

UNIV 191: Business Foundation Success (Fall 2020)

Wednesdays 1:00 - 1:50 PM

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Office hours: Virtual, by appointment only via Navigate:

<https://vcu.campus.eab.com/home>

Course description

UNIV 191 Business Foundation Success introduces students to the University and provides information that will promote and support academic success, as well as, career development. Designed to assist first-year students in their transition from high school to college, students will assess their expectations and evaluate their academic strengths and goals. Through lectures, guest speakers and individual projects, students will learn of the VCU resources designed to help them succeed. The course includes a review of basic skills and competencies necessary to college success, including (but not limited to) time management, goal setting, career development and orientations to University policies and procedures. While not currently required, it is recommended for all first year Business Foundation students.

Course format

This online course will be taught synchronously on Zoom on Wednesdays from 1 PM - 1:50 PM

Technology requirements

Students will need a laptop/computer and internet access to attend class via Zoom and utilize class resources on Canvas.

Workload expectation

This is a one-credit hour course. A credit hour is defined as a reasonable approximation of one hour of classroom instruction and a minimum of two hours out-of-class student work each week for approximately 15 weeks, or the equivalent amount of work over a different amount of time.

Class cancellation policy

Due to COVID-19 resulting in an abbreviated semester for VCU, we are unable to completely cancel a class. Should a class be cancelled for any reason, there will be an

expectation to view class content and complete class assignments outside of scheduled class time.

Course objectives

- To build community and foster a sense of belonging and connection to VCU
- Develop academic goals and acquire new habits and skills to positively impact student success
- Understand and utilize the resources and services available on campus to support completion of an academic degree
- Understand basic academic requirements, policies, and procedures.
- Explore careers and cultivate skills needed to be successful in the job search process.
- Reflect on current experience and needed experience in conjunction with gap analysis; utilize resume template to highlight current experiences.
- Begin to set career goals by utilizing LinkedIn to identify how alumni moved from college to career.
- Explore available internships and externships utilizing Handshake; understand the value of such experiences toward accomplishing career goals.

Expectations of students in this class

- Attend and participate in every class and turn in assignments on time.
- Take full responsibility for your own academic performance.
- Communicate with the instructor on a regular basis.
- Learn new academic strategies and behaviors.
- Use your VCU email account when communicating with the instructor, and check it regularly (at least twice a day).
- Turn off and put away phones and all other non-essential electronic devices unless otherwise specified for an assignment.
- Be open to new ideas and ways of thinking.
- **If the student does not attend class for the first three consecutive weeks, the instructor will withdraw the student for nonattendance with a mark of W.**

Required reading

- Your VCU email
- UNIV 191 Canvas – required readings and assignments will be posted on Canvas to download or read online.

Grading

Attendance and Participation: points (25%)	250
Academic Advising Appointment by October 27: points (15%)	150
Time Management Chart: points (10%)	100
SMART Goal Setting Worksheet: points (10%)	100
Gap Analysis: points (10%)	100
Resume: points (10%)	100
Career Goal Setting Reflection: points (10%)	100
Final Reflection: points (10%)	100
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Total: points (100%)	1000

Grading policy

Assignments must be submitted by the due date to be eligible for full credit. Late submissions will only be eligible for partial credit, unless alternate arrangements have been made with the instructor prior to the due date.

Grading scale:

- A: 900-1000 points
- B: 800-899 points
- C: 700-799 points
- D: 600-699 points
- F: Up to 599 points

Important dates

- Aug. 17 Classes begin
- Aug. 24 Last day to add a course
- Aug. 31 Last day to drop a course
- Sep. 7 Labor Day – no classes
- Nov. 24 Last day to withdraw from a course with a mark of "W"

- Nov. 24 Last day of classes
- Nov. 25-29 University Closed - no classes
- Nov. 30 - Dec. 7 Final exams MPC campus

To schedule an appointment

Log onto the myVCU Portal (<https://portal.vcu.edu>) with your eID and password. In the right column click "Advising Appointment."

Campus emergency information

Sign up to receive at 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

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.

Honor System: upholding academic integrity

The VCU Honor System policy describes the responsibilities of students, faculty and administration in upholding academic integrity. 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." Students are expected to read the policy in full and learn about requirements here:

<https://conduct.students.vcu.edu/vcu-honor-system/>

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.

Important dates

Important dates for the semester are listed in the VCU Academic Calendar:

<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**.

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.**

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/>.

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>

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/>** and/or the Division for Academic Success website via **<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. 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/>.