**UNIV 191: Dynamic Principles for Professional Development (Fall 2020)**

**CRN: 40942-007 Tuesday 9:30am-10:45am**

**Face to Face Course**

**Hibbs Hall -0407**

INSTRUCTOR: Carlton Goode Phone: 804-827-8648 Email: chgoode@vcu.edu Office: Student Success Academic Advising Office Hours: By Appointment

**COURSE DESCRIPTION:**

This class assists students as they recognize and improve their talents, social skills, leadership qualities, and full academic potential. The student will reach these goals through activities, class discussions, community engagement and positive reinforcement from each other, guest speakers and the instructor.  The class will explore issues that men face in college and their professional life.

**General Course Expectations:**

I want you all to feel welcome and feel like you belong in our class! VCU is one of the most diverse higher education institutions in Virginia, and we feel honored to be in this environment! We recognize the need to ensure an inclusive and equitable learning environment for our students. The materials covered in the course were discovered by a diverse array of scientists.

Your full and informed participation in all class’ activities and assignments is necessary to your successful learning in, and completion of the course. Therefore, I expect you to attend and actively participate in every class meeting.

You can expect me to be an active learner and a teacher. Be available to answer questions, provide assistance, read your work carefully, and provide thorough feedback on classwork and discussions. Listen and consider your suggestions and feedback, respect your opinions and ideas, and fair in my evaluations of your work.

During the semester, you will be privileged to hear guest speakers from across the country from different career paths.   They will inform you of their obstacles as well as their triumphs.

Our goal is to follow through with our **Face to Face** **course modality**.- However, due to COVID 19, we must remain flexible and ready to adjust in a moment’s notice if the situation changes and our safety requires it.

**Campus Navigator Assignment:**

During the fall semester, I will assign you a campus navigator. You and your campus navigator will discuss transitional issues from high school to college. Your navigator will aid you in understanding the structure and organization of your major and your goals. The assigned navigator will introduce you to essential resources and references that will be useful in during your college career. Finally, he will be open-minded and provide you with sound and constructive feedback.

**Class Goals and Objectives:**

* Build community among College Men.
* Merge male students in the mainstream of their institution.
* Increase the awareness and understanding of the student's potential and talents.
* Identify and discuss issues that are important to male students in college and future careers.
* Assist male students in becoming conscious of their surroundings and entirely using the resources available to them.

**DATE** **Class Schedule**

Aug. 18 Orientation

Aug. 25 Rap Session

Sept 01 Lets Link

Sept 08 Campus Learning Center

Sept 15 Playing the Game and Looking to Part

Sept 22 Playing the Game and Looking to Part II

Sept. 29 Social Skills & Networking

Oct. 06 Time Management)

Oct. 13 Stay Woke

Oct. 20 If You Hear Any Noise; It’s Just Me and the Boys II (Rap Session)

Oct. 27 Starting From the Bottom, Now I Am Here/ Elections)

Nov. 03 What’s Next (How to Register, Degree Works)

Nov. 10 Mo Money

Nov. 17 Internships, Student Organization

Final Exam Putting It All Together

**Grading:** Grades are based on participation in each class. You will be required to turn in assignments; assigned by the instructor for example,.the proof of communication with your navigator(s), proof research of on Internships/Volunteer/Prospective School or Job, time sheet and etc.

Class Session BB Responses = Total Pts.

Attendance Blog/Assignment Final Points

Orientation/Survey 10 10 Pts

Rap Session 10 Pts. + 10 Pts. 20 Pts.

Let Link 10 Pts. + 10 Pts. 20 Pts.

CLC 10 Pts. + 10 Pts. 20 Pts.

Playing the Game and Look to Part 10 Pts. + 10 Pts. 20 Pts.

Playing the Game and Look to Part II 10 Pts. + 10 Pts. 20 Pts.

Social Skills & Networking 10 Pts. + 10 Pts. 20 Pts.

Social Skills & Networking Part II 10 Pts. =10 Pts. 20 Pts.

Time Management 10 Pts. + 10 Pts. 20 Pts.

Stay Woke 10 Pts. + 10 Pts. 20 Pts.

Check In (Meeting with instructor) 10 Pts. 10Pts.

Meeting with Academic advisor 10 Pts 10 Pts.

Rap Session II 10 Pts. + 10 Pts. 20 Pts.

I Started From the Bottom 10Pts +10 Pts. 20 Pts

Internships, Student Organizations 10Pts +10Pts 20 Pts

Instructors Discussion (Voting) 10 Pts. + 10 Pts. 20 Pts.

What’s Next (How to Register) 10 Pts. + 10 Pts. 20 Pts.

Mo Money (Credit Union) 10 Pts. + 10 Pts. 20 Pts.

Putting It All Together 40 Pts. + 10 Pts. 50 Pts.

Campus Navigator 1st Communication 10 Pts. + 10 Pts. 20 Pts.

Campus Navigator 2nd Communication 10 Pts. + 10 Pts. 20 Pts.

Final Reflection 20 Pts. + 10 Pts. 30 Pts.

**TOTAL** **430**

Grades:

* A = 430 - 420
* B = 419 - 399
* C = 398 - 378
* D = 377 – 357
* F = 356 and below

**Campus Emergency Information**

What to know and do to be prepared for emergencies at VCU:

• Sign up to receive VCU text messaging alerts. Keep your information up-to-date. Within the classroom, the professor will keep his or her phone on to receive any emergency transmissions.

• Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.

• Listen for and follow instructions from VCU or other designated authorities. Within the classroom, follow your professor's instructions.

• Know where to go for additional emergency information: http://alert.vcu.edu/.

• Know the emergency phone number for the VCU Police (828-1234).

• Report suspicious activities and objects.

• Keep your permanent address and emergency contact information current in eServices.

**Class Registration Required for Attendance**

Students may attend only those classes for which they have registered. Faculty may not add students to class rosters or Blackboard. Therefore, if students are attending a class for which they have not registered, they must stop attending.

**Honor System: upholding academic integrity**

The VCU Honor System policy describes the responsibilities of students, faculty and administration in upholding academic integrity, while at the same time respecting the rights of individuals to the due process offered by administrative hearings and appeals. According to this policy, "Members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty, ethics and integrity at all times." In addition, “To support a commitment to the Honor System, all members of the VCU community are required to:

• Adhere to the Honor System policy and its procedures;

• Report any suspicion or knowledge of possible violations of the Honor System;

• Answer truthfully when called upon to do so regarding Honor System matters;

• Maintain appropriate confidentiality regarding related to Honor System matters."

More information can be found at in the VCU policy library: http://www.policy.vcu.edu/.

You can view important dates for the semester in the academic calendar: http://academiccalendars.vcu.edu/

Important Fall Semester Dates:

• Aug. 24 Last Day to Add a Course

• Aug. 31 Last Day to Drop a Course

• Sept 07 University Closed (No Classes)

• Oct. 23 Mid-term Grades Due

• Nov. 03 – University Closed (No Classes)

Nov. 24 Last Day to Withdraw From a Course with “W”

Nov. 24 Last Day of Classes

Nov. 30-Dec.07 Final Exams

Canvas Notes

https://youtu.be/Mbzzx2g1laQ

https://youtu.be/KJywLeOOrrQ

[**Student responsibilities**](https://together.vcu.edu/students/) When we return to campus, things will look and feel different as we take necessary steps to protect the well-being of our community. Here is what is expected of you:

1. Monitor your health daily. Testing will occur according to protocols.

2. Wear a face covering or mask in common areas, including class.

3. Apply physical distance guidelines to all settings.

4. Clean and disinfect personal and shared spaces before and after use. Cleaning supplies will be available in numerous locations.

5. Report symptoms associated with COVID-19 to VCU Student Health Services. A call center hotline will be available later in the summer.

6. Not sharing is caring during this unique pandemic. Please do not share calculators, tools, lab supplies, etc.

Following rules regarding face coverings or masks, cleaning and disinfecting, and physical distancing is required. Students will receive reminders for daily health monitoring. Staff in the Dean of Students office will be notified after incidents of non-compliance. Refusal to comply with rules can include progressive disciplinary action up to and including suspension, based on the [VCU Student Code of Conduct.](https://conduct.students.vcu.edu/student-code-of-conduct/)

[**Requesting accommodations**](https://saeo.vcu.edu/) The university recognizes that some students who previously did not need Section 504 Academic Accommodations, and who have a qualifying condition or disability, may need support or assistance during the return to campus process. A modified approach for the temporary and more permanent need for accommodation has been developed and implemented to provide students with full access to programs and activities related to their academic majors. Because every case is different, student requests are evaluated on a case-by-case basis. Please share your need for an accommodation with the [Student Accessibility and Education Office](https://saeo.vcu.edu/), or for MCV Campus students, the [Division for Academic Success](https://das.vcu.edu/), after you have worked directly with your faculty member.

**Health and well-being** Navigating the anticipated stressors of daily life can often be challenging enough. When unexpected stressors emerge or when we are faced with uncertainty, it can be tough to know how to cope. [Try out some of these tips and resources for health and wellness to see if they are a right fit for you.](https://students.vcu.edu/about/keep-on-being-well-at-vcu/)

**Symptoms or Diagnosis:** If an on-campus student identifies symptoms, has tested positive for COVID-19 or has come into contact with someone diagnosed with COVID-19, that student should contact [University Student Health Services](https://health.students.vcu.edu/). At that point, isolation should begin and contact tracing will be performed by Student Health Services. Symptoms will be monitored and the student should refer to a medical provider if symptoms worsen or be released from isolation after 14 days, if symptom-free.

**Netiquette Guidelines** Netiquette is a set of rules for behaving properly online. Your instructors and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community. The following netiquette tips will enhance the learning experience for everyone in the course:

● Do not dominate any discussion.

● Give other students the opportunity to join in the discussion.

● Do not use offensive language. Present ideas appropriately.

● Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.

● Popular emoticons such as ☺ can be helpful to convey your tone but do not overdo or overuse them.

● Never make fun of someone’s ability to read or write.

● Share tips with other students.

● Keep an “open-mind” and be willing to express even your academically informed opinion.

● Think and edit before you push the “Send” button.

● Do not hesitate to ask for feedback

**Tips for Success**:

● When taking online and hybrid courses, your self-motivation and self-pacing are absolutely critical. Be sure to plan your time accordingly.

● Make yourself a calendar with all of your due dates across ALL of your courses. Plan for when you will work on each one for completion in advance of the due dates.

● Make sure you note any “online” course that still have a required meeting time (such as a Zoom session).

● Avoid the common assumption that online courses are easier or should be easier. That is a MYTH!!

● Plan Ahead!! Study as you go instead of at the last minute!

**Be Proactive in Communication with your instructors** If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your us know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing us when difficulties arise during the semester so that we can help you find a solution.

[**VCU Honor System**](https://conduct.students.vcu.edu/vcu-honor-system/) VCU recognizes that honesty, truth, and integrity are values central to its mission to advance knowledge and student success both in the world VCU students will enter, or return to, once they have graduated and in the university community as a microcosm of that world. In a community devoted to learning, a foundation of honor must exist if that community is to thrive with respect and harmony. Therefore, all members of the university community must conduct themselves in accordance with the highest standards of academic honesty, ethics, and integrity at all times.

**Campus emergency information** Sign up to receive at [**alert.vcu.edu/signup/**](https://alert.vcu.edu/signup/). It is essential to keep your information up-to-date within VCU Alert and to keep your permanent address and emergency contact information current in eServices.

VCU uses a variety of communication methods to alert the campus community about emergency situations and safety threats. Learn more about types of alerts at [**alert.vcu.edu/know/typesofalerts.php**](https://alert.vcu.edu/know/typesofalerts.php)

Know the emergency phone number for the VCU Police (828-1234), and report suspicious activities and objects.

**Class registration required for attendance**

Students may attend only those classes for which they have registered. Faculty may not add students to class rosters or Blackboard. If students are attending a class for which they have not registered, they must stop attending.

**Computer and network use**

All students are expected to know and comply with VCU's Computer and Network Use policy, which can be reviewed at [**policy.vcu.edu/universitywide-policies/policies/computer-and-network-resources-use.html.**](https://policy.vcu.edu/universitywide-policies/policies/computer-and-network-resources-use.html)

**Important dates**

Important dates for the semester are listed in the VCU Academic Calendar: [**https://academiccalendars.vcu.edu/**](https://academiccalendars.vcu.edu/)

**We care about your success!**

Virginia Commonwealth University has launched an Early Alert initiative to support student success. As your professor, if I am concerned about your academic performance in the first few weeks of this class, you and your academic advisor may receive a Progress Report email with links to appropriate academic support resources. You are encouraged to reach out to me after class or during my office hours for additional support. Your academic advisor, the Writing Center, and the Campus Learning Center may also follow up to provide additional layers of support to you.

**Attendance and consequences of poor attendance**

The instructional programs at VCU are based upon a series of class meetings involving lectures, discussions, field experiences, special readings and reporting assignments. Therefore it is important for each student to be in attendance on a regular basis. A student who misses a class session is responsible for completing all material covered or assignments made during the absence.

Students having attendance problems should contact their instructor to explain the reasons for nonattendance and to discuss the feasibility of continuing in the course. If the student has fallen so far behind that the successful completion of the course is impossible, the student should withdraw from the course before the end of the first 10 weeks of classes.

If the student continues to miss class and does not officially withdraw from the course, the instructor may withdraw the student for nonattendance with a mark of W before the end of the first 10 weeks of classes or may assign an academic grade at the end. Withdrawals are not permitted after the end of the first 10 weeks of classes. For classes that do not conform to the semester calendar, the final withdrawal date occurs when half of the course has been completed. Withdrawal dates for summer session classes are provided on the [**Summer Studies calendar**](https://summer.vcu.edu/dates/index.html).

**Career Services**

Looking for ways to tie what you are learning in your class to your future career or professional goals? VCU Career Services provides career planning services for all current VCU students and alumni. Career Services can help students with finding a work-study job on/off campus, resume writing, internship development, interviewing, preparing for graduate school, networking, or job searching,. Students are invited to attend career events and workshops, and schedule individualized career advising appointments. Career Services is located on the ground floor of University Commons, in room 143. For more information and to make a career advising appointment, [**visit the VCU Career Services website**](http://www.careers.vcu.edu/).

**Managing stress**

Students may experience situations or challenges that can interfere with learning and interpersonal functioning including stress, anxiety, depression, alcohol and/or other drug use, concern for a friend or family member, loss, sleep difficulties, feeling hopeless or relationship problems. There are numerous campus resources available to students including University Counseling Services (804-828-6200 MPC Campus, 804-828-3964 MCV Campus) which provides brief therapy treatment, University Student Health Services (MPC 804 828-8828, MCV Campus 804 828-9220) and the Health Promotion and Well-Being Center [The Well] (804-828-9355). 24 hour emergency mental health support is available by calling (804) 828-6200 or utilizing the National Suicide Prevention Lifeline (1-800-784-2433).

**Mandatory responsibility of faculty members to report incidents of sexual misconduct**

All employees, including faculty, department chairs and deans, are required to report any incidents of sexual assault, sexual exploitation and partner or relationship violence to the university's Title IX Coordinator.

Confidential offices which can provide support at VCU are: University Counseling Services (804) 828-6200

For more information about Title IX, please visit please visit [**https://equity.vcu.edu/**](https://equity.vcu.edu/).

**Military short-term training or deployment**

If military students receive orders for short-term training or for deployment/mobilization, they should inform and present their orders to Military Student Services and to their professor(s). For further information on policies and procedures contact Military Student Services at 828-5993 or access the corresponding policies.

**Student email standard**

Email is considered an official method for communication at VCU. Students are expected to check their official VCU email on a frequent and consistent basis (the university recommends daily) in order to remain informed of university-related communications. Students are responsible for the consequences of not reading, in a timely fashion, university-related communications sent to their official VCU student email account. Mail sent to the VCU email address may include notification of university-related actions, including disciplinary action. Students must read this standard in its entirety at [**https://ts.vcu.edu/media/technology-services/content-assets/university-resources/ts-groups/information-security/StudentEmailStandard.pdf**](https://ts.vcu.edu/media/technology-services/content-assets/university-resources/ts-groups/information-security/StudentEmailStandard.pdf)

**Student financial responsibility**

Students assume the responsibility of full payment of tuition and fees generated from their registration, all charges for housing and dining services and other applicable miscellaneous charges. Students are ultimately responsible for any unpaid balance on their account as a result of the University Financial Aid Office or their third party sponsor canceling or reducing their award(s).

**Students representing the university – excused absences**

Students who represent the university (athletes and others) do not choose their schedules. All student athletes should provide their schedules to their instructors at the beginning of the semester. The Intercollegiate Athletic Council strongly encourages faculty to treat missed classes or exams (because of a scheduling conflict) as excused absences and urges faculty to work with the students to make up the work or exam.

**Students with disabilities**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, require that VCU provide "academic adjustments" or "reasonable accommodations" to any student who has a physical or mental impairment that substantially limits a major life activity. To receive accommodations, students must register with the Office of Student Accessibility and Educational Opportunity on the Monroe Park Campus (828-2253) or the Division for Academic Success on the MCV campus (828-9782). Please also visit the Student Accessibility and Educational Opportunity website via [**https://saeo.vcu.edu/**](https://saeo.vcu.edu/) and/or the Division for Academic Success website via [**https://das.vcu.edu/**](https://das.vcu.edu/) for additional information.

Once students have completed the registration process, they should schedule a meeting with their instructor (s) and provide their instructor (s) with an official accommodation letter. Students should follow this procedure for all courses in the academic semester.

**Withdrawal from classes**

Before withdrawing from classes, students should consult their instructor as well as other appropriate university offices (i.e. academic advisor). Withdrawing from classes may negatively impact a student’s financial aid award and his or her semester charges. To discuss financial aid and the student bill, visit the Student Services Center at 1015 Floyd Avenue (Harris Hall) and/or contact your financial aid counselor regarding the impact on your financial aid.

**Faculty communication about students**

VCU instructional faculty, administrators and staff maintain confidentiality of student records and disclose information in accordance with the Family Educational Rights and Privacy Act (FERPA). This means that VCU officials may disclose student record information without the consent of the student in certain situations. To support university operations, for example, VCU officials share information about students with other educational officials as necessary to perform their job duties. FERPA permits this disclosure to school officials who have a legitimate educational interest in the student information. In addition, VCU officials have obligations to report information shared by a student depending on the content of that information, for example, in compliance with VCU’s policy on the duty to report. Unless FERPA permits a certain disclosure, VCU generally requires consent from a student to disclose information from their education record to another individual. You may find additional information on the VCU FERPA website: [**http://rar.vcu.edu/records/family-educational-rights-and-privacy-act/**](http://rar.vcu.edu/records/family-educational-rights-and-privacy-act/).