



**UNCO 111.001
Course Syllabus Fall 2014**

Instructors: R. Gabrielle McCormick, Honors College Graduate Assistant
Dr. Raymond Green, Dean of the Honors College

Time & Location: MW 10:00 -10:50 a.m., AGIT 233

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Office Hours: By appointment

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COURSE INFORMATION

Texts and Other Necessities:

There are no required textbooks for UNCO 111. However, this course will require outside reading and activities throughout the semester.

Students will submit hard copies of all assignments; no email, faxes, etc.

Course Description:

First-Year Experience is a one-hour, required course for Leo Scholars. It is designed to create an easier college transition by assisting students in developing important academic, intellectual, and social skills. The course is outlined to strengthen the college and career foundations of students. Assignments and activities are intended to prepare students for the demands of the Leo Scholars program by: 1. Building a sense of community amongst peers; 2. Increasing student awareness of various components of the university and Commerce communities; 3. Introducing and implementing leadership practices; 4. Developing professional skills for employment upon graduation.

Student Learning Outcomes:

The following represent the learning outcomes by which students will be evaluated during the course.

- 1) Students will explore campus life by attending and documenting a minimum of 2 campus activities that showcase different aspects of the university.
- 2) Students will explore the Commerce community by participating in a minimum of 2 service activities.
- 3) Students will demonstrate proficiency in gathering, synthesizing, and presenting information electronically and orally.
- 4) Students will develop an awareness of their leadership style and personal strengths.
- 5) Students will strengthen their communication skills

COURSE REQUIREMENTS

Instructional Methods, Activities, and Assessments

This class consists of various discussions, presentations, and activities. Class periods will not consist of pure lecture, but rather will be a chance for us to discuss and discover material, thoughts, and ideas. In UNCO 111, students are expected to participate regardless of the mode of instruction. Our goals are for you to serve co-creators regarding topics throughout the semester.

Class Participation and Attendance: This course relies upon your participation. Thus, a portion of your grade will rely upon your participation in and outside of class. There are numerous elements that go into class participation: (1) Good attendance (according to University rules, students may be dropped from the class for excessive unexcused absences). If you miss a class, you will lose 10 points toward this component of your grade; (2) Contributions to class discussion; (3) Active participation in group exercises, service projects, presentations, and workshops; (4) Polite and civil interactions with all members of the class ["All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct)]. **Points: 200**

ePortfolio and Resume – Digital and Hard Copy: You will be required to complete an ePortfolio, along with a digital resume. In addition, you will submit a hard copy of your full digital resume, along with an abbreviated version (1-page resume). Your abbreviated resume will be in response to a job posting found in a newspaper or online. Please make sure you include the job posting as part of the assignment. **Points for ePortfolio: 50; Points for each Resume Type: 25; 100 Total**

Weekly Journal: Each student will be responsible for maintaining a weekly journal. The goal of the journal is for students to reflect over personal activities, challenges, and opportunities during their first year as college students on a university campus. This journal will help students connect weekly topics to their personal development and growth as individuals. **Points: 100**

Reflection Papers: All students will be required to attend at least 2 university/campus activities/events and write a 1-page critical thinking paper on each explaining how attending that event contributes to their being a more successful college student. Your two topics must reflect on 2 of the following options (For even more clarity, you cannot use two "cultural events"):

- Cultural Events - Art show, Concert, Play, etc.
- University-Wide Event - Guest speaker, Colloquium, Convocation, etc.
- Athletic Event - Varsity Sport or Intramural Sport
- University/Campus Sponsored Event

Points: 25 each paper; 50 Total

Scholarship Application Exercise: Students will be walked through the scholarship application process. At the end of this process, students will be required to apply for a scholarship, given the information they have learned regarding how to strengthen their scholarship profile. **Points: 50**

Grading

Students' course grade will be calculated according to the following scale:

A = EXCELLENT	450-500
B = GOOD	399-449
C = AVERAGE	348-398
D = POOR	298-347
F = FAILURE	<297

COMMUNICATION AND SUPPORT

Office hours are available by appointment outside of our scheduled class meetings. In addition, you can utilize your university email to ask questions and receive assistance.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Attendance: Attendance is part of your participation grade for UNCO 111. Excused absences include participation in a University-sponsored event, illness accompanied by a doctor's note, death in the student's immediate family, a verifiable court appearance OR any other similar circumstance in the view of the instructor. Excuses must be turned in, in writing, to the instructors upon return to class.

Community Contract: Early in the semester class members and instructor will delineate a set of classroom norms and rules that will govern class meetings. These will be the rules of conduct in UNCO111. All course members will agree to abide by the contract issued by the class.

Academic Dishonesty:

Students who collaborate or attempt to collaborate during any assignment will receive grades of "0" on the assignment and possibly an "F" in the course. Likewise, students who plagiarize any assignment or portion of an assignment—even as small as one sentence—will receive a grade of "0" on the assignment and likely an F in the course! (See Texas A&M University-Commerce Code of Student Conduct 5.b[1,2,3]). Plagiarism occurs when students copy directly from a source—including but not limited to another student's paper, a book, or an electronic document—with or without citations. Budget your time and do your work! Students can lose financial aid and scholarships when they attempt shortcuts. This class is designed to be an open forum for student comments, questions, and discussions. The speakers and your classmates may help you broaden your knowledge and perceptions, so please give them the respect they deserve.

University Specific Procedures:

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

Every effort will be made to adhere to the course schedule as noted below. However, unforeseen circumstances may require changes to the schedule. In that case, changes will be announced via University email. Because of our class size, we may at time cover multiple topics during one period and spend longer on a topic over the course of the week depending on the progress of the class.

COURSE OUTLINE / CALENDAR

Week 1: Introductions, Syllabus, and Community Contract

Week 2: M: NO CLASS (Monday 9/1)
W: Setup for Success

Week 3: M: Global Competence Aptitude Assessment (Meet in Ed South 125)
W: Your Digital Life and Footprint

Week 4: M: ePortfolios (Meet in Ed South 125)
W: Resumes Round 1 – Electronic/Paper (Bring Laptops To Class)

Week 5: M: Time Management with Technology and Taking Notes
W: Test Taking

Week 6: M: Scholarships Part 1
W: Scholarships Part 2
Reflection Paper 1 Due

Week 7: M: Balance
W: Goal Setting and Motivation

Week 8: M: Leadership and Mentorship
W: Valuing Diversity

Week 9: M: Communication
W: Honors – Dr. Gruver

Week 10: M: Resumes Round 2 and Networking
W: Creatively Conquer

Week 11: M: Internships and Campus Jobs
W: Budgeting and Financial Planning
Reflection Paper 2 Due

Week 12: M: Critical Thinking
W: Campus Presenter - TBA

Week 13: M: Major Success
W: Honors Thesis

Week 14: M: Global Learning
W: Creating Change

Week 15: TBA