COURSE Syllabus-CED 111. Section .007; Critical Thinking
Pre-Nursing Group

Instructor: Carole McKenzie, PhD, CNM, RN
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Office Location: Nursing Building
Office Hours: Mondays 11-12n and 1-3p; Tuesdays10-12n and byappointment
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Preferred Form of Communication: E mail
Communication Response Time: 48 hours, business hours only

COURSE INFORMATION

CRN:
Classroom: Nursing Classroom; Nursing Building
Meeting time: Mondays, 3-5p

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required:

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

Optional Texts and/or Material

Course binder for assignments
We will make a name tent the first day for you to bring to class each day.

The *syllabus/schedule are subject to change.*

Course Description

. UC 111[or discipline specific title] 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

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Assignments:

Visits to University Support Centers

Students will visit 6 university support centers during the semester (Success coaches, Financial Aid, Writing Lab, Math Lab, Academic Lab, Writing Center, Counseling Center, Recreation Center, Visit a librarian in the library, Career Development, Testing Center, Health Center). You must document your visit with a signed attendance verification form, posted on E-College and a one page journal posted in Dropbox about what you learned at the visit and how it assisted you.

Campus Events Attendance Reflection Essays: College is about more than going to class—there are many events to attend on campus that will enhance your experience here. Watch your email, flyers on campus, and the menu on the main page of MyLeo for information about events on campus. Look especially for Global Events—you should load your reflection of these events into your ePortfolio toward your application of being a Global Scholar.

For this part of your grade, attend a campus event (athletic, club meeting, academic events, cultural events, speakers, et cetera). Bring an artifact of the event (a program, e-mail a selfie of you at the event, et cetera), then write a two-page paper in which you describe and reflect on the event.

1. Describe or summarize the event. What was the event? What was the purpose? Who attended? What was it like?

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2. Reflect on the event. Consider some or all of the following questions: What did you learn at this event? What did you learn about the campus or people related to the campus? How can you implement what you learned to help you be successful in college? How can what you learned help prepare you for an interconnected world?

You must attend **five** events throughout the semester and write about each of them. Do not wait until the end of the semester to attend these events—they will be due throughout the semester and submitted via Dropbox.

Final essay:

Option One: [Instructor can either chose an option or allow students to select an option.]

In this class, we read Austin Kleon's book *Steal Like An Artist: 10 Things Nobody Told you About Being Creative,* which details some ideas about how attitude, learning, and the people and things you surround yourself with can affect creativity. This assignment asks you to reflect on the personal value you see in creativity. How can creativity help you prepare to solve the problems of the future? How can creativity help you accomplish your goals in college and beyond?

Kleon's book uses anecdotes and examples to make his points. Be sure to do the same. Also be sure to refer to the book in your essay (quote and cite his essay). You can refer to Kleon's book by agreeing with one of his points, disagreeing with one of his points, building on one of his points, or even using one of his points to start your own argument about the value of education.

Option Two:
Can learning strategies for creativity actually help you be more creative? Choose one of the strategies detailed in Austin Kleon's book *Steal Like An Artist* and explore its possibilities for encouraging creativity. Experiment with one or more of the strategies for a period of time (for example, a week) and reflect on the effectiveness of that strategy.

Kleon's book uses anecdotes and examples to make his points. Be sure to do the same. Also be sure to refer to the book in your essay (quote and cite his essay). You can refer to Kleon's book by agreeing with one of his points, disagreeing with one of his points, building on one of his points, or even using one of his points to start your own argument about the value of education.

Class Participation: Attendance will be taken at each class and noted as part of participation grade. In addition, students will bring a current health care events article to class for discussion and to be turned in at the end of class with their name on it. Part of the class will be devoted to the discussion of these articles. Participating in the discussion and turning in an appropriate article will be part of the participation grade.

Short/Long Term Goals:

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Students will develop short and long term goals after first class discussion and turn them in to Dropbox by 2359 on Friday, September 2, 2016.

Assignment	Percentage of Grade [suggested]
Short/Long Term Goals	5%
Visits to University Support Centers	30%
Campus Events Attendance Reflection Essays	25%
Final Essay	25%
Class Attendance/Participation/	15%
SNA Bonus—students who document joining SNA	5 bonus points added to final grade

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

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Course Procedures

Attendance

Students are expected to attend all classes and complete all assignments by the assigned due date. Notify the faculty via E-mail at least 30 min prior to class beginning if you are going to be late or miss class.

Checking E-College

E-College is the communication vehicle for this course. **Check it often** for announcements, information about assignments, class preparation and due dates.

Late Submissions

It is expected that you will submit all assignments on time. If you need an extension, it must be requested **<u>before</u>** the due date and may or may not be approved at the discretion of the course coordinator. Unexcused late assignments will be penalized 10% per day for each of the first two days overdue; on the 3rd day, the grade will be assigned as 0%. Communication on these matters is the student's responsibility.

Paper submissions

All documents submitted online are to be in .docx, .rtf or .pdf format. No other formats will be accepted (JPEG, GIF, etc.). Assignments need to be submitted in a maximum of one document per assignment. A self-graded grading rubric must be submitted with all written assignments.
Failure to follow these guidelines will result in a grade of "0" on the assignment.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.

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- o *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check   http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported.
    Pop-ups are allowed.
    JavaScript is enabled.
    Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - o Adobe Reader https://get.adobe.com/reader/
    - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - o Adobe Shockwave Player   https://get.adobe.com/shockwave/
    - o Apple Quick Time   http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to

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[myLeo](http://www.tamuc.edu/myleo.aspx) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab.   http://www.tamuc.edu/myleo.aspx

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/)   http://247support.custhelp.com/

The student help desk may be reached in the following ways:

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

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1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.

4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. https://leo.tamuc.edu

Learner Support
The One Stop Shop was created to serve you by providing as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/

The Academic Success Center provides academic resources to help you achieve academic success. http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

FREE MobilE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

PEARSON COURSES	**App Title:**	**iPhone –** Pearson LearningStudio Courses for iPhone **Android** – LearningStudio Courses - Phone
	Operating System:	**iPhone** - OS 6 and above **Android** – Jelly Bean, Kitkat, and Lollipop OS

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	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

• View titles/code/Instructor of all Courses enrolled in online
• View and respond to all discussions in individual Courses
• View Instructor Announcements in individual Courses
• View Graded items, Grades and comments in individual Courses
• Grade to Date
• View Events (assignments) and Calendar in individual Courses
• View Activity Feed for all courses
• View course filters on activities
• View link to Privacy Policy
• Ability to Sign out
• Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COMMUNICATION AND SUPPORT

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Interaction with Instructor Statement

The instructor's communication response time and feedback on assessments are stated clearly.

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 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 UC 111.

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 be reflected in the participation grade for this course.

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, [ENTER DEPARTMENT HEAD'S OR SUPERVISOR'S NAME HERE].

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

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

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

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

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ADA Statement

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) 886-583
Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

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Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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Course Content Outline/Assignments
This schedule may be adjusted to accommodate for student learning needs.

Bring the assigned reading to class with you to supplement discussion. Printed or digital copies are both acceptable.

Date	Unit	To do before class	Due In Class
Week 1 August 29	Introductions, syllabus discussion		Introductions/ Goals Due by 2359 on September 2
Week 2 Sept 12	GCAA Assessment for campus QEP (Quality Enhancement Plan)	Read e-mail from Dr. Shonda Gibson about GCAA assessment (Students will automatically receive this e-mail; instructors need to do nothing.)	
Week 3 Sept 19	Academic Success In class: University Support Services 30 second expert activity	Learning Style activity/Cornell Notes reading How to Talk to a Professor power point	**First University Support Center Attendance due by 2359 on class day**
Week 4 Sept 26	Syllabus review This activity teaches students to read the syllabus in their other classes	Syllabi and Planning activity [.]	**First Campus Events Attendance Reflection Essay due by 2359 on class day**
Week 5 Oct 3	College computer literacy	Find and watch and/or read online tutorials about how to use word processing program (like Word); a slide show program (like Power Point); a spread sheet program (like Excel). If you own a computer, find tutorials for the software on your computer.	**Second University Support Center attendance due by 2359 on class day**
Week 6 Oct 10	Title 9	Watch this video: https://vimeo.com/105143665 [or watch it in class]	**Second Campus Events Attendance Reflection**

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			Essay due by 2359 on class day
Week 7 Oct 17	Open lab time scheduled by QEP committee to send students to discuss GCAA results	Read GCAA report from the assessment completed in week 2. Bring to class.	**Third University Support Center attendance due by 2359 on class day**
Week 8 Oct 24	Registration Success Coaches	Activity for Registration	**Third Campus Events Attendance Reflection Essay due by 2359 on class day**
Week 9 Oct 31	Wellness Nursing Faculty Panel SNA presentation	View physical and mental health power point Drugs and Alcohol video Look at wellness wheel [	**Fourth University Support Center attendance due by 2359 on class day**
Week 10 Nov 7	Financial literacy	Read FASFA infographic	**Fourth Campus Events Attendance Reflection Essay due by 2359 on class day**
Week 11 Nov 8	Critical thinking	Watch critical thinking power point could be used in class instead of homework assignment]	**Fifth University Support Center attendance due by 2359 on class day**
Week 12 Nov 21	Common reading	Read *Steal Like An Artist: 10 Things Nobody Told You About Being Creative.*	**Fifth Campus Events Attendance**

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			Reflection Essay due by 2359 on class day
Week 13 Nov 28	Time management/ career services	Time management PDF and power point	**Sixth University Support Center attendance due by 2359 on class day**
Week 14 Dec 5	Work on final assignment- essay on common reading		**Final Essay due by 2359 on Friday, December 9**
Finals Week Dec 12	Meet to reflect, share best sections of final essay, etc.		

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