



EAST TEXAS A&M UNIVERSITY

CID 1300: The Student and The University

COURSE SYLLABUS

Term:	Fall	Year:	2026
--------------	------	--------------	------

INSTRUCTOR INFORMATION

Instructor Name:	Dr. Jennifer Cottle, PhD
Office Phone:	903-886-5781
East Texas A&M Email Address:	Jennifer.Cottle@etamu.edu
Instructor Notes:	My office hours are Tuesday and Thursday from 1:00-4:30. To prevent any miscommunications or disappointments, please make an appointment to see Dr. Cottle through Navigate 360.

Office Location: Waters Library, 2nd Floor- Suite 231AQ

Office Hours: Tuesday and Thursday from 1:00-4:30. Other times available by appointment request through Navigate 360.

Preferred Form of Communication: LeoMail or through campus email. Please include your CWID and course section in all communications.

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

COURSE INFORMATION

CRN: CID 1300 02E

Day/Time: MWF 9:00-9:50 AM

Location: Business Administration, McDowell (BA) Room 258

Course Materials

- No textbook required for the course.
- 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 when I need to contact you with important information, and email is often the fastest and easiest way to do so. I will always contact you via your University LeoMail address first and foremost, so check it regularly.

Course Description

Student Learning Outcomes

Throughout the semester, you'll build important skills to help you succeed in college and beyond. This course focuses on three main learning outcomes:

1. **Communication:** Students will learn how to express themselves clearly in writing, oral, and visual methods. Students will organize ideas, adjust messaging for different audiences, and create effective presentations or written work.
2. **Critical Thinking:** Students will strengthen their ability to reflect, problem-solve, and make decisions. Students will apply strategies, explore opinions, and develop thoughtful solutions to challenges students face.
3. **Empirical & Quantitative Skills:** Students will analyze a real-world student issue using quantitative data to support a position or solution. Students will develop and participate in a collaborative presentation that organizes research around an issue college students face.

Regular and Substantive Course Interaction

As a general guide, students enrolled in a three-semester hour course should spend three hours engaged in instructional activities and three to four hours on out-of-class work per week in a traditional semester.

STUDENT RESPONSIBILITIES FOR COURSE

Instructional Methods

This course will be delivered in person three times a week at the designated time. Instruction will consist of lectures, instructor-mediated discussion, and both individual and collaborative assignments. For 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 scheduled to roughly coincide with related moments of challenge experienced by students in their first semester.

CWID and Password

You will need your campus-wide ID (CWID) and password to log into the course within D2L. 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@etamu.edu.

Technology-Related Issues

Personal computer and internet connection problems do not excuse the requirement to complete all coursework 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, an ETAMU campus open computer lab, etc.

COURSE ASSESSMENTS

GRADING

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

Total points corresponding to the final letter grades.

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	(50 points total)
Attendance and Participation	(75 points total)
Learning Showcase Assignment	(150 points total)
Assignments	(225 points total)
TOTAL	(500 total points possible)

ASSIGNMENT REQUIREMENTS

A brief description of each requirement is listed here.

Detailed information about each assignment is provided in class.

Peer Mentor meetings	50 points
----------------------	-----------

Students will attend three meetings with their assigned course Peer Mentor. Students will be provided with a range of dates for each meeting 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 Peer Mentor Meetings grade.

Attendance/Participation	50 points
--------------------------	-----------

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 who are late to class may not receive attendance points for that day. Notify the instructor via email before the missed class, if possible. Course absences cannot be excused without documentation; please see the attendance and late work policies for more information.

Learning Showcase Assignment	150 points
------------------------------	------------

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. 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; not attending will result in a significant reduction in your overall grade for this project.**

Assignments	225 points
-------------	------------

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.**

TECHNOLOGY REQUIREMENTS AND SUPPORT

Minimal Technical Skills Needed

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Learning Management System (LMS) – D2L

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

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

Technical Support

If you are having technical difficulty with any part of Brightspace (D2L), please contact Brightspace Technical Support at **1-877-325-7778**. Other support options can be found on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

All students are encouraged to contact the instructor for any reason 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.

Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. The instructor will make every effort to respond

to emails within 24 hours provided during normal campus operation hours. Students are encouraged to check university emails daily.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

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 online in the [Student Guidebook](#).

This course meets face-to-face each week. We should aim to be respectful at all times during our class. **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 class or via email before class time.

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

ETAMU Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#). For this course, roll is taken each class day, and students are expected to attend all scheduled class periods. 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 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.

Submission of Late Work

All activities must be submitted by the dates 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 an assignment is due, you must discuss with the instructor ways to submit before 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 in hard copy to the instructor or via D2L, unless otherwise stated. While you are welcome to email me any questions that you may have, 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 free –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 resource 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.

Academic Integrity

Students at East Texas A&M University 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:

[East Texas A&M Academic Integrity Guide](#)

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

[Academic Integrity Reporting Form](#)

[Overview of Academic Misconduct Reporting Process](#)

CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in [Policy 13.99.99.R0.03](#) for Undergraduate Academic Dishonesty and report the incident to the Provost's Office.

Submitting Past Work

The resubmission of work submitted in a past course is self-plagiarism. Also, the resubmission of substantial parts of work submitted in a past course is self-plagiarism. **If a student would like to resubmit past work or substantial parts of past work, the student must gain permission from the instructor prior to submission and cite the work properly.** If the student

does not gain permission and cite the work, then the submission will be flagged for self-plagiarism and result in actions detailed in the CID Policy on Academic Integrity.

Use of Artificial Intelligence

East Texas A&M University 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 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.

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 for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

Website: [Office of Student Disability Resources and Services](#)

Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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 with your event organizer.

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

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, 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 **their website:** <https://www.etamu.edu/counseling-center/>

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. For more information on accessing the app and to explore the resources available to you for guidance and support, please visit their website: <https://www.etamu.edu/telus/>

IMPORTANT DATES & REMINDERS:

- Drop due to non-payment: September 10, 2026
- Last day to drop: October 29, 2026
- Last day to withdraw: November 17, 2026

COURSE OUTLINE / CALENDAR

Fall 2026 COURSE OUTLINE / CALENDAR

Week	Date	Topic	Assignments
1			
	8/21	Navigating CID-1300	Homework: Syllabus Assignment
2	8/24	Unlocking Campus Resources	DUE: Syllabus Assignment
	8/26	Co\$t of Missing a Class	Homework: Practice Email
	8/28	Keys to Success	
3	8/31	Understanding your Student Account & Financial Aid	In-class: Financial Wellness Exit Ticket
	9/02	Charting your course	Homework: College/Work view Essay DUE: Practice Email Due
	9/04	First-Year Panel: Surviving to Thriving	In-class: Panel Reflection DUE: College/Work View Essay
4	9/07	Campus Closed- Labor Day (No Classes)	
	9/09	Assessing Your Life-Balance	
	9/11	Growth Mindset	In-class: Growth Mindset Reflection
5	9/14	Own Your Hours: Time Management & Energy Mapping for College Success	In-class: Energy Mapping Worksheet In-class: Time Management Worksheet
	9/16	Study Skills: Note-taking	In class: Utilizing Notes Exit Ticket
	9/18	Study Skills: Study Techniques	In-class: Learning Strategy Exit Ticket
6	9/21	Midterm Exam	In-class: Midterm Exam
	9/23	Post-Midterm Reflection: Study Smarter, Finish Strong	In-class: Post-Midterm Study Reflection Worksheet DUE: Study Blueprint Worksheet
	9/25	Great Presentation Skills to Capture Your Audiences Attention	
7	9/28	Dear Future Me Presentation	In-Class: <i>Dear Future Me</i> Exit Ticket Assigned: <i>Dear Future Me</i> Presentations
	9/30	Resource Tour Week	
	10/02	Resource Tour Week	
8	10/05	<i>Dear Future Me</i> Presentation Day	DUE: <i>Dear Future Me</i> Presentation
	10/07	<i>Dear Future Me</i> Presentation Day	
	10/09	Fall Break (No Classes)	
9	10/12	Overcoming Failure	
	10/14	Focus 2: Career Exploration	In-class/homework: Focus2 Packet
	10/16	Odyssey Planning Day 1 (PM)	DUE: Focus2 Packet In-Class: Odyssey Planning Exit Ticket
10	10/19	Odyssey Planning Day 2	In-class: Odyssey Planning Packet

	10/21	Mapping the Spring with Academic Advising	
	10/23	Overcoming Burnout	
11	10/26	Networking 101: Starting with Who You Know	
	10/28	Learning Showcase Essentials	
	10/30	Learning Showcase	In-class: PM Exit Tickets
12	11/02	Learning Showcase: Topic Exploration Day	
	11/04	Learning Showcase Library Visit- Research Questions	
	11/06	Learning Showcase: One Search	In-class/Homework: Source Selection worksheet
13	11/09	Learning Showcase: Final Topic Selection	
	11/11	Class Make up Day	
	11/13	LS in-class workday	In-Class Workday Checkpoint: Research question
14	11/16	LS in-class workday	In-Class Workday Checkpoint: 3 academic sources selected
	11/18	LS in-class workday	In-Class Workday Checkpoint: Solutions to the issue
	11/20	LS in-class workday	In-Class Workday Checkpoint: Presentation draft/ work cited
15	11/23	LS in-class workday	In-Class Workday Checkpoint: Practice and speaking assignments
	11/25	Campus Closed- Thanksgiving after noon (No Classes)	
	11/27	Campus Closed- Thanksgiving (No Classes)	
16	11/30	LS Presentations	DUE: Learning Showcase Presentation
	12/02	LS Presentations	
	12/04	LS Presentations	
17	12/09	Learning Showcase Final Exam Event	In-class: Learning Showcase Final Exam Event 3-5pm