CID 1300.08E "The Student and the University"

COURSE SYLLABUS: Spring 2025

INSTRUCTOR INFORMATION

Instructor: **Davida Tarpley**
Office Location: **Velma K. Waters Library, 231AR**
Office Hours: **MWF 8:30 - 9:30a, WF 3:00 - 4:00p, R 9:00a - 12:00p TR 3:00 – 4:00p**
Office Phone: **903-886-5709**
University Email Address: **Davida.Tarpley@tamuc.edu**
Preferred Form of Communication**: Email**
Communication Response Time: **24-48 hours**

COURSE INFORMATION

CRN: **21369**
Day/Time: **MWF 11:00 – 11:50 am**
Location: **EdS 133**

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

1. Communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure, in written, oral, and/or visual modes.
2. Interpret, test, and demonstrate principles revealed in empirical data and/or observable facts.
3. Analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.
4. Find, evaluate, organize, use, and communicate information in multiple modes and with different technologies to make decisions and solve problems.

Instructional Methods

Instruction will consist of lecture, instructor-mediated discussion, and both individual collaborative assignments. For the purposes of this class, students will be encouraged to bring class content to bear on their day-to-day experience as first semester college students. 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 appraised 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.

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A = 451- 500 Points
B = 401- 450 Points
C = 351- 400 Points
D = 301- 350 Points
F = 300 & >   Points

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

Peer Mentor Meetings	10% (50 points total)
Attendance and Participation	15% (75 points total)
Learning Showcase Assignment	30% (150 points total)
Assignments	45% (225 points total)
TOTAL	100% (500 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, completion of in-class work, and participating in course activities. Students that are late to class may not receive attendance points for that day.

Peer Mentor Meetings: Students will attend three meetings with their assigned course Peer Mentor. Students will be provided with a range of dates for each of these meetings and will need to schedule their chosen date and time with their Peer Mentor using Navigate. Meetings will be 30 minutes in length and graded on an attendance basis. Each meeting will count for 1/3 of the overall grade.

Learning Showcase Assignment: Students will be assigned to groups and complete an assignment and presentation at the end of this course as the final exam. This will be presented at the Learning Showcase and will be a culmination of skills that students will learn throughout the semester. The instructor will determine the format of these presentations and students will be provided with a list of topics to choose from for their presentation topic. This grade will be derived from multiple in-class checkpoints, topic selection, individual contribution to group work and a grade for the overall presentation. **Attending the learning showcase event at the end of the semester is also required, unless you have a university approved absence; not attending will result in a significant reduction in your overall grade for this project.**

Assignments: Throughout the semester, assignments will be provided both in and out of class for completion. Each assignment will be worth a specified number of points, totaling 225 points for the entire semester.

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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:
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 ETAMU 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

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<h1 align="center">Interaction with Instructor Statement</h1>

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

<h1 align="center">COURSE AND UNIVERSITY PROCEDURES/POLICIES</h1>

<h2 align="center">Course Specific Procedures/Policies</h2>

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 three meetings weekly of 50 minutes each. Students should plan 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

<p align="center">The syllabus/schedule are subject to change.</p>

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 MLA formatting for all papers in this course. For detailed information regarding what MLA 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.

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

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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

ETAMU 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 their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[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.

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In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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 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/

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.

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.

Spring 2025 COURSE OUTLINE / CALENDAR

Week	Date	Topic	Assignments
1	1/13	Welcome and Syllabus	Syllabus Snapshot Activity*
	1/15	Campus Resources/College Road Trip	
	1/17	Campus Overview	Exit Ticket*
2	1/20	**Campus Closed- MLK, Jr. Day**	
	1/22	College View/Goal Mapping	
	1/24	Cost of Missing a Class	
3	1/27	Financial Aid and Scholarships	Email Activity Due CollegeView Assignment Due
	1/29	Money Matters	Budget Activity*
	1/31	Student Transition/First-year gen Panel	Reflection Assignment*
4	2/3	Gamified Class Day	
	2/5	Growth Mindset	Reflection Assignment*
	2/7	Energy Mapping	Energy Mapping Activity*
5	2/10	Study Skills: set up note taking skills	
	2/12	Study Skills: Content/note taking	
	2/14	Study Skills: Exam/ Study Hall	Study Strategies Reflection*
6	2/17	College Bucket Presentation	
	2/19	Presentation Skills 101	
	2/21	Sticky situations/decision making	
7	2/24	Resource Tour Week	
	2/26	Resource Tour	
	2/28	Resource Tour	
8	3/3	Selecting Courses and DegreeWorks	
	3/5	Bucket List Presentation Day	Bucket List Presentation Due
	3/7	Bucket List Presentation Day	
9	3/10	**Spring Break**	
	3/12	**Spring Break**	
	3/14	**Spring Break**	
10	3/17	**No CID 1300 Class**	
	3/19	Overcoming Failure	Failure Activity*
	3/21	Focus2: Career Exploration	
11	3/24	Odyssey Planning pt. 1	Focus2 Due
	3/26	Odyssey Planning pt. 2	Odyssey Planning Assignment*
	3/28	Schmoozapallooza	
12	3/31	Gamified Class Day	
	4/2	Assessing Your Life-Balance	
	4/4	Class Make-up Day	
13	4/7	LS Day 1 description/essentials	
	4/9	LS Lead up- Source Selection and	Assessing Sources Worksheet*

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		Evaluation	
	4/11	LS Lead up- Library Visit	
14	4/14	LS Lead up- Research Questions	
	4/16	LS In-class Workday	
	4/18	LS In-class Workday	
15	4/21	LS In-class Workday	
	4/23	LS In-class Workday	
	4/25	LS In-class Workday	
16	4/28	LS Presentations	Learning Showcase Presentations Due
	4/30	LS Presentations	
	5/2	LS Presentations	
Final	5/7	Learning Showcase: 3pm-5pm	Learning Showcase Presentation Event

*Denotes in-class assignment

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