



**CED 111 002E**  
**SS312 T/Th 2:00 -2:50**  
**COURSE SYLLABUS: Fall 2016**

**Instructor:** Dr. Clay Bolton  
**Office Location:** FH 100D  
**Office Hours:** MW: 2-3:30pm and T/TH 9-11 am and by appointment  
**Office Phone:** 903-886-5544  
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**Email Address:** clay.bolton@tamuc.edu

<b>COURSE INFORMATION</b>
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**Materials – Textbooks, Readings, Supplementary Readings:**

**Textbooks:** Valdez, A. (2006). No One Makes It Alone. Salt Lake City: Juniper Press & Oxide Books: Paperback, ISBN 10: 0977042448 ISBN 13: 9780977042449

**Course Description:**

CED 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.

## COURSE REQUIREMENTS

**Instructional Methods:** Class consists of various styles of presentation and interaction. In UC 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 CED 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 on-line inventories during the Second and Seven 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)

**Title IX Module and Follow up: Unit Information: Title Nine**

This unit is required by law. See the Schedule

*Resources:*

- TAMU Website Title IX Video: <https://vimeo.com/105143665>
- Compliance Training: Stop Sexual Assault, Report It  
(Found in MyLeo under Student Apps)  
Part 1  
Part 2

Note: After students complete the training they can send a screen shot showing each of the modules completed

**Journal:** Students must complete at least 4 journal activities, each worth 25 points. Details of required journal activities and their due dates are listed in the weekly plan for the course attached to this syllabus. \*One of these will be the Eulogy Project which we will do in class. (100 points)

**Event papers:** Four (4) one page event papers, each worth 25 point, documenting attendance/participation in three different types of university events (athletic, academic, cultural, Service). (100 points)

**\*The University Day of Service is Saturday, October 8 in Commerce! We can all do this together as a class and this can count as one of your 4 required events.**

**University success skills:** Document Four (4) visits to University support centers. (100 points)

**Exams:** Students will have a mid-term and final exam, 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:

800 total points

A =	720 + Points
B =	640-719 Points
C =	560-639 Points
D =	480-559 Points
F =	479 Points or less

NOTES:

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.

## Campus Concealed Carry

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 (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). 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.

### 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](mailto: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.

### 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

Gege Library 132

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

Fax (903) 468-8148

[StudentDisabilityServices@tamuc.edu](mailto: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 SCHEDULE / CALENDAR

T/TR 2:00 – 2:50 PM SS 312

<u>Week</u>	<u>Date</u>	<u>Topic &amp; Assignments / Assessments</u>
1	8/30	First Day of Class / Intros and Syllabus
1	9/1	Guest Speaker –Campus Rec - Involvement
2	9/6	GCAA Assessment – <b>Journalism 102</b>
2	9/8	Visit with Student Activities and Leadership Go to Student Center Upstairs
3	9/13	Eulogy Project and Plans (counts as First Journal)
3	9/15	First Book discussion day and movie review
4	9/20	Individual Discussion Day “Mentors & Friends”
4	9/22	Book and Movie Review Day
5	9/27	Time Management and your plan
5	9/29	Event Paper #1 due and Un.Support Skills
6	10/4	Study Skills and Eliminating Distractions
6	10/6	Title IX Follow Up - Wellness and event report

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7	10/11	GCAA and Eportfolio Assignments <b>Education South 125</b>
7	10/13	Mid Term Exam
8	10/18	Journal #2 due – “You and TAMUC”
8	10/20	Final Book review

9	10/25	First Event Paper due - discuss
9	10/27	Support Center Updates
10	11/1	Coping skills and discussions
10	11/3	Movie Review
11	11/8	Journal #3 due (success cases and lessons learned) & Second Event paper due
11	11/10	What about a strong finish and on to Spring
12	11/15	Overall Wellness and Me
12	11/17	Friends and Mentors
13	11/22	How to Refresh and Recharge!
13	11/24	Thanksgiving Holiday – No Class
14	11/29	Journal #4 due (reflections on semester)
14	12/1	4 <sup>th</sup> Event Paper due
15	12/6	Review and Final Discussion
15	12/8	<b>Final Exam in Class</b>