



UNCO 2301: Leadership and Engagement
Fall 2022

INSTRUCTOR INFORMATION

Instructor: Sierra Jones

Email address: Sierra.Jones@tamuc.edu *preferred method of communication

Office phone: (903)468-8174

Office Location: Library, Room 184

Communication Response time: Monday-Friday 8am-5pm, typically within 24 hours of receipt of message

COURSE INFORMATION

CRN: 85328

Monday 4pm-5pm

BA256

Supplemental Instructor/Mentor Position Structure

The mentors enrolled in this course have done so as part of their student employee position as a peer mentor with UNCO 1301: Signature Courses as part of First-Year TRAC programs. The First-Year TRAC programs include the following aspects of which peer mentors can expect to participate:

- *UNCO 1301: Signature Course:* Peer Mentors will participate as a supplemental instructor within an assigned UNCO 1301 Signature course. They can be expected to participate in class lectures, grade assignments, discuss topics or otherwise assist faculty in any manner deemed fit for the nature of that specific Signature Course.
- *Mentoring Friday:* These will be schedule Fridays in which peer mentors will lead a smaller cohort of students in a designated lesson plan. Lesson plan materials will be covered in the class prior to a *Mentoring Friday* to allow mentors to receive instruction on how to present this information.
- *Mentoring meet-ups:* These are one-on-one or small group meetings to be scheduled with students from a mentor's *Mentoring Friday* cohort. Mentors will meet face-to-face with each student three separate times throughout the semester to discuss any issues first-year students may be experiencing or celebrate any successes. Content will be supplied to peer mentors as needed, but mentors can use their discretion to discuss any aspect a student wishes as long as it meets one of the student learning outcomes.
- *TAMUC on-TRAC:* Co-curricular events hosted by First-Year TRAC around a variety of important topics for first-year students. Peer mentors will be expected to encourage students to participate and attend a minimum 2 of these events to assist. These events will often be partnerships with other departments and will be open to all students on campus.
- *Lion's Lecture:* Completely optional for peer mentors, monthly TEDX- style discussions from faculty and staff on campus. Open to all students, faculty, staff and the Commerce Community with the aim to create discussion and break silos around campus. This event is a great networking opportunities and chances to connect with other departments and faculty.

Textbook Required

No textbook required. Reading materials will be provided in class and online via D2L for mentor use.

Minimal Technical Skills Needed

- Working email requirement:
 - It is a course expectation that you have a working email address that you check daily. Every student has been assigned a LeoMail email address by the University – you should be checking it often. There may be times that I need to contact you with important information and email is often the speediest and easiest way of doing so. I will always contact you via your University LeoMail address first and foremost, so check it regularly.
- Word Processing (Microsoft Word) & access to a printer
- Access to Desire2Learn (D2L)
- Access to EAB for scheduling student appointments and providing information to academic advisors. Training on EAB will be provided as part of this course.

COURSE DESCRIPTION

The purpose of this course is designed to provide valuable academic, social and leadership skills to ensure a successful leadership of the First-Year TRAC mentoring aspects. Concepts studied include communication, leadership skills, critical thinking skills, a sense of belonging and self-awareness, and creativity & innovation to inspire others. As such, the course focuses not only on significance of leadership and their applicability to you being a leader on campus but also includes learning of the curriculum being taught in UNCO 1301 Mentoring Fridays throughout the semester, discussion around topics of first-year student success and ways to support first-year students including access to resources.

Student Learning Outcomes

- Apply knowledge of curriculum to Mentoring Fridays within UNCO 1301 Signature Courses.
- Be exposed to leadership curriculum to become effective peer student leaders and inspire others in their leadership role through their service to the university in the First-Year TRAC program.
- Use critical thinking skills to determine needs of students throughout the semester in an effort to help first-time full-time freshman acclimate to their first year on campus.
- Demonstrate excellent oral and written communication skills in communication with students enrolled in UNCO 1301 classes.

COURSE REQUIREMENTS

Instructional Methods

Course will be delivered in person once a week at designated time. This class time is split between teaching curriculum for UNCO 1301 Mentoring Friday classes and leadership materials. The course will include group activities with other peer mentors and potentially guest speakers.

Student Responsibilities or Tips for Success in the Course

Students are expected to attend class weekly at the assigned class times to ensure that they are prepared to teach their *UNCO 1301: Mentoring Friday* class on a regular basis, take notes on how to implement curriculum into Mentoring Friday class and obtain materials needed for classes. **If you miss class, you must schedule time BEFORE missing class to make up the**

material with the instructor, then write a 250 word summary of what you missed within 24 hours of class that week.

Class-related activities and events

Student success occurs inside and outside the classroom. Students are encouraged to utilize campus resources and co-curricular activities to not only improve their own abilities, but to be able to provide information on available resources and model how students can utilize the support systems in place for students at TAMUC.

As a Supplemental instructor and peer mentor, you will be expected to also respond to emails from your students and faculty in a timely manner. The College of Innovation and Design standard is a response within 24 hours of the emails receipt during normal working hours- even if you don't yet know the answer or have a response, it is helpful to let the individual know that you received their email and are working on it.

ASSESSMENTS

Attendance/Essays and Participation	210 points total (15 pts per course day)
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Each peer mentor is expected to attend every class as it provides an opportunity for you to become familiar with the curriculum and experience any activities that may be assigned for that week. You are expected to be present and engaged with the material and come to class prepared each week. If you will be absent from class, please see the attendance policy so that you can receive the information and receive credit for the class. There are 14 total classes throughout the semester.

Class Narratives	100 points total (20 pts each narrative)
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Peer Mentors are required to complete a class narrative assignments following the template that will be passed out and explained during your Peer Mentor training. These narratives are used to make further improvements on course curriculum, and should be completed as soon as class is over for the most accurate recollection. These narratives should be turned in to Sierra Jones each Monday by the UNCO 2301 class period, and should be true to your experiences within the classroom. Peer Mentors are expected to accurately reflect on the class material and class participation and are encouraged to discuss with Sierra Jones any issues that arise as they are discovered. There are 5 total Mentoring Fridays and therefore 5 total class narratives due.

Office Hours	195 points total (15 pts each week)
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Peer Mentors are expected to maintain predictable, scheduled office hours where they are available to meet with first-year students that are a part of their UNCO 1301: Signature Course Mentoring Friday cohort and/or a first-year student looking for information. Peer Mentors will gain points for each week they are present during their office hours. There are 13 weeks of expected office hours.

Participate in TAMUC on-TRAC events	100 points total (50 for each evaluation)
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All Peer Mentors should participate in a minimum of two TAMUC on TRAC events, scheduled throughout the semester, to provide visibility and assistance to these programs. Each event will cover a different topic and will be in partnership with another department on campus. Peer mentors are welcomed to attend more than two events, but a minimum of two is required to gain the associated points.

A debrief will be conducted via email after the event, and peer mentors are encouraged to share feedback with Sierra Jones to continue improving our programs.

GRADING

This is a Satisfactory/Unsatisfactory course. An unsatisfactory is a grade of 365 points or lower. Students who score unsatisfactorily in the course will not be eligible to return as a Supplemental Instructor or Peer Mentor in future semesters.

Attendance/Essays and Participation (14 @ 15 points each)	210 points
Office Hours (13 @ 15 points each)	195 points
Course Assessments:	
Class Narratives (5 @ 20 points each)	100 points
Participate in TAMUC on-TRAC events (2 @ 50 points each)	100 points
TOTAL	605 POINTS

COMMUNICATION AND SUPPORT

Access and Navigation

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

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** feature, or click on the words "click here" to submit an issue via email. .

Interaction with Instructor Statement

It is a course expectation that you check your LeoMail email address daily, this is the prescribed communication method by the University. There may be times that I need to contact you with important information and email is often the fastest method to do so. You can expect a response to your email within one business day of its receipt- even if it is just acknowledgement that I received it.

All students are encouraged to contact the instructor for their UNCO 1301 Signature Course and UNCO 2301 Leadership course any and all reasons whatsoever. The more we are kept in the loop with you and your environment, the better we can assist you when needed. **Beyond face to face classroom interactions, the best way to get in touch with me is via email and/or visiting me in my office.**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Attendance

Attendance in this class is **required** for mentors that are part of the First-Year TRAC program and teaching as part of Mentoring Fridays with UNCO 1301 Signature Courses. You will need to be in class weekly to ensure that you are ready to teach your class and are able to learn about campus resources, hone your own mentoring skills and make connections with others on campus who share similar goals to our programs. More than two unexcused absences will result in you being removed as a peer mentor in the First-Year TRAC program. Curriculum will be taught the Monday prior to your Mentoring Friday course in most cases.

Excused absences: 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. If it is not given upon return to class, you will be counted unexcused. Students will be allotted two unexcused absences during the semester. **An excused absence does not mean that you do not have to receive the material from class. SI/PM will need to arrange a time and day to receive the relevant instruction and materials by scheduling a meeting with Sierra Jones. It is the SI/PM's responsibility to reach out to schedule this meeting.**

Late Work

The Monday following a Mentoring Friday class, Peer Mentors are responsible for submitting information about their class(s) to the instructor. Failure to submit this material by the deadline will result in a point deduction within the course. Peer mentors who earn an unsatisfactory point threshold will not be eligible to serve as a Peer Mentor in future semesters.

Assignment Submission

All assignments must be submitted in hard copy or via D2L to the instructor, unless otherwise stated. While you are welcome to email me any questions that you may have, please understand that under normal circumstances, I cannot accept emailed materials that count as a course grade at this time. If you do not own a printer, Waters Library offers printing services for a small fee – please plan accordingly.

Classroom Etiquette

We should aim to be respectful at all times during our class time. This course meets face-to-face each week. Once we meet, we will discuss in more detail how class participation and delivery of course material within your UNCO 1301 Mentoring Fridays will work in the event you are sick or unable to attend for valid reasons. For now I need you to know that I will work with you and do my best to maintain an environment that prioritizes safety and staying healthy. To do this I need your help. If you are not feeling well do not come to class. Per the university's return plan, we are resuming a pre-pandemic schedule of classes at full capacity. Classrooms will not be set up to allow for physical distancing. Masks are not required but they are encouraged, especially in public indoor settings where individuals are in close proximity to each other. I feel the classroom is such a space. Please do your part to keep yourself and others safe. For a full outline of protocols related to COVID management and guidance, you can visit the university's plan here (last updated 1/5/2022): <https://www.tamuc.edu/wp-content/uploads/2022/01/COVID-19-Guideline-Changes-letterhead.pdf>



COVID return plan

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, University Procedure 13.99.99.R0.10 ("Undergraduate Academic Dishonesty"): <https://inside.tamuc.edu/aboutus/>



Academic Dishonesty Policy

[policies-procedures-standards-statements/rules-procedures/ 13-students/undergraduates/ 13.99.99.R0.03-Undergraduate-Academic-Dishonesty.pdf](https://www.tamuc.edu/policies-procedures-standards-statements/rules-procedures/13-students/undergraduates/13.99.99.R0.03-Undergraduate-Academic-Dishonesty.pdf)

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](https://www.tamuc.edu/student-guidebook/Student-Guidebook.pdf).
http://www.tamuc.edu/student_guidebook/Student_Guidebook.pdf



Student Guidebook

Additionally, Peer Mentors are expected to understand and follow any guidelines and requirements related to the mentoring position that they hold.

ADA Statement for 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. 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
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: StudentDisabilityServices@tamuc.edu
Website: [Office of Student Disability Resources and Services](https://www.tamuc.edu/student-disability-services/)
<https://www.tamuc.edu/student-disability-services/>



*Student Disability Services
Website*

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.



Concealed Carry Policy

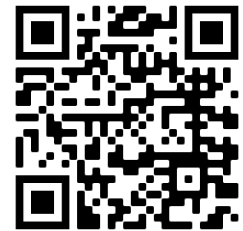
Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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 903886- 5868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel



*Counseling Center
Information*

Important dates & reminders:

- Drop due to non-payment: September 19, 2022
- Last day to drop: November 3, 2022
- Last day to withdraw: December 2, 2022
- Lionizing Final: December 14, 2022

UNCO 1301: First-Year TRAC Calendar

Some dates are scheduled tentatively at this time. They may be changed but advanced notice will be given in class. You will be taught the curriculum in *this* class, UNCO 2301, below on the Monday BEFORE you are required to teach it in for Mentoring Friday in your UNCO 1301 course. You will be asked to preview the materials BEFORE the class time you will be teaching it; after all you will be viewed by your UNCO 1301 students as the expert and responsible for teaching the students the material in an effort to help them have a successful first semester on campus. Be prepared! It is part of being a good mentor/teacher and you are leading by example. The dates outlined below are for the entirety of First-Year TRAC events, some dates are subject to change.

Table Key:

Mentoring Friday: Peer Mentor taught classes occurring on select Friday's during Signature Course time
Mentoring meet-up: Mandatory office hour visits from students within the Peer Mentors group.
TAMUC on TRAC: Workshops to cover materials previously covered in UNCO 101 classes, open to campus community at large
Lion Lecture Series: "TED-like" talks from faculty and staff to bring faculty, staff, students and community together in a relaxed setting.

Date	Timing Justification	Item and Topic	Potential Class activity/discussion	Artifact Due
8/29	First day of classes			
9/2	Needs to be as early in the semester as possible	Mentoring Friday Decoding College: Secrets to a Successful First Year	<ul style="list-style-type: none"> • Quick MyLeo, D2L, YouSeeU • Learn the acronyms of TAMUC • Hidden curriculum • Peer Mentors present their 5 unwritten rules for success 	<ul style="list-style-type: none"> • Quiz online - students will need to match terms and identify resources on campus and reflect on one aspect of hidden curriculum discussion.
9/6-9/30		Mentoring meet-up <i>First visit timeframe</i>	<ul style="list-style-type: none"> • Discussions on engagement and class/attendance • Check in on how students are transitioning • Help students identify any hidden curriculum that may be present for student • Help students identify their goals and priorities • Encourage involvement in co-curricular activities • Ask I like, I wish, I wonder feedback for their college experience so far 	

9/12	Lion Pride Day	TAMUC on TRAC Workshop Starting a tradition with SGA	<ul style="list-style-type: none"> Lion Pride Day banner and t-shirts 	
9/29 (Tent.)		Lion Lecture	<ul style="list-style-type: none"> Speaker and theme to be determined 	
9/23	Occurs after students have had time to get into a routine and potentially join some friend groups or organizations. Good timing for them to have enough "college experience" to start reflecting on it, but not so late in the semester that they can't make changes.	Mentoring Friday Bringing my university life balance	<ul style="list-style-type: none"> Priorities and Energy Mapping 3 Archetypes worksheet and activity 	<ul style="list-style-type: none"> Energy mapping worksheet: students will map out their priorities and where they spend their energy. They will identify one area to prototype changing and upload a photo on D2L
9/28 (Tent.)	After students have had time to adjust to schedule, after discussion on balancing priorities in Mentoring Friday on 9/23	TAMUC on TRAC Workshop Strengthening your Time Management Skills with Peer Mentors	<ul style="list-style-type: none"> Could be a passive tabling event in RSC or a one hour event- Peer Mentors assist students in working through how they structure their time 	
10/3-10/28		Mentoring meet-up <i>Second visit timeframe</i>	<ul style="list-style-type: none"> Discuss with students their time organization and first weeks of classes/academic performance Accountability groups set up to provide connection and networking opportunities Discussions around prototypes continued from class 	
10/5 (Tent.)		TAMUC on TRAC Workshop Discovering your Strengths with IEL	<ul style="list-style-type: none"> StrengthQuest or similar identity assessment, IEL has hosted this event previously Relate activity to available campus experiences and majors along with student priorities determined in their mentoring course 	
10/27 (Tent.)		Lion Lecture	<ul style="list-style-type: none"> Speaker and theme to be determined 	

10/14	Occurs after students have had their first exams, and potentially their first “failures” or disappointments. We would be able to capture those students who have an “it won’t happen to me” mindset right after a negative event to model where to go next.	Mentoring Friday My most epic fail: building failure immunity	<ul style="list-style-type: none"> • Paper tower • 30 circles activity • Fixed vs growth mindset • Failure Immunity • Reframing 	<ul style="list-style-type: none"> • Individual worksheet highlighting how they will work on reframing failure and identifying a “waffle” they had and what they learned from it.
10/19 (Tent.)	Occurs after discussion in class around failure immunity, with enough time in class for students to possibly have encountered a “failure” within their college experience to build off of.	TAMUC on TRAC Workshop Re-train your brain! How to get unstuck. with Counseling Services (alt. TRIO or IEL)	<ul style="list-style-type: none"> • Focus on activities to help students get unstuck and transition to a growth mindset 	
10/26 (Tent.)	Prior to Spring registration	TAMUC on TRAC Workshop The Science of YOU with Career Development	<ul style="list-style-type: none"> • Students will take the YouScience assessment and attend an event with Career Development to help target their experience or major and what results mean for participants 	
10/31- 12/2		Mentoring meet-up <i>Third visit timeframe</i>	<ul style="list-style-type: none"> • Discussion shifts to focus on preparation for future semesters • Promotion of advising, career development and other events/departments around exploration of options or preparation of future semesters • Work with students to identify successes or positives they experienced this semester • Check in on accountability wishes for students 	

11/2 (Tent.)	Prior to Spring registration	TAMUC on TRAC Workshop Preparing for the Spring! with registration and advising departments		
11/9	Spring Registration for Freshman/Sophomores			
11/11	Occurs before Thanksgiving holiday, preparation for the game of life workshop as well	Mentoring Friday Choosing your major and planning for your life	<ul style="list-style-type: none"> • Decision making • One true calling reflection • Dealing with ambiguity/uncertainty • Selection of academic major 	<ul style="list-style-type: none"> • Odyssey planning activity/worksheet: students will turn in 3 odyssey plans that have outlined one professional and one personal goal for each plan.
11/16 (Tent.)		TAMUC on TRAC Workshop The Game of Life with Career Development	<ul style="list-style-type: none"> • Interactive Game Of Life event to provide discussion and simulation around real-world budgeting for different careers 	
11/10 (Tent.)		Lion Lecture	<ul style="list-style-type: none"> • Speaker and theme to be determined 	
11/24-11/25	Thanksgiving Holiday			
12/2	Should be before the Game of Life event	Mentoring Friday Money \$marts	<ul style="list-style-type: none"> • Financial Literacy • Budgeting • Future career exploration (degree/salary) 	<ul style="list-style-type: none"> • Option 1: students have a prototyped budget • Option 2: students submit a reflection of a selected podcast and their understanding of how external resources can be used to fill in gaps with financial literacy
12/9	Last day class			
12/14	Lionizing Event			