Services
www.shsu.edu/careerservices