

**UNIV 100 Section 027  
Mastering the First Year  
Fall 2020 TR 8:00-9:15AM  
University of Louisiana at Lafayette**

**Instructor: Shonda Garner Brooks**

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**Virtual Office Hours: Monday 2 PM to 4 PM**

**Tuesday/Thursday 10AM to 12 PM**

**Wednesday 2 PM to 4 PM**

**Or by appointment**

**Course Description: UNIV 100 has been designed to help you maximize your success in college by addressing a variety of issues that often lead to failure or withdrawal as well as providing you with information and strategies to enhance your academic success. The course has two parts:**

- **Cajun Connection: August 13, 2020 (opens in Moodle) (all scheduled UNIV 100 events)**
- **First-Year Seminar: August 17, 2020–November 27, 2020**

**Course Learning Outcomes:**

**After successful completion of UNIV 100, students will be able to:**

- 1. Think critically and develop solutions to issues presented in class through formulating appropriate questions, investigating various options, and evaluating these options for relevance and preference.**
- 2. Express personal reflections and opinions through both written and oral media.**
- 3. Investigate answers to questions posed in class by learning to locate information and critically assessing the relevance and value of the information.**
- 4. Identify and describe key elements of personal and group identity**
- 5. Explore aspects of both personal and community responsibility and explain the commonalities and differences between the two.**
- 6. Utilize career information resources to create and critically evaluate academic and professional goals**
- 7. Articulate the role of leadership in shaping an individual's interactions with others as well as determining personal, academic, and professional success.**

**Required Course Materials:**

**Join EDCI 100 Section 027 Remind & Edmodo,**

**Install Zoom & Free Conference Call**

**Access to Moodle and University Email (You must check Moodle and Email DAILY.)**

**Jump Drive at least 16GB**

**Additional materials as deemed necessary**

### Course Grade:

Students must pass both the Cajun Connection and First-Year Seminar sections of the course to earn a passing grade in UNIV 100. Your grade in the Cajun Connection part of the course is “credit/no credit” (and will be provided to [me/your instructor] from the Office of First-Year Experience). Your grade in the seminar is based on the following:

- 10 class activities graded for completion/participation (1/3 of seminar grade)
- 5 assignments/essays graded on specific criteria (1/3 of seminar grade)
- 1 end-of-semester portfolio of work completed during the course (1/3 of seminar grade)

The final course grade will utilize the following grade scale:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

< 60 = F

### *COURSE POLICIES*

**Attendance Policy:** Attendance in class is very important and is mandatory. Attendance will be taken for every class period. Unexcused student absences in excess of the number of class meetings per week (e.g. 3 absences for a class that meets 3 times a week) will result in at least a one letter grade reduction from the student’s final seminar grade. Unexcused absences less than or equal to the number of class meetings per week will not incur a penalty. Any absences that are to be excused must be accompanied by official documentation to be considered.

**Student Interaction Expectations:** Students will respect each other and the instructor. Students will be expected to engage in group work during some classes. Students are also expected to participate in class discussions and treat the instructor and classmates with respect. Repeated failure to show respect can lead to dismissal from the course.

**Late Work:** After the due date for an assignment has passed, students will have one week in which to submit the assignment for half credit. After one week, the assignment will not be graded for credit. However, each assignment will be graded at the end of the semester as a required component of the portfolio.

**Technology/Cell Phone Policy:** In our classroom, technology is only allowed when you are expressly instructed to use it for a specific assignment or project. If you are found using technology at any other time, or if you are found using it to work on something other than a class assignment, you will be recorded as absent that day. You should plan on taking notes the old-fashioned way, by hand. Your cell phone should be kept in your book sack, purse, or pocket. Do not keep it on the desk or table.

**Recording Devices:** Lectures or course materials, such as quizzes, may not be recorded or disseminated in any fashion without prior approval from the instructor.

**Withdrawing from a course:** If you wish to withdraw from a course, you must do so by the last official day to withdraw, October 29, 2020. After that time, you will receive the grade assigned by the instructor.

**Academic Honesty Policy:** The University of Louisiana at Lafayette policy on academic dishonesty as outlined in the 2013-2015 Undergraduate Catalog (<http://academicaffairs.louisiana.edu/sites/academicaffairs/files/2013-2015catalog.pdf>) on page 396 and the Code of Student Conduct will be followed. Failure to adhere to academic honesty policies will lead to academic penalties, up to failure of the course.

**UNIV 100 Showcase:** Our Letters to Nana will be our UNIV 100 Showcase entry. You will need to create a graphic of your edited letter.

Projects will be judged in the following categories: Creative/Arts; Creative Written Work; Humanities/Social Science; Leadership/Service; Research Paper; Science/Technical].

### ***CAMPUS RESOURCES***

**Disability Accommodations:** Students needing academic accommodations for a disability must first be registered with the Office of Disability Services (ODS) to verify the disability and to establish eligibility for accommodations. Students may call 337-482-5252 or visit the ODS office in the Conference Center, room 126. Once registered, students should then schedule an appointment with the professor to make appropriate arrangements.

**Counseling & Testing Center:** Free counseling services are available at the Counseling and Testing Center (<http://counselingandtesting.louisiana.edu/>) which is located in the Saucier Wellness Center in O.K. Allen Hall. Reasons for going to counseling include anxiety, depression, relationship difficulties, substance abuse, and more. You can contact the center by calling (337) 482-6480 or sending an email to [counseling@louisiana.edu](mailto:counseling@louisiana.edu).

**The Learning Center:** Services offered by The Learning Center include FREE individual (one-on-one) tutoring, study group tutoring, supplemental instruction (SI), computer lab assistance, and a wide variety of on-line resources, most of which are offered in coordination with various academic and administrative departments on campus. Tutors are available at The Learning Center for almost all 100- and 200-level math and science courses as well as for ACCT, BSAT, ECON, EECE, ENGR, ESOL, FREN, PSYC, SPAN, and STAT. The center is located on the second floor of Lee Hall and can be contacted at 337-482-6583 or [tlc@louisiana.edu](mailto:tlc@louisiana.edu) for information or assistance, or visit their website: <http://studentsuccess.louisiana.edu/tutoring..>

**The Writing Center:** The Writing Center is a free service located on the first floor of Griffin Hall, in room 107. The Writing Center consultants are experienced writers and students who pride

**themselves on creating a comfortable environment for every phase of your writing project. From thesis statements, to research planning, document design, to just getting started, the Writing Center staff works to help you become more focused, organized, and confident with your work. In addition to providing the latest style manuals and handbooks, the Writing Center also operates a computer lab, located next door in Griffin Hall, room 108. Walk-ins are accepted but scheduling an appointment in advance (482-5224) is recommended. Students who are more than ten minutes late to an appointment must reschedule. You can find more information here: <http://english.louisiana.edu/node/19> .**

**Technical Support: Students can access technical assistance by contacting the IT Help Desk (<http://helpdesk.louisiana.edu/>) at 337.482.4357 or email at [ithelp@louisiana.edu](mailto:ithelp@louisiana.edu). The IT Help Desk is in room 110 of Stephens Hall.**

**Safety Information: University police, faculty and staff are the first responders for all emergencies on campus. To report an emergency, please dial 911 to connect to the campus police. Report any suspicious activity to campus police or faculty & staff. Make use of the emergency towers on campus and if you SEE something, SAY something! Also, sign up for the emergency notification system on ULINK.**

<u>Task</u>	<u>Title</u>	<u>Due By Date</u>	<u>Point Value</u>
Class Activity 1	Introductory Email	<u>8/20</u>	10
Class Activity 2	Counseling Session	<u>9/24</u>	10
Class Activity 3	Learning Center Services	<u>9/3</u>	10
Class Activity 4	Writing Center Services (bring Letter to Nana)	<u>10/1</u>	10
Class Activity 5	Wellness Wednesday Conference Call	<u>10/29</u>	10
Class Activity 6	Read with Me facilitator	<u>11/19</u>	10
Class Activity 7	Focus 2/ Dupre Library Virtual Scavenger Hunt	<u>10/15</u>	10
Class Activity 8	Excel Budget	<u>8/27</u>	10
Class Activity 9	I Want to Talk About Me PowerPoint	<u>Date Assigned</u>	10
Class Activity 10	Big Problem group assignment	<u>10/22</u>	10
Assignment 1	Research Paper 5 sources APA formatting	<u>11/5</u>	20
Assignment 2	Succeed on Test test (Edmodo)	<u>10/22</u>	20
Assignment 3	Focus 2 Assessment/Attendance	<u>11/19</u>	20
Assignment 4	Self-Care Video	<u>11/12</u>	20
Assignment 5	Letter to Nana	<u>10/8</u>	20
End of Semester Portfolio	Letter to Nana image	<u>11/19</u>	100

## UL Lafayette COVID-19 Syllabus Policies and Guidelines

**Student Code of Conduct:** COVID-19: The University aims to fulfill its mission while protecting the health and safety of our students and campus community at large. This includes taking steps to minimize the potential spread of COVID-19. The

University will adhere to the orders, proclamations, and regulations of the Governor of Louisiana and the Mayor-President of Lafayette, Louisiana, as well as guidelines from the Centers for Disease Control and Prevention (“CDC”) and the Louisiana Department of Health (“LDH”) regarding COVID-19. This impacts the expectations of all students as the University continues to make public health informed decisions to protect health and safety on campus. Students should read and understand the addendum to the Code of Student Conduct regarding COVID-19 and Public Health-Informed Policies, and any updates thereto.

**COVID-19 Mask Policy for Academic Areas:** To assist in decreasing the spread of the COVID-19 virus, it is the University's policy that all students, faculty, and staff are required to wear masks or face coverings which completely cover the nose and mouth areas while inside any academic building including classrooms, labs, studios, offices, hallways, and stairways. A face shield is not an acceptable substitute of a face mask. Failure to wear a mask is a violation of the Student Code of Conduct and such violation will be forwarded to the Dean of Students for action.

Students who have concerns about wearing masks due to a disability or medical condition may discuss a modification to the University's mask policy with the Office of Disability Services. In order to discuss a modification for the Fall 2020 semester, students must first register with Disability Services. All registrants will be contacted to arrange a virtual meeting for further discussion. Learn more about Disability Services and accommodations on the Student COVID-19 Response page. Email questions to [ods@louisiana.edu](mailto:ods@louisiana.edu).

**COVID-19 Attendance:** If you are experiencing any signs or symptoms associated with COVID-19 (refer to the most recent [Centers for Disease Control \[CDC\]](#) guidance on possible symptoms), do not come to class or to campus. First, contact Student Health Services (337-482-1293) or your medical provider, then contact your instructors to inform them of your situation and discuss possible arrangements and ways to keep up with the courses. If you do not feel well for any reason and are staying home, including for symptoms of COVID-19, fill out the [Anticipated or Unplanned Absence Form](#).

If you are required to self-isolate or self-quarantine because of COVID-19, do not come to class or to campus. All students who are required to self-isolate or self-quarantine because of COVID-19 must complete the [Student COVID-19 Quarantine and Isolation Form](#) (they do not need to complete the Anticipated or Unplanned Absence form) and email their instructors for support and resources.

Do not wait until you are behind to reach out to your instructors. Options will vary depending on when during the term you are unable to participate, how much class time and coursework is missed, and the nature of the course. Options may include, but not be limited to, transitioning to learning and testing remotely during your absence; in extreme cases, withdrawing from the course, or receiving a grade of incomplete. Contact your instructor and academic advisor with any questions.

For requests to move from on-campus to remote learning for reasons related to COVID-19, a student initiates a written request to the faculty member. The faculty member considers the student's request, learning objectives of the course, and educational technology available to determine if an arrangement for remote instruction is feasible. If a resolution within the course is not possible, the student may contact the department head over the course, and then the academic Dean, to see what other resolutions may be available.

Learn more on the Student COVID-19 Response page on the University's website. If you have any questions or concerns, email [deanofstudents@louisiana.edu](mailto:deanofstudents@louisiana.edu).

**Faculty Guidelines:** Academic departments will procure a supply of masks through Facilities Management to make available to faculty for students who do not have a mask. If a student is required to wear a mask but is not wearing one as required in academic areas, faculty will provide a mask to the student and inform the student that it is a violation of the Code of Student Conduct not to wear a mask. If the student does not use the mask, the student will be required to leave the classroom and the faculty will advise them that they will report it as a violation of the Code of Student Conduct. The faculty will complete the [Community Reporting Form](#) found on the Office of Student Rights and Responsibilities website. Any class missed due to a student's failure to adhere to the requirement of wearing a mask will be recorded as an unexcused absence.

The student will not be allowed into the academic setting until clearance has been provided from the Office of Student Rights and Responsibilities. Students should stay in contact via e-mail with their instructors/professors pending clearance.

**Health or Safety Risk:** The University may request or require a student to leave campus when that student's continued presence on campus poses a health or safety risk for community members.