



CID 1300.01E “The Student and the University”

COURSE SYLLABUS: Fall 2024

INSTRUCTOR INFORMATION

Instructor: **Casey Richards**

Office Location: **Waters Library, 231R**

Office Hours: **By appointment, please.** 😊

Office Phone: **903 886 5776**

University Email Address: **Casey.Richards@tamuc.edu**

Preferred Form of Communication: **Email**

Communication Response Time: **24 hours**

COURSE INFORMATION

CRN: 82839

Day/Time: Tuesday/ Thursday

Location: C115

Textbook Required

No textbook required.

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)

The syllabus/schedule are subject to change.

Course Description

Student Learning Outcomes

As a result of this course, students will be able to:

1. Identify college resources and be able to demonstrate how students can utilize these resources to find success.
2. Analyze potential career paths and develop a plan for achieving career goals.
3. Develop effective oral and written communication skills.
4. Identify and understand how to effectively use college resources to address common academic and personal challenges.

Instructional Methods

Instruction will consist of lecture, instructor-mediated discussion, and both individual collaborative assignments. Instructors will provide “just in time” instruction with topics being scheduled to roughly coincide with related moments of challenge experienced by students their first semester.

Student Responsibilities or Tips for Success in the Course

Students should attend class, come prepared to participate, and be open to the contributions of the instructor and other students. Students should keep the instructor apprised of their progress in this and other courses. Students should utilize email and office hours to connect with their instructors, seeking advice and support for their journeys. Students should come to class knowing that all questions are good questions.

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

Total points corresponding to the final letter grades:

A = 900-1000 Points

B = 800-899 Points

C = 700-799 Points

D = 600-699 Points

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F = 599 & below Points

Weights of the assessments in the calculation of the final letter grade.

Example:

Attendance and Participation	10% (100 points)
In-class Assignments	40% (300 points total)
Out of class Assignments	40% (500 points total)
Final Exam	10% (100 points total)
TOTAL	100% (1000 total points possible)

Assessments

Attendance and Participation: Students receive credit toward their final grade by attending and participating in class. Participation can range from in-class discussions and participating in course activities. Students that are late to class may not receive attendance points for that day.

In-class assignments: Students will be given 7 in class assignments for a grade. Assignments will be worth 25 points each at the beginning of the semester and will increase periodically throughout the semester until assignments are worth 75 points at the end of the semester. Assignment point values will be announced in class and presented on the assignment information or worksheet.

Out of class Assignments: Students will complete 4 assignments out of class. These assignments will increase in point value throughout the semester. Assignments at the beginning of the semester are worth 100 points, assignments at the end of the semester are worth 150 points. Assignment point values will be announced in class and presented on the assignment information or worksheet.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

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https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

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: 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.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

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 any and all reasons whatsoever if they believe an event or concern will impact their performance in the course. The more I am kept in the loop with you and your environment, the better I can assist you

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when needed. Beyond face-to-face classroom interactions, the best way to get in touch with me is via email and/or office hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance

Roll is taken each class day and students are expected to attend all scheduled class periods. Each section of the course is scheduled for 16 weeks of two meetings weekly of 45 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.**

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 as unexcused. Students will be allotted two unexcused absences during the semester. Points will also be deducted from the daily participation grade for each tardy, at the instructor's discretion.

Late Work

All activities must be submitted by the date listed in the course outline/calendar or as announced in class. Late assignments and activities will not be accepted unless in emergencies. If you are absent for any reason (excused or unexcused) on a day that a written assignment is due, you must discuss with the instructor ways to submit prior to the assignment deadline, if possible. All assignments are due within the first 10 minutes of the scheduled class day, unless otherwise announced.

Assignment Submission

All assignments must be submitted via D2L, 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 student work at this time. If you do not own a printer, Waters Library offers printing services for a small fee – please plan accordingly.

Essay Formatting, Presentation Guidelines & Spelling / Grammar

We will use APA formatting for all papers in this course. For detailed information regarding what APA is, there are numerous resources online or in the library. There is also an on-campus resources called the Writing Center you can visit for assistance.

General paper guidelines are:

- typed, doubled spaced, 1" margins, and 12-point font.

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Professionals throughout your lifetime will critique you on spelling and grammar so use this class as an opportunity to begin practicing these skills. Sentence structure, spelling and grammar will be examined when determining a grade for any written assignment in this class.

Classroom Etiquette

This course meets face-to-face each week. We should aim to be respectful at all times during our class time. Cell phones and all other electronic devices must be turned off and out of sight when we are in class- if you have an emergency situation where you need to have your phone on, please let me know at the start of the class or via email prior to class time.

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/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

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:

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[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)
[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

Plagiarism: Plagiarism is the appropriation of another's ideas, processes, results, or words without giving appropriate credit. This includes ChatGPT and other generative Artificial Intelligence (AI) technology (See AI use policy below). Students who are found to plagiarize will be subject to Academic Dishonesty procedures including a zero on any plagiarized assignments up to suspension or expulsion from the University.

AI use policy: Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

Students with Disabilities-- 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

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](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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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>

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.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



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COURSE OUTLINE / CALENDAR

Date	Topic	Assignments
8/27	Syllabus information	• Syllabus Group Activity*
8/29	Campus Resources and College Norms	
9/3	How to ask for help	
9/5	Your future road trip	• Road trip activity*
9/10	Presentation 101	
9/12	Presentation Preparation	
9/17	Low-stakes Presentations	• Presentations due
9/19	Low-stakes Presentations	
9/24	Problem Solving	• Problem solving activity*
9/26	Assessing Life Balance	
10/1	Time management and Energy Mapping	• Energy Map Activity*
10/3	CollegeView	• CollegeView due
10/8	No Class	
10/10	No Class	
10/15	Goal Setting	
10/17	College Bucket List	
10/22	Money Matters	• Budget Activity*
10/24	Decision-Making	
10/29	Bucket List Presentations	• Bucket List Presentation due
10/31	Bucket List Presentations	
11/5	Overcoming Failure	• Failure Activity*
11/7	Campus Resources Visit	
11/12	Focus2 Breakdown	
11/14	Your future Career	• Focus2 Due
11/19	Odyssey Planning	• Odyssey Planning Activity*
11/21	Schmoozapalooza	
11/26	No Class	
11/28	No Class	
12/3	Understanding your Algorithm	
12/5	What I learned	
12/10	Finals Week	
12/12	Finals Week	

*In-class assignment

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