

FALL

2025

Instructor: Drop-In Hours: Office Location: Email:

Phone Number: Course Meeting Times: Room:

**Welcome to UNIV 101!**

This course is about YOU and KU—helping you learn to navigate the university. KU is a big place with a wealth of opportunities, and this class will help you find your place within it all. You will use your skills and experiences to craft a KU story that serves the person you are and the person you want to become—both here at KU and in your future career. You will build an **individualized academic plan** to put you on the path to earning the degree and education you want. You will learn about **university resources** to help you succeed and **opportunities** to get involved and customize your KU experience.

**KU Catalog Course Description**:

Students create academic, personal, career, and wellness goals; connect with available academic, student services, and wellbeing resources available to help students transition to KU and reach their goals; build a support network of faculty, staff, and peers; explore experiential learning and co-curricular activities; and create a realistic budget. Prerequisite: Eligible students must have fewer than thirty credit hours from the University of Kansas.

**This semester, we will:**

* **Navigate KU:**
	+ Articulate academic, personal, and wellness goals.
	+ Identify available academic, student services, and wellbeing resources available that will ease your transition and help you reach your goals.
	+ Investigate and develop your skills in information literacy, time management, and study skills.
* **Find Your People:**
	+ Interact and develop connections with peers, faculty, and staff with common interests and goals to support and encourage you and connect you to the KU experiences.
	+ Develop your knowledge and skills to equitably engage and include people from different local and global cultures, in keeping with the [Jayhawk Values](https://studentconduct.ku.edu/jayhawk-values).
* **Leverage Your Time at KU:**
	+ Investigate experiential learning and co-curricular activities
	+ Discuss the skills you will gain during your KU experience and how experiential learning contributes to skill development.

**About Your Instructor:**

<insert a brief story about yourself, ideally touching on something related to course topic, here>

**Required Text:**

You do not need to purchase any books for our course. Readings and supplements will be posted to our Canvas site.

**Instructional Mode and Credit Hours:**

This is an in-person course that fulfills [2 credit hours](https://policy.ku.edu/registrar/credit-hour); Consistent with KU policy and the federal definition of a credit hour, this means you should expect to spend about 6 hours a week on this course over the 15 week semester. Most weeks, 1 hour and 40 minutes will be instructional time in the classroom (i.e., class meetings) and the remaining time will involve out-of-class work.

**Classroom Agreements:**

**Contacting me by email:**

At some points in the semester, my inbox can get full, but I do want to hear from you. If you email me and don’t hear back within 2 business days, please send a follow-up email. I will appreciate the gentle reminder.

**Student Drop-In Hours:**I am here to support your success in this course and throughout your undergraduate career. I’m happy to answer questions about course material or about KU more broadly. When you have questions about course content, would like feedback or a second pair of eyes to review a draft, or you have concerns or thoughts to share, I’m available for drop-in hours on Mondays from 2:00 – 3:30pm and Thursday from 3:00 – 4:30pm. That said, when I’m not teaching or in meetings, I’m usually in my office. If you cannot make it to my scheduled office hours, let me know and we’ll find an alternative time that works for you.

**Questions for me:**

For questions about the course, you can email me, talk to me during drop-in hours, or utilize the class question board in Canvas. I will check the class question board in Canvas frequently and respond as soon as I can. Be mindful that the messages on the class question board are not private, and will be viewable by everyone in the course. If you need to discuss something with me one-on-one, please reach out to me directly.

I care about the success of each of you, so please do not hesitate to reach out.

**Attendance:**

This class is based on learning through experience, and the best way to do participate in the experiences we have planned this semester is to attend class. Because of that, attendance is required. The following policy has been approved for students who have unexcused absences ([excused absences include illness or emergency, university sanctioned events, and other extenuating circumstances](https://policy.ku.edu/governance/USRR#excused)). As with late work, I request that you contact me via email as soon as possible if you are not able to attend class. [Religious observances](https://diversity.ku.edu/religious-observances) as outlined by the University are also accepted as excused absences.

Every **unexcused absence** after the 3rd unexcused absence (3 absences equals 10% of course meetings) results in equals a percentage deduction to your final grade:

* 4 absences: 5% deduction to final grade (e.g., a 93% becomes an 88%)
* 5 absences: 10% deduction to final grade (e.g., a 93% becomes an 83%)
* 6 absences: 15% deduction to final grade (e.g., a 93% becomes a 78%)
* 7+ absences: A student cannot pass the course with 7 or more unexcused absences.

As your instructor, I will trust your word when you say you are ill, and in turn, I expect that you will report the reason for your absences truthfully.

**Participation:**

In this class, I acknowledge that different personality types may feel comfortable participating in different ways (i.e., talking is not the only acceptable form of participation). However, I expect students to come to class prepared, be present (both physically and mentally) for activities, take part in group discussions, ask questions as appropriate and necessary, and refrain from using cell phones and electronics per the class policy.

**Classroom Respect:**

Your success at KU and beyond is enhanced by the innovation and creativity of thought that inclusive classrooms facilitate. The success of an inclusive classroom relies on the participation, support, and understanding of you and your peers. We encourage you to speak up and share your views, but also understand that you are doing so in a learning environment in which we all are expected to engage respectfully and with regard to the dignity of all others. If you have any questions or concerns, do not hesitate to raise them in class or with me directly.

KU recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this class, people of all ethnicities, genders, gender identities and gender expression, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences.  If you feel your differences may in some way isolate you or if you have a need of any specific accommodations, please speak with me early in the semester about your concerns and what we can do together to help you become an active and engaged member of our class and community.

**Academic Honesty:**

Stealing and passing off as your own someone else’s ideas or words, or using information from another’s work without crediting the source, is called “plagiarism.”  Some specific examples of actions that constitute plagiarism include pasting together uncredited information or ideas from the Internet or published sources, submitting an entire paper written by someone else, submitting a paper written for another class (and thus not original work), and copying another student’s work (even with the student’s permission).  In order to avoid unintentional plagiarism and to represent your work honestly, you will need to give credit to any and all sources, whether directly quoted (even a few words) or paraphrased.  Please see us if you have any questions about documenting sources. For details concerning KU’s policies on academic misconduct please see the academic misconduct policy linked in Canvas.

**Concealed Carry Statement:**

Individuals who choose to carry concealed handguns are solely responsible to do so in a safe and secure manner in strict conformity with [state and federal laws](http://concealedcarry.ku.edu/information) and [KU weapons policy](http://policy.ku.edu/university-kansas-policy-weapons-including-firearms-effective-july-1-2017). Safety measures outlined in the KU weapons policy specify that a concealed handgun:

* Must be under the constant control of the carrier.
* Must be out of view, concealed either on the body of the carrier, or backpack, purse, or bag that remains under the carrier’s custody and control.
* Must be in a holster that covers the trigger area and secures any external hammer in an un-cocked position
* Must have the safety on, and have no round in the chamber.

**Cell Phone/Electronics Policy:**

This class recognizes many modes of writing, many of which include your phones and laptops. From time to time, I will ask you to bring these devices and we will make use of them together. However, frequent use of these devices not connected to classwork can distract others. Please be respectful of others’ learning needs, as well as your own. Undue use of these devices will negatively influence your grade and may be considered academic misconduct.

**Assignment Overview:**

Our semester will be divided into 2 parts: Navigating KU and Leveraging Your Time. Each class will include a mix of hands-on activities, lectures, readings, and out-of-class work.

**Part 1: Navigating KU**

* Instructor email 25 points
* Hopes & Dreams survey completion 15 points
* AlcoholEdu completion 15 points
* Financial wellness workshop 50 points
* Goal setting 175 points
	+ Values assessment (25 points)
	+ Goal plan (30 points)
	+ Vision board (70 points)
	+ Mid-semester check-in (25 points)
	+ End-of-semester check-in (25 points)

**Part 2: Leveraging Your Time**

* KU Libraries Resource Module 25 points
* Make Your Mark 250 points
	+ Task Analysis (25 points)
	+ Individual Progress Report (50 points)
	+ Team Peer Feedback (25 points)
	+ Final project (150 points)
* Finals Planning Worksheet 30 points

**Engagement**

* Instructor meeting 60 points
* Active participation and additional 100 points

prep work as assigned

**TOTAL 745 points**

**Late work:**

Assignments should be submitted in Canvas on the indicated due date. I acknowledge that life happens, and sometimes a deadline cannot be met because of illness, caregiving responsibilities, work demands, mental health struggles, and emergencies.

In these cases, I request that you contact me via email as soon as possible to arrange an alternative due date. I believe the material in this course is valuable, and I want to work with you so you can successfully complete the assignments. If I do not receive any communication from you within 1 week of the assignment due date, I will enter a “0” grade into Canvas.

**School-Life conflict:**

When the semester begins, we have no way of knowing what obstacles may arise due to work, family, or personal difficulties. If life throws you a curve ball that begins to affect your ability to succeed academically, please communicate with me as soon as possible so we can work together to craft a plan to support your success.

**Assignment format:**

Please submit all assignments as a Word .doc or PDF. Assignments should be double-spaced and in Times New Roman font, with 1-inch margins on all sides.

**Extra credit:**

Over the course of the semester, you will have the opportunity to earn up to 40 points of extra credit (5% of your overall grade) by participating in more out-of-the-classroom experiences and developing more connections at KU and in Lawrence. Each reflection will be worth up to 5 points. Additional assignment details and a list of eligible activities are on our Canvas.

**Student Survey of Teaching:**

At the conclusion of this course, the University will provide an opportunity for you to provide feedback via an online (anonymous) Student Survey of Teaching. I strongly encourage you to take advantage of this opportunity to provide feedback. More generally, please feel free to tell me what is working well, and what is not working as well during the semester.

**Grading**:

All grades will be posted on Canvas. You are strongly encouraged to check your scores in Canvas regularly. A final letter grade will be assigned based on percentages.

* All UNIV 101 courses will grade +/- on the following scale:
	+ Grading scale (based on %):
		- 100-93 = A
		- 92-90 = A-
		- 89-87 = B+
		- 86-83 = B
		- 82-80 = B-
		- 79-77 = C+
		- 76-73 = C
		- 72-70 = C-
		- 69-67 = D+
		- 66-63 = D
		- 62-60 = D-
		- 59-0 = F

**Jayhawk GPS:**

This course utilizes Jayhawk GPS, a student success technology that is designed to inform your academic success at the University of Kansas.  As your instructor, I may communicate your course performance to you and your assigned academic advisor through Jayhawk GPS if I believe you might benefit from additional resources or support at KU. This notification will prompt an email to your student account and a Student Navigator, your advisor or another member of your Student Success Team may reach out to you through email, phone or text as well. Please be sure your contact information is accurate in Enroll & Pay so that they may reach you. Texting has an opt out option by replying "STOP" to any incoming messages. You can access your Jayhawk GPS / Navigate login using this link - <https://jayhawkgps.ku.edu/navigate-student-app> to schedule appointments online with your assigned academic advisor and other resource staff across the KU campus. We encourage you to download the companion app to this technology, Navigate Student, to your mobile device for additional push notification features.

**Resources:**

KU has several resources that I have highlighted in greater detail on our Canvas page. You can also view a full list of resources on the [Academic Success website](https://academicsuccess.ku.edu/student-resources-0). Here, I will highlight a few offices that may be of particular interest:

* **KU Counseling and Psychological Services (CAPS)** – CAPS can help students with issues related to adjusting to college and other psychological, interpersonal, and family problems. Individual and group sessions are available. You can find more information at <https://caps.ku.edu/> Phone is 785-864-2277 and hours are Monday through Friday, 8:00am-5:00pm, and first-time appointments are available through same-day drop-ins from 10:00am-3:00pm. CAPS is located in Watkins Memorial Health Center.
* **Student Support Program –** KU students have access to a **free and confidential** mental health counseling and well-being resources, **available 24 hours a day, 7 days a week, 365 days a year**. Students can connect with mental health professionals over the phone or via the chat function on the app. Learn more here: <https://caps.ku.edu/crisis-support> or call 1-866-408-2828
* **The Student Engagement Center** – (SEC) at the University of Kansas serves as a hub for student involvement, leadership development, impactful resources, and community programs. Students currently engage with the SEC through registered student organizations, leadership experiences, and professional development workshops. The SEC's programs and resources impact students by directly addressing needs through the Campus Cupboard, Pregnant and Parenting Resource Pantry, Clothing Closets, and the Emergency Aid Network. You can find more information at: <https://studentengagement.ku.edu/home> Phone is 785-864-4350. The Student Engagement Center is located in the Sabatini Multicultural Resource Center next to the Union.
* **University Academic Support Centers (UASC)** – UASC offers many services and programs to assist students in their academic success and to enhance their collegiate experience at KU. Choose from learning strategy consultations, group workshops or general or course-specific academic assistance, by appointment or on a walk-in basis. Feel free to talk with UASC and ask for information or direction about academic and personal issues. You can find more information at: <https://uasc.ku.edu/> Phone: 785-864-4064; Office: Rm 22 Strong Hall.
* **Wingspan: The Center for Learning and Writing** - The Center for Learning & Writing Support offers **free** **tutoring** services for 60+ courses for KU students and **writing support** services! You can find this center on the 4th floor of Anschutz library. You may request a tutoring appointment in subjects including math, chemistry, biology, physics, and languages, either individually or in small groups through the Navigate Student App (Jayhawk GPS, <https://jayhawkgps.ku.edu/>). More information on tutoring services can be found here: learning@ku.edu <https://learning.ku.edu/tutoring>. The Writing Center side offers a variety of ways for students and members of the community to get feedback on their writing. It offers face-to-face consultations, online appointments, and eTutoring appointments. Information regarding each type of appointment can be found at <http://writing.ku.edu.> You can also use your Navigate Student App to make an appointment for writing support!
* **Title IX and Sexual Assault Services for Survivors on campus and in Lawrence –** Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been assaulted or harassed, and you wish to speak in confidence to a trained counselor, contact KU's Care Coordinator at care@ku.edu or the Sexual Trauma and Abuse Care Center, at 785-843-8985 or <http://stacarecenter.org/>. You may also wish to contact Lawrence Memorial Hospital Emergency Room (785-505-6162). If you want to pursue disciplinary action or criminal charges against the perpetrator, you may contact [The Office of Civil Rights & Title IX](https://civilrights.ku.edu/) 785/864-6414 (instructions on how to file a complaint can be found here: <https://civilrights.ku.edu/reporting-incident>) and the KU Police (785-864-5900) or the Lawrence Police Dept. (785-830-7400). The Office of Civil Rights & Title IX is the KU office responsible for investigating complaints of sexual harassment.
* **Sexual Assault Prevention and Education Center (SAPEC)** - SAPEC promotes social change and the elimination of sexual violence through prevention education, inclusive programming, and campus-wide collaboration. SAPEC is located at Burge Union, Suite 1030; Phone 785-864-5879; email: sapec@ku.edu <http://sapec.ku.edu/>
* **The Office of Civil Rights & Title IX** - The Office of Civil Rights & Title IX is responsible for administering the University of Kansas equal opportunity and non-discrimination policies and procedures, as well as, encouraging a campus climate of respect and understanding of all aspects of the human experience. To accomplish these duties, the Office offers assistance and protective measures to students, faculty, and staff who report acts of harassment, discrimination, sexual misconduct, sexual violence, and retaliation; provides information about health, safety, advocacy, and support resources for members of the Lawrence and Edwards campuses; performs formal investigations to detect, discontinue, and prevent violations of the Non-Discrimination Policy and Sexual Harassment Policy; and ensures University compliance with state and federal civil rights laws. Located in Dole Human Development Ctr 1082; civilrights@ku.edu <https://civilrights.ku.edu/>
* **Formal KU Policies** - Students should be aware of KU’s academic policies, available at the KU policy library: academic. While the policies are numerous, key policies to be aware of include:
* Academic Misconduct
	+ <https://policy.ku.edu/governance/USRR#art2sect7>
* Change of Grade
	+ <https://policy.ku.edu/registrar/grade-change>;
	+ <https://policy.ku.edu/governance/USRR#art2sect3>
* Commercial Note-Taking
	+ <https://policy.ku.edu/provost/commercial-note-taking>
* Mandatory Reporting (Title IX/Civil Rights)
	+ <https://policy.ku.edu/civil-rights/mandatory-reporting>
* Nondiscrimination, Equal Opportunity, and Affirmative Action
	+ <https://policy.ku.edu/IOA/nondiscrimination>
* Sexual Harassment
	+ <https://policy.ku.edu/civil-rights/sexual-harassment>
* Student Rights and Responsibilities
	+ <https://policy.ku.edu/student-affairs/student-code>
* Racial and Ethnic Harassment Policy
	+ <https://policy.ku.edu/civil-rights/racial-ethnic-harassment-policy>
* Commitment to Integrity and Ethical Conduct
	+ <https://policy.ku.edu/Chancellor/statement-commitment-integrity-and-ethical-conduct>
* KBOR Statement on Free Expression
	+ <https://publicaffairs.ku.edu/freedom-of-expression>
* Weapons, Including Firearms
	+ <https://policy.ku.edu/university-kansas-policy-weapons-including-firearms-effective-july-1-2017>

**Course Schedule**:

This schedule is subject to change. **All assignments are due by the start of class on the date indicated.** Additional information on assignments will be posted on the class Canvas site. Questions? Please ask!

|  |  |  |
| --- | --- | --- |
| **Fall 2025** | **Class Topic** | **Assignments & Due Date** |
| **Week 1** | **Day 1** | Syllabus and Welcome |  |
| **Day 2** | Exploring Campus |
| **Week 2** | **Day 1** | Connecting with Faculty | Instructor Email; Hopes & Dreams Survey (Aug. 31) |
| **Day 2** | Goals: What’s Your Why? |
| **Week 3** | **Day 1** | Labor Day/Explore Day | John Green @ Lied Center (Optional – Sept. 2) |
| **Day 2** | Setting Goals that Work |
| **Week 4** | **Day 1** | Taking Action on Your Goals | Goal Plan Worksheet(In-Class) |
| **Day 2** | Juggling Priorities, Pt. 1 |
| **Week 5** | **Day 1** | Hack Your Study Routine, Pt. 1 | Goal Vision Board; *Anthropocene Reviewed* excerpt reading; AlcoholEdu Module(Sept. 21) |
| **Day 2** | Juggling Priorities, Pt. 2 |
| **Week 6** | **Day 1** | Hack Your Study Routine, Pt. 2 |  |
| **Day 2** | Planning for Spring Semester |
| **Week 7** | **Day 1** | Make Your Mark: Choose Your Focus |  |
| **Day 2** | Taking Care: Wellness Day 1 |
| **Week 8** | **Day 1** | You at KU | Instructor Check-In; Mid-semester Goal Check-In(Oct. 12) |
| **Day 2** | Who has a Voice? |
| **Week 9** | **Day 1** | Fall Break - No Class |  |
| **Day 2** | Explore Day |
| **Week 10** | **Day 1** | Make Your Mark: Teams | MYM Task Analysis (In class)Library Resources Module(Oct. 26) |
| **Day 2** | Make Your Mark: Storytelling |
| **Week 11** | **Day 1** | Make Your Mark: Research | MYM Individual Submission(Nov. 2) |
| **Day 2** | Make Your Mark: Explore Day |
| **Week 12** | **Day 1** | Information Has Value; Make Your Mark: Team Check-Ins | MYM Instructor Review Draft(Nov. 9) |
| **Day 2** | Make Your Mark Team Peer Feedback and Team Check-Ins |
| **Week 13** | **Day 1** | Make Your Mark First Draft Submission and Presentation Overview | Financial Wellness Event(Nov. 16) |
| **Day 2** | Taking Care: Wellness Day 2 |
| **Week 14** | **Day 1** | Explore Day/Spencer Museum of Art | Finals Planner (In class); MYM Final Draft (Nov. 19) |
| **Day 2** | Preparing for Finals |
| **Week 15** | **Day 1** | Explore Day/Spencer Museum of Art visit | End-of-Semester Goals Check-In (Nov. 30) |
| **Day 2** | Thanksgiving Holiday – No Class |
| **Week 16** | **Day 1** | End-of-Semester Celebration | MYM Presentation (Dec. 3/4) |
| **Day 2** | Make Your Mark Event – Meet at Burge Union |
| **Week 17** |  Finals – No Class Finals – No Class |  |