



CED 111
COURSE SYLLABUS: Fall 2015

Instructor:	Rebecca G. Judd Ph.D., LMSW-IPR
Office Location:	Henderson 311
Office Hours:	Monday 9:00 a.m. - 9:45 a.m. Tuesday 10:00 a.m. - 3:30 p.m. Thursday 11:00 a.m. - 5:00 p.m. Friday 9:00 a.m. - 5:00 p.m.
Office Phone:	903.468.8190
Office Fax:	903.468.3221
Email Address:	Rebecca.Judd@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbooks: Moore, W. The Other Wes Moore: One Name, Two Fates. (2010). Spiegel & Grau Trade Paperbacks. ISBN: 978-0-385-52820-7.

Carter, C., Bishop, J., & Kravits, S. Keys to Success: Quick. (2012). Pearson Higher Education. ISBN: 978-0-13-254171-8.

Course Description:

UNCO 111 prepares students for optimal success at the university and beyond by motivating them to develop skills, knowledge and behaviors that will create confident, self-sufficient learners.

Student Learning Outcomes:

1. Students will demonstrate critical thinking by asking and answering higher level questions and solving increasingly complex problems.
2. Students will improve their listening, speaking, writing, and reading skills.
3. Students will demonstrate habits of the mind that produce academic improvement across the semester. This will include organization, time management, note-taking, and study skills.

4. Students will acquire the knowledge and apply the necessary skills to successfully navigate university life.
5. Students will take ownership of their learning experiences and develop greater awareness of self and others.

<u>COURSE REQUIREMENTS</u>

Instructional / Methods / Activities Assessments

Instructional Methods: Class consists of various styles of presentation and interaction. In UNCO 111, students will be active participants regardless of the mode of instruction. Students should come to class ready to participate, both in terms of preparation as assigned and with a positive attitude toward class and colleagues.

Assignments:

Attendance: Roll will be taken each class day and students are expected to attend all scheduled class periods. Each section of this course is scheduled for 16 weeks of twice weekly meetings of 50 minutes each. Students should make arrangements to be in class on time and to stay until the class is dismissed. Attendance is part of your grade for UNCO 111. (100 points)

For students with excused absences, which 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, written documentation must be turned in to the instructor immediately upon return to class.

Each absence in this course will result in a point reduction on your final attendance grade according to the chart below.

Absences	0	1, 2	3, 4	5, 6	7, 8	9,10	11,12	13,14	15,16	17,18	19,20
Grade	100	94	88	82	76	70	64	58	52	46	40

Absences	21,22	23,24	25, 26	27, 28	29, 30
Grade	34	28	22	16	10

Participation: Students must attend all class sessions and participate to the extent possible in each class activity. The activities in this course are designed to help you improve your communication skills and increase your knowledge set in order to make you a more effective and successful college student. (100 points)

Global Competence Requirements: Students must complete both the Global Competence online inventories during the second and third class weeks as assigned by the instructor. This must be completed during class in a specified lab room.

Failure to complete this requirement will automatically drop course grade one complete letter grade. (100 points)

Journal: Students must complete at least 3 journal activities, each worth 20 points. Details of required journal activities and their due dates are listed in the weekly plan for the course attached to this syllabus. (60 points)

Event papers: Three (3) one page event papers, each worth 20 point, documenting attendance/participation in three different types of university events (athletic, academic, cultural, etc.). (60 points)

University success skills: Document three (3) visits to University support centers. (60 points)

Exams: Students will have a mid-term exam and final project, each worth 100 points, in this course over the materials presented. (200 points)

Grading

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

A =	594-680 Points
B =	522-593 Points
C =	464-521 Points
D =	430-463 Points
F =	462 Points or less

NOTES:

Please be aware of the grading scale and the percentages utilized in the grade distribution. For example, a student does not need to earn 90% of the points in the course to earn an "A" ($594/680 = 88\%$), but a student must earn 70% of the points to receive a "C" in the course. The moral of the story is that students will be rewarded for working a little more diligently in the course, while students who seek to "survive" in the course will actually have to work harder to earn a lower grade. Due to these allowances, I do not curve grades at the end of the semester.

If you strive for a specific grade in the course, be sure to notice how many points you need to accumulate to achieve that grade rather than focusing on the percentage of points you have earned.

TECHNOLOGY REQUIREMENTS

CED 111 is a web-enhanced course. Delivery problems can result if technological requirements are not taken into consideration.

The following information has been provided to assist you in preparing to use technology successfully in this course. [List those technologies needed for your course.]

- Internet access/connection – high speed recommended (not dial-up)
- Headset/Microphone (if required for synchronous sessions in an online course)
- Word Processor (i.e. MS Word or Word Perfect)

Additionally, the following hardware and software are necessary to use eCollege: Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login in to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Students will be expected to interact with the instructor(s) in class or via electronic means in an appropriate manner. All instructor contact information is listed on this syllabus and should be used.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
--

Course Specific Procedures:

Supplemental Instructions: In the course of your work in this class, you will be given additional written instructions that govern the look, content and scope of your projects. These supplemental instructions have the same force as the syllabus for grading purposes.

Cheating: Plagiarism, appropriating or otherwise using the work of others or yourself, avoiding or aiding others in avoiding class requirements or other activities that contravene ordinary standards of academic integrity will not be tolerated. This includes submitting your own work on more than one assignment in this class. Students who cheat will be punished one or more of the following: point penalty, failure of the assignment in question or failure for the course. If you are in doubt about whether or not your conduct constitutes cheating, you had better ask the instructor. Do not find out the hard way.

Late Work: **No work will be accepted late unless it is accompanied by a written excuse considered acceptable by the University.** Specifically, this includes participation in a University-sponsored event, illness accompanied by a doctor's note, death in the student's immediate family, or a verifiable court appearance. Instructor reserves the right to deduct points for late work regardless of reason.

University Specific Procedures:*ADA Statement*

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 132**

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

[Student Disability Resources & Services](#)

Student Conduct

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*).

All students are expected to exercise self-discipline and respect for the rights of others at all times. Behavioral disruptions that interfere with the business of the classroom or with an individual's ability to learn may be referred to the Dean of Students.


Please be sure that cell phones and other electronic devices are off or silent. If you expect to have to get up, please select an inconspicuous position to minimize disruptions. Courtesy to others is important. That means respecting the opinions of others, and in general, doing your part to make this a positive learning environment for all students. Food and beverages, while acceptable, should be consumed as quietly as possible, and you must clean up after yourself.

COURSE OUTLINE / CALENDAR

The schedule attached shows planned weekly topics. In a perfect world, all things will go well, and there'll be no change from this schedule. We live in an imperfect world, and so, there may be disruptions. If the schedule has to be altered, it will be altered with proper notice and always in a way that benefits students before me.

CED-111 FALL 2015
TENTATIVE COURSE SCHEDULE *will be finalized during first class*

WEEK	DATE	Topic	Assignments/Assessment/ Class Activities
ONE	08/31	Community Building	Introductions/Overview of course
	09/02	Getting to Know eCollege	Complete online scavenger hunt
TWO	09/07	University Holiday	
	09/09	QEP Assessment	<ul style="list-style-type: none"> Journal Assignment #1 Due Report to BA 339 for Global Learning Assessment
THREE	09/14	QEP Portfolio creation	<ul style="list-style-type: none"> Report to assigned lab for QEP portfolio creation BA 339
	09/16	Use of university e-tools	<ul style="list-style-type: none"> Read <i>Keys to Success</i> (Chpt 1)
FOUR	09/21	Time Management	<ul style="list-style-type: none"> Develop a daily schedule
	09/23	Goal Setting <i>Guest Speaker : Tina Boitnott-Career Services</i>	<ul style="list-style-type: none"> What will it take to achieve my career goal? Read <i>Keys to Success</i> (Chpt 2 & 12)
FIVE	09/28	The Skill of Summarization	<ul style="list-style-type: none"> Why is this important? How do I summarize?
	09/30	Study Skills: Note taking <i>Writing Center Tour @ 10:30 a.m.</i>	<ul style="list-style-type: none"> Read <i>Keys to Success</i> (Chpt 6 & 7 & 8)
SIX	10/05	Learning how to Learn	<ul style="list-style-type: none"> Article to read and discuss in class
	10/07		<ul style="list-style-type: none"> Read <i>Keys to Success</i> (Chpt 3 & 12)
SEVEN	10/12	Mid-term	<ul style="list-style-type: none"> Mid-term exam
	10/14	Navigate the University	<ul style="list-style-type: none"> "30 Second Expert" Presentation
EIGHT	10/19	Research Tools	
	10/21	<i>Library Tour: To be determined</i>	

NINE	10/26	Self-Advocacy	<ul style="list-style-type: none"> • Read <i>Keys to Success</i> (Chapt 5)
	10/28	Electronic Etiquette	<ul style="list-style-type: none"> • Present findings from instructor interviews
TEN	11/02	Inquiry and Critical Thinking	
	11/04		
ELEVEN	11/09	Critical Reading Skills	<ul style="list-style-type: none"> • Read <i>Keys to Success</i> (chapt 5)
	11/11		
TWELVE	11/16	Money Management	<ul style="list-style-type: none"> • Read <i>Keys to Success</i> (chapt 11)
	11/18		
THIRTEEN	11/23	Health & Wellbeing	<ul style="list-style-type: none"> • Read <i>Keys to Success</i> (chapt 10)
	11/25	<i>Guest Speaker TBA</i>	
FOURTEEN	11/30	Grab Bag: Topic of student choice	
	12/02	Final project due	<ul style="list-style-type: none"> • Final essay due to instructor
FIFTEEN	12/07	NO CLASS: STUDY FOR FINALS 	
	12/09		