

UMST 402: NEW STUDENT SEMINAR SYLLABUS

Course Information

Dates: 1/21/2025-3/14/2025 ONLINE

Instructor: Dr. Matthew Salter (please feel free to call me Matt)

Email: Matthew.Salter@unh.edu

Phone: 603-641-4347

Office: 278

Office Hours: Feel free to stop by anytime my door is open, or to email me to schedule an appointment

Course Number: UMST402

Credits: 1

***Note— instructor has the right to change assignments/syllabus based on course needs.**

Course Description

The New Student Seminar focuses on the resources and supports available at UNH Manchester to help you have a successful transition. Discussions will help promote building a sense of community with your peers.

By incorporating topics such as academic advising, time management, and information literacy, along with self-reflection, the goal of this course is to foster the development of skills or strategies that are both applicable and valuable across disciplines as well promoting personal success during and after college.

Learning Objectives

Upon completion of this course students will:

- Identify strategies and techniques to help you manage your time and balance your academic and personal responsibilities
- Explore and research potential career opportunities that complement each of our individual values and future goals
- Discover resources and strategies related to information literacy
- Gain an understanding of the use of technologies in conjunction with academic success.

Deadlines for Assignments

Your initial response to any discussion boards are due by Thursday of that week at 11:59 PM and the remainder of work is due by Sunday night at 11:59 PM.

Late Assignments: You are permitted to have one late assignment in this class for partial credit.

NOTE: If you have questions about assignments, please reach out by email or MyCourses. During the week you should receive a response within 24 hours. On weekends, this turnaround time may be 48 hours

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Assignments

Each week, an overview is provided within our Canvas course. Please use the Modules tab on the left-hand side to look at the work that is to be completed each week and to access these overviews.

Grades

A: 93-100	B-: 80-82	D+: 67-69
A-: 90-92	C+: 77-79	D: 63-66
B+: 87-89	C: 73-76	D-: 60-62
B: 83-86	C-: 70-72	F: 59 and below

Meeting with your faculty

During this course, you will have the opportunity to meet with your faculty member to discuss who the semester is going. This time is all about YOU so please bring questions and thoughts to discuss. I look forward to getting to know you better. (10pts)

Artificial Intelligence

Unless otherwise specified, the use of Automated Writing Tools, including chatGPT and similar artificial intelligence (AI) tools, is strictly prohibited in this course, even when properly attributed. The use of automated writing tools is considered plagiarism (as defined by UNH's [Academic Integrity Policy](#)) and will be handled in accordance with existing policy.

Netiquette Guidelines

Netiquette is the socially and professionally acceptable way to communicate on the Internet. We are all expected to abide by these guidelines of “netiquette” when using online communication tools with your classmates and instructor. Guidelines can be found through the [Teaching and Learning Resource Hub](#) and at this [Academic Technology resource](#). More general guidance can be found [here](#).

UNH Manchester Resources

Academic Alerts

The University is invested in your academic success. If a faculty member is concerned about your academic behavior or performance, they may submit an academic alert. Academic alerts are not punitive. The goal is to provide you with support and resources to support your success. They function as an important check-in point and, if you receive an academic alert, you will receive an email to your UNH email address. It is strongly recommended that you meet with a professional advisor and connect with your instructor to discuss the reason for the alert.

Accessibility Services

According to the Americans with Disabilities Act (as amended, 2008), each student with a disability has the right to request services from UNH to accommodate his/her/their disability. If you are a student with a

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documented disability or believe you may have a disability that requires accommodations, please contact Student Accessibility Services (SAS) located on the Manchester campus in the Student Services Suite (Office 417).

Accommodation letters are created by SAS with the student. Please follow-up with your instructor as soon as possible to ensure timely implementation of the identified accommodations in the letter. Faculty have an obligation to respond once they receive official notice of accommodations from SAS but are under no obligation to provide retroactive accommodations.

For more information refer to www.unh.edu/sas or contact SAS at 603.862.2607, 711 (Relay NH) or sas.office@unh.edu.

Center for Academic Enrichment (CAE)

Provides academic support services, including free individual tutoring for all students. You are eligible for one hour of free tutoring per class each week. Make an appointment through the CAE myCourses site. Phone: (603) 641-4113. Email: unhm.cae@unh.edu. They are located in the Learning Commons on the 2nd floor.

Confidentiality and Mandatory Reporting

The University of New Hampshire and its faculty are committed to assuring a safe and productive educational environment for all students and for the university as a whole. To this end, the university requires faculty members to report to the university's [Title IX Coordinator](#) (Bo Zarycky, Bo.Zarycky@unh.edu, 603-862-2930/1527 TTY). Faculty, staff or students on the Manchester campus can also contact Lisa Enright, Deputy Title IX Coordinator (lisa.enright@unh.edu; 603-641-4336; Room 439) to report any incidents of sexual violence and harassment shared by students.

If you wish to speak to a confidential support service provider who does not have this reporting responsibility because their discussions with clients are subject to legal privilege, you can contact the [SHARPP Center for Interpersonal Violence Awareness, Prevention, and Advocacy](#) at (603) 862-7233/TTY (800) 735-2964, as well as, Caroline Young, SHARPP Center Advocacy Expanded Services Coordinator for UNH Manchester (caroline.young1@unh.edu; room 417; Available in person Mondays 9 am to 4-pm and available by appointment (in person and virtually) by emailing caroline.young1@unh.edu). Individuals can also access Reach Crisis Services NH 603-668-2299 (24 hours), 77 Sundial Ave., Suite 306W, Manchester, NH.

For more information about what happens when you report, how the university treats your information once a report is made to the Title IX Coordinator, your rights and reporting options at UNH (including anonymous reporting options) please visit [student reporting options](#). [The uSafeUS app](#) is also available for students to keep reporting options and resources easily accessible on their phones.

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Help us improve our campus and community climate. If you have observed or experienced an incident of bias, discrimination or harassment, please report the incident by contacting the Civil Rights & Equity Office at UNH.civilrights@unh.edu or TEL # (603) 862-2930 voice/ (603) 862-1527 TTY / 7-1-1 Relay NH, or visit the CREO website. Anonymous reports may be submitted.

Food Pantry

The campus food pantry has pre-packed bags of non-perishable food items for students in room 437. If you have any questions, contact lisa.enright@unh.edu.

Mental Health and Wellness

Your academic success and overall mental health are very important. In partnership with The Mental Health Center of Greater Manchester, UNH Manchester offers free mental health sessions for students. Students can schedule counseling sessions and learn more here: <https://manchester.unh.edu/academics/academic-services/student-wellness>.

The National Suicide Prevention Lifeline provides 24/7, free and confidential support via phone or chat for people in distress, resources for you or your loved ones, and best practices for professionals. Call (800) 273-TALK (8255).

Library

The UNH Manchester librarians are available to assist you with the research process. Visit the library's website at <https://cps.unh.edu/library> to learn about library services and to search for reliable academic sources. You can contact the library at 603-641-4173 or at unhm.library@unh.edu.

The links below guide you to useful online library resources:

- Make a Research Appointment with a librarian:

<https://libraryguides.unh.edu/remotearchive/researchhelp>

Use the Library Search Box to find information:

https://libraryguides.unh.edu/librarysearchbox_unhmanchester

- Reserve a Study Room: <https://cps.unh.edu/library/support-services>
- Discover resources for Citing Sources: <https://libraryguides.unh.edu/unhmcitingsources>
- Learn strategies for Evaluating Sources:
<https://libraryguides.unh.edu/ENGL401UNHManchester/evaluatingsources>

Pronouns and Chosen Name

I will gladly honor your request to address you by your chosen name or pronoun. Please advise me of this at any point in the semester so that I may make appropriate changes to my records. If I accidentally use an incorrect gender pronoun when addressing you, please feel free to let me know, in whatever manner makes you comfortable, what pronouns you use so that I can make every effort to correct that error.

Temporary Academic Supports for Extended Absences with Letter

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If you are dealing with an unexpected, extenuating circumstance that will keep you out of class or affect your performance for more than a day or two, reach out to Lisa Enright, Assistant Dean of Student Success, at lisa.enright@unh.edu to request a letter be sent to all your faculty.

If you are required to miss significant class time, you will be provided temporary academic supports so that you can continue to make satisfactory progress in this course. Please contact your course instructor to discuss the specific types of supports that will be implemented during your absence. Possible options you may be provided in this class include: *[then pick one or more of the following for your syllabus or come up with your own description]*

- Class notes from a peer
- One-on-one meetings with instructor or TA to catch-up on missed content
- Virtual office hours
- Access to recorded lectures (asynchronous)
- Remote access for class (synchronous)
- Lecture slides
- Handouts or other materials that are distributed

UNHM Security

Campus security officers are on duty during campus business hours. Campus security issues college ID's, coordinates campus parking and issues parking passes. Campus Security also coordinates the WalkSafe Service. This service is a walking escort service provided free of charge to members and visitors of the University community. They are located at the front entrance desk and can be reached at 603-641-4124. In case of an emergency call 911.

Course Schedule

<i>Class Session</i>	Week	Assignment(s)
Week 1	Introduction	<ul style="list-style-type: none"> • Upload Profile Picture • Introduction Discussion Board • Campus Resources Quiz • Transfer Orientation
Week 2	CaPS- EXPLORE Identifying your Values	<ul style="list-style-type: none"> • Career Reflection
Week 3	Upping Your Academic Game	<ul style="list-style-type: none"> • Take the LASSI • Explore Resources • Reflection: Upping My Game

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Week 4	CaPS- KNOW	<ul style="list-style-type: none">• Upload to VMOCK• Meet with your faculty
Week 5	Library Overview	<ul style="list-style-type: none">• Annotated Bibliography• Quiz
Week 6	Academic Advising Overview	<ul style="list-style-type: none">• Advising Scavenger Hunt• Preparing to Connect
Week 7	Grit & Wrapping Up	<ul style="list-style-type: none">• Grit Reflection