



UNCO 111

COURSE SYLLABUS: Fall 2016

Instructor: Samantha Reece

Office Location: One-Stop Shop

Office Hours: By Appointment

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbooks:

Kleon, Austin. *Steal Like An Artist: 10 Things Nobody Told You About Being Creative*.

New York: Workman, 2012. (ISBN: 978-0761169253)

Accessibility: Available in the bookstore; on Amazon. \$6.74; \$6.40 Kindle

Other Materials Required:

Binder or pocket folder

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 be able to identify and describe relevant campus resources.
2. Students will be able to view themselves as engaged citizens within an interconnected and diverse world.
3. Students will be able to explain their responsibilities as a student.
4. Students will demonstrate critical thinking skills.

COURSE REQUIREMENTS

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.

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)

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)

QEP Requirement: Students must complete all on-line inventories and portfolios during the second and third class weeks as assigned by the instructor. Failure to complete this requirement will automatically drop course grade one complete letter grade. (100 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: *Ecollege Scavenger Hunt*, 30 Second Expert, and Campus Resource Scavenger Hunt. (60 points)

Content Quizzes: Students will have 10 quizzes throughout the semester all worth 10 points each over information covered in specific activities/assignments that week. (100 points)

Exams: Students will have a final writing project, over the textbooks used in the course. (100 points)

Grading

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

A =	612-680 Points
B =	544-593 Points
C =	476-521 Points
D =	408-463 Points
F =	408 Points or less

NOTES:

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

UNCO 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.

Academic dishonesty/ Plagiarism:

Instructors at Texas A&M University-Commerce do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. Here is the university policy”

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Grievance Procedure:

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head, Dr. Tabettha Adkins, Dean of University College.

Where applicable, students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

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, Gee Library, Room 132 (903) 886-5150 or (903) 886-5835 phone (903) 468-8148 fax Email: Rebecca.Tuerk@tamuc.edu.

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.