SYLLABUS
Introduction to University Life
UNIV 1001, CRN 12374, Fall 2014
Monday 12:30 – 1:20 PM in room 2074 of Nance Boyer

Credit: 1 Semester Hour  Final Exam: 10:15 – 12:15 PM on December 8 at NB 2074
Instructor: Mark Polson  Office: 212H Science Complex
Telephone: 580-581-2893  Office Hours: 1:30 – 2:30 on Monday (or by appointment)
Email: mpolson@cameron.edu

Catalog Description:
A course designed to acquaint the student with the educational and social environment of Cameron University and to provide the skills necessary for transition to university life. Recognition and development of interests and aptitudes; clarification of academic/career goals; development of a student's academic plan are covered. Resources, decision making, and time management are also stressed. Lecture 1 hour.  Prerequisite: None

Required Text:  Class of 2018 Graduation Planner
Also available at http://www.cameron.edu/graduation_planner
Previous editions of this text are not acceptable.

Course Objectives: At the conclusion of this course, students will:
- Be more knowledgeable about Cameron University programs, policies, resources, and services to effectively deal with common college transition issues
- Demonstrate a better understanding and usage of academic skills including note taking, time management, studying, and test taking
- Acquire knowledge of the diverse cultures and ideas that are the foundation of the University community
- Develop intellectual, personal, and social skills that will assist in future semesters at Cameron University and beyond
- Develop skills in preparation for future roles as productive employees and citizens

Student Learning Objectives: Cameron University assesses student learning at several levels: general education, program, and classroom. The goal of these assessment activities is to improve student learning. As a student in this general education course, you will participate in various assessment activities. Cameron University General Education Student Learning Outcomes (SLOs) can be found at: http://www.cameron.edu/iraa/generaleducation.

While this class may reinforce multiple SLOs listed above, for the purpose of general education assessment this course will assess:
1. **Application of effective study strategies.** Students will apply effective study strategies to course materials. Students will learn methods to improve the following: active reading, note taking, active listening, critical thinking, problem solving, and test-taking skills.

2. **Personal responsibility and self-management.** Students will explain personal responsibility and self-management in relationship to academic success. Students will learn methods to: set goals, overcome procrastination, understand motivation, control time and health.

3. **Cameron University resources, policies and services.** Student will identify Cameron University resources, policies and services. Students will identify how, when, and where to seek academic and/or other assistance at Cameron University.

**Activities, Requirements, and Assignments:**

a. Class sessions are a combination of lecture and group and/or individual activities to be completed during class.

b. Students are expected to be present and to participate in each session. There are no make-up opportunities allowed for assignments completed during class.

c. Weekly assignments will be given as homework to be returned to the instructors on the assigned date.

**Evaluation and Grading:**

An accumulative point system is used for determining final grades.

Points are earned as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class participation</td>
<td>80 points</td>
</tr>
<tr>
<td>Assignments</td>
<td>160 points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>60 points</td>
</tr>
</tbody>
</table>

Total 300 points

- a. Class participation and/or reflection assignments – 5 points per class session for a total possible 80 points
- b. Weekly homework assignments – 10 points each for a total possible 160 points

Homework assignment will be scored on the following 5-10 point scale.

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>10</td>
<td>Exceptional; personal insights and application, obvious effort to excel beyond expectation</td>
</tr>
<tr>
<td>9</td>
<td>Good; assignment completed with better-than-average effort</td>
</tr>
<tr>
<td>8-7</td>
<td>Average; assignment completed; necessary elements are present</td>
</tr>
<tr>
<td>6</td>
<td>Poor; lack of necessary elements</td>
</tr>
<tr>
<td>5</td>
<td>Very Poor; assignment handed in late, completely illegible, or lack of necessary elements</td>
</tr>
<tr>
<td>0</td>
<td>Assignments not handed in</td>
</tr>
</tbody>
</table>
c. Final Exam – 60 points
   The final exam will consist of a short presentation and an assessment exercise.

   Grades will be totaled and calculated as a percent of the total possible points; Final Grades will be assigned according to the following scale:
   
<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100-90%</td>
<td>A</td>
</tr>
<tr>
<td>89-80%</td>
<td>B</td>
</tr>
<tr>
<td>79-70%</td>
<td>C</td>
</tr>
<tr>
<td>69-60%</td>
<td>D</td>
</tr>
<tr>
<td>≤59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Attendance Policy:
Attendance will be recorded. Attendance at all class sections is expected. If a student misses more than 2 class sections, his or her final grade will be lowered by one letter grade for each additional class section missed.

Upon a student’s 5th absence, he or she may be administratively withdrawn from the class.

Late Work Policy:
Late work will NOT be accepted.
Missed in-class work CANNOT be made up.
If you have an emergency, notify me PRIOR TO class to make alternate arrangements

Email Policy:
It is the student’s responsibility to check their Cameron University Official Student Email account as I will send important announcements to this email account.
Emails sent to me from non-Cameron email accounts may not be received or opened by me.

Extra Credit Policy:
Extra credit opportunities may arise through the semester and will be announced during regular class sessions.
Extra credit opportunities will be presented to all class members in attendance during the announcement.
This extra credit policy does not obligate the instructor to provide such assignments.

Computer Use Policy:
This instructor does not allow the use of personal computers/laptops during class session.
The use of an e-reader may be allowable during class session with PRIOR approval from the instructor.

Audio and/or Video Policy:
This instructor allows audio and video recording devices in accordance with the Cameron University Office of Student Development Request for Accommodations.
The use of any audio or video recording may only be for the educational purposes of the individual student. Any other use of an audio or video recording, to include pictures, without the instructors consent is prohibited.

For information regarding a Request for Accommodations please contact student development@cameron.edu, or call 580-581-2209.

**Syllabus Change Policy:**
This instructor abides by Cameron University’s syllabus change policy as stated below, This syllabus should be viewed as a guide. While every attempt is made to provide an accurate overview of the course, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. Any changes to the syllabus are at the discretion of the instructor and will be made with advance notice.

**Early Alert:**
This instructor uses Cameron University’s Early Alert System as stated in the handbook and below,
As a part of our constant effort to provide the support you need to succeed academically, Cameron University professors utilize a system known as ‘Early Alert’ to send letters and emails to select students through the Office of Enrollment Management. These letters are usually sent near the beginning or the middle of a semester and indicate that the professor is concerned with your attendance and/or your performance on examinations or homework. If you receive an Early Alert letter you should contact the faculty member at your earliest convenience so that he/she can offer suggestions on steps you can take to improve, and/or make arrangements to refine your mathematics, writing, or communication skills in one of our student labs. If you have questions about Early Alert, please contact the Office of Enrollment Management at 581-8068.

**Administrative Withdrawal:**
This instructor abides by Cameron University’s Administrative Withdrawal Policy as stated in the handbook and below,
Administrative Withdrawal (AW) may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn from class(es) after the institution's drop-and-add period for disciplinary reasons, financial reasons, or inadequate attendance. Such withdrawals must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

**Plagiarism:**
The handbook explains that “to plagiarize is to ‘pass off ideas or words of another’s [sic.] as one’s own created production without crediting the source; to present as new and original an idea or product derived from an existing source.’ (Webster) [sic.] Plagiarism applies to anything produced by a student to be graded in a course (i.e., papers, posters, term papers, books and all forms of reports, take-home exams, essays, journals, diaries, oral presentations, etc” (Sec 4.07). “The student’s grade in the course or on the examination or other academic work affected by dishonesty may be reduced to any extent, including a reduction to failure” (Sec 4.08).
Tentative Course Outline: Fall 2014

1. **Introductions and Course Overview**
2. **Campus Life and Resources:** Familiarize students with the physical layout of the campus; explain the use of campus facilities; ensure that students know who to ask help from on campus.
3. **Using Technology to Succeed:** Learn and develop skills to incorporate technology into a successful academic career.
4. **Managing Classes - Note Taking:** Understand that learning influences note taking; demonstrate note taking techniques and strategies that will assist with the learning process.
5. **Managing Classes - Test Preparation and Test Taking:** Teach students to anticipate, acknowledge and deal with stress of test taking; provide strategies to help students prepare for taking tests; provide test taking strategies; provide concrete suggestions for helping students prepare for, take and positively profit from the test taking experience.
6. **Managing Classes – Study Skills:** Learn techniques to maximize the ability to retain information and recall information.
7. **Academic Planning & Advising**
8. **Managing Classes - Reading:** Learn techniques to become a better and more effective reader.
9. **Managing Resources: Time:** Analyze current use of time; learn time management techniques.
10. **Managing Resources: Money:** Teach students the forms of financial assistance available and how to apply for financial aid; provide resources to assist with seeking and understanding the financial aid process.
11. **Information Literacy:** Learn how to use library resources and help with their researching skills.
12. **Creating Relationships:** Teach students to create and maintain meaningful relationships with various people across campus; communication skills essential to success; managing conflict; leadership and diversity.
13. **Managing Resources: Choosing Greater Health**
14. **Managing Your Future: Choosing a Major/Career:** Determine student’s interests, values and career objectives to select an appropriate major or educational program.
15. **Managing Your Future: Goals**
16. **Course Wrap-up and Final**