

FALL

2023

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.

**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://studentaffairs.ku.edu/values). This work includes learning to actively challenge the systems, structures, and policies of racism and inequities.
* **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. However, you do need to pick-up your free copy of the KU Common Book, *The Parable of the Sower* by Octavia Butler at the Watkins Library Circulation Desk (to the left of the main entrance).

**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.

Every **unexcused absence** after the 3rd unexcused absence (3 absences equals 10% of course meetings) results in 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.

**Inclusion Statement:**

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.

**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.

**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
* Goal setting 175 points
  + Values assessment (25 points)
  + Goal plan (50 points)
  + Vision board (50 points)
  + Mid-semester check-in (25 points)
  + End-of-semester check-in (25 points)

**Part 2: Leveraging Your Time**

* KU Common Book assignment 50 points
* KU Libraries Resource Module 30 points
* Make Your Mark 250 points
  + Task Analysis (25 points)
  + Team Peer Review (25 points)
  + Final project (200 points)
* Finals Planning Worksheet 30 points

**Engagement** 160 points

* Instructor meeting (60 points)
* Active participation and additional prep work as assigned (100 points)

**TOTAL 750 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 extra credit by participating in more out-of-the-classroom experiences. I may add more to this list as the semester goes on, but some opportunities include:

* [Career Events](https://ku-csm.symplicity.com/calendar/index.php/pid900430?)
* <https://arcd.ku.edu/hallmark>
* <https://www.spencerart.ku.edu/calendar>
* <https://biodiversity.ku.edu/calendar/event-list>
* <https://doleinstitute.org/events/month/>
* Make an individual appointment with the [University Career Center](https://career.ku.edu), [Study Abroad and Global Engagement](https://studyabroad.ku.edu/connectwithus), [Center for Undergraduate Research](https://ugresearch.ku.edu/), or the [Center for Service Learning](https://csl.ku.edu/) to find out more about a specific opportunity
* Attend [supplemental instruction](https://learning.ku.edu/courses-si) for one of your courses.
* Schedule a consultation with the [Writing Center](https://writing.ku.edu/undergraduate-students).
* Visit one of your instructors during their office hours (excluding your UNIV 101 instructor).
* Volunteer with the [Center for Community Outreach.](https://volunteer.ku.edu/)

**Grading**:

Classes at the University of Kansas that offer multiple sections have course grading policies that establish consistency across all sections. This is done to benefit students and instructors by establishing clear, shared requirements and expectations

* 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

**NACE Career Readiness Competencies:**

The assignments in this course are designed to support your mastery of the KU Core, which emphasizes the development of transferrable skills that will provide a foundation for success in any career path you choose. The KU Core was inspired in part by the Career Readiness Competencies identified by the National Association of Colleges and Employers (NACE). As such, your work in UNIV 101 will help you develop your skills several of the Career Readiness Competencies. To learn more, visit [the NACE website](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/).

* Career & Self-Development
* Communication
* Critical Thinking
* Equity & Inclusion
* Leadership
* Professionalism
* Teamwork
* Technology

**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. 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. 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/247-support> or call 1-866-408-2828
* **KU Office of Multicultural Affairs (OMA)** – OMA provides direction and services for current and prospective students from underrepresented populations. In addition, through collaborative partnerships it offers diversity education programs that foster inclusive learning environments for all students. OMA’s programs and services enhance the retention of successful matriculation of students, while supporting their academic and personal development. You can find more information at: <https://oma.ku.edu/> Phone is 785-864-4350. OMA 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.
* **Tutoring Services**– The Academic Learning Center offers **free** tutoring services for KU students. You may request a tutor in disciplines including math, chemistry, biology, physics, and languages, either individually or in small groups. [learning@ku.edu](mailto:learning@ku.edu) <https://learning.ku.edu/tutoring>
* **KU Writing Center** - The Writing Center 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 an eTutoring appointments. Information regarding each type of appointment and a tool for scheduling can be found at <http://writing.ku.edu> The Writing Center has multiple [locations](https://writing.ku.edu/hours-and-locations) on campus.
* **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](mailto: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](mailto: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. [civilrights@ku.edu](mailto: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 (<http://policy.ku.edu/governance/USRR#art2sect6>),
  + Final Examination Schedules (<http://policy.ku.edu/governance/USRR#art1sect3>),
  + The Grading System (<http://policy.ku.edu/governance/USRR#art2sect2para3>

**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 in the class Canvas site. Questions? Please ask!

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| **FALL 2023** | **Monday/Tuesday** | **Wednesday/Thursday** | **Assignments** |
| Week 1: Aug 21 | Syllabus and Welcome | Exploring Campus |  |
| Week 2: Aug 28 | Connecting with Faculty | Finding Your “Why” | Instructor Email |
| Week 3: Sept 4 | Labor Day/Explore Day | Setting Goals that Work | Hopes & Dreams Survey |
| Week 4: Sept 11 | Taking Action on your Goals | Juggling Priorities, Pt. 1 | Goal Plan |
| Week 5: Sept 18 | Hack your Study Routine, Pt. 1 | Juggling Priorities, Pt. 2 | Goal Vision Board |
| Week 6: Sept 25 | Hack Your Study Routine, Pt. 2 | Planning for Spring Semester | AlcoholEdu modules completion |
| Week 7: Oct  2 | Sneak Peek: Career Planning and Experiential Learning | Explore Day |  |
| Week 8: Oct 9 | Taking Care: Wellness Day | Who Has a Voice?: Equity & Inclusion | Instructor Check-In; Goal Check-In |
| Week 9: Oct 16 | Fall Break – No Class | Information Has Value, Pt. 1 |  |
| Week 10: Oct 23 | KU Common Book | Make Your Mark: Choose Your Focus | Common Book Assignment |
| Week 11: Oct 30 | Make Your Mark: Teams | Make Your Mark: Storytellers |  |
| Week 12: Nov 6 | Make Your Mark: Research | Make Your Mark: Resource Gathering | Library Resources Module |
| Week 13: Nov 13 | Spencer Museum of Art visit | Information Has Value, Pt. 2;  Make Your Mark: Team Check-ins | Team Check-ins |
| Week 14: Nov 20 | Explore Day | Thanksgiving Holiday – No Class |  |
| Week 15: Nov 27 | Make Your Mark Peer Review and Team Check-Ins | Preparing for Finals;  Make Your Mark Peer Review and Team Check-Ins | MYM Task Drafts and Peer Review; Finals Planner |
| Week 16: Dec 4 | Goal Progress Celebration | Make Your Mark Gallery – Burge Union | Goal Progress Check-In; Make Your Mark Projects |
| Week 17: Dec 11 | Finals (No Class) | Finals (No Class) |  |