

UNC 100 MASTERING THE ACADEMIC ENVIRONMENT

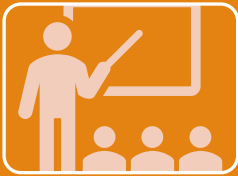


Fall 2022, Tuesdays 3:03-4:30PM, Room 105



Instructor: Dr. John Doe

- Phone: 555-5412
- Email: johndoe@buffalostate.edu
- Office Hours and Location: Tuesday and Thursday 9:00-10:00 am and 12:15-1:25 pm or by appointment.



Attendance and Class Policy

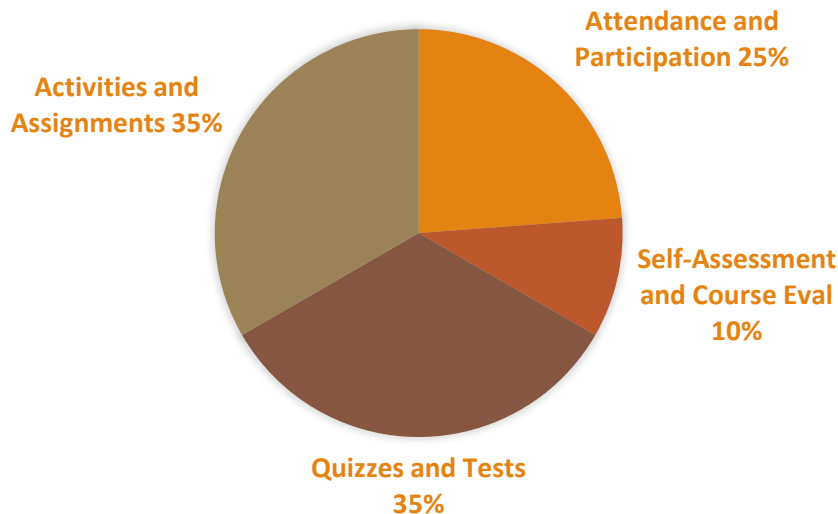
- Attendance for every class is expected for the successful completion of this course.
- I understand that there may be times when extenuating circumstances prevent you from attending class. If you have a legitimate reason for an absence, please let me know **before the start of class**.
- Leaving early without permission may also be considered an absence. **5 or more unexcused absences may result in the failure of the course.**
- To avoid any distractions, I ask that you refrain from using any electronic devices in class.

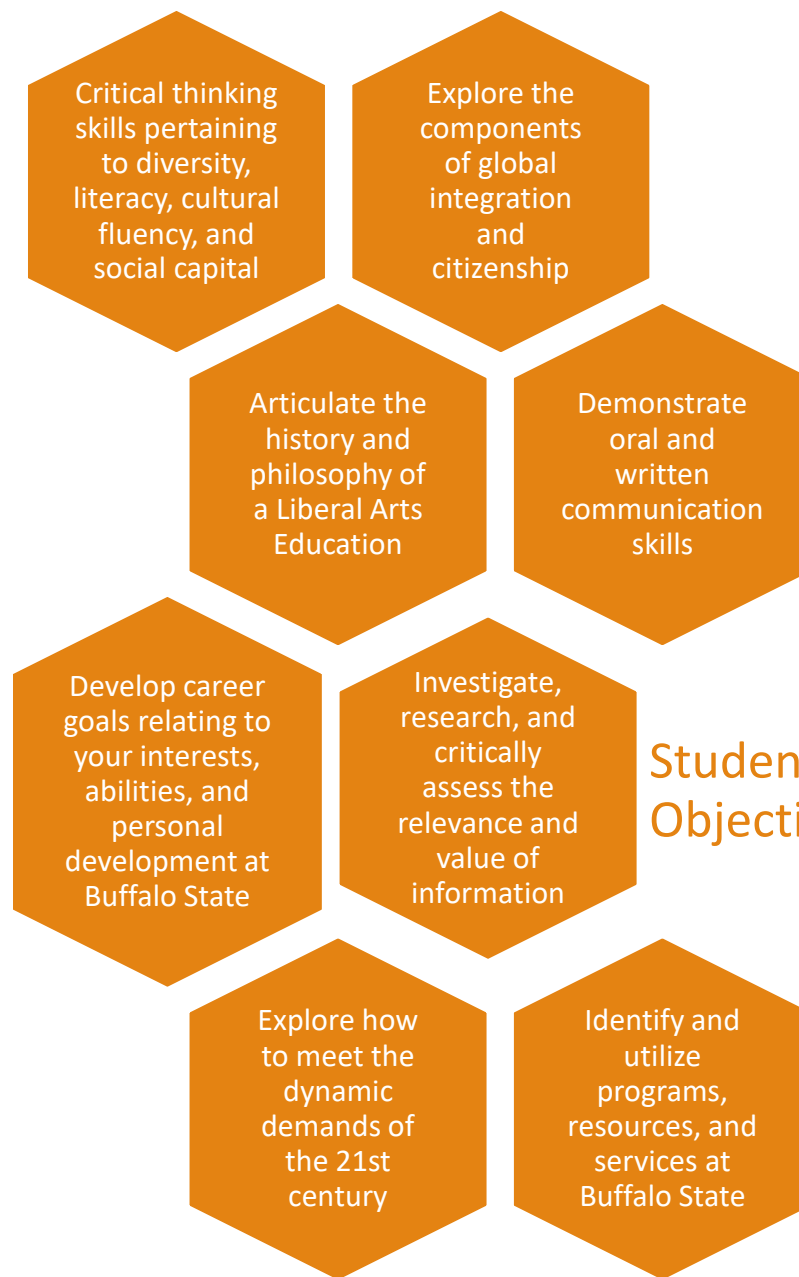


Required Text and Materials

- Downing, Skip: *On Course: Strategies for Creating Success in College and Life*. Available in the bookstore. 9th edition.
- Please bring this textbook to each class. We are **only** using the hardcover textbook for this class.

GRADING BREAKDOWN





Student Learning Objectives

Tentative Schedule

Course Objective by Week	Unit Topics	Req. Reading	Assignment Due
I. Liberal Arts Education and Buffalo State Week Start Date	a. What is a liberal arts education? b. Understanding the culture of higher education c. History of Buffalo State	Downing, "The Preliminaries" and "Chapter 1" (we will do the journals in class). Orwell and Plato's Allegory (Blackboard).	Take self-assessment (Chapter 1). Score it and bring the results to class. Print <i>Active Not Passive</i> list from Blackboard.
II. Getting on Course to Your Success Start Date	a. Understand the expectations of college and University expectations b. Financial Management c. Understanding yourself	Downing, "Chapter 2"	
III. Accepting Personal Responsibility Start Date	a. Personal responsibility b. Developing self-motivation c. Growth (creator) vs fixed (victim) mindset d. Responsibility and culture e. Mastering the language of responsibility f. Making wise decisions g. Critical thinking	Downing, "Chapter 3" Review for Midterm	
IV. Discovering Self-Motivation Start Date	Midterm (date needed) a. Creating Inner motivation b. SMART goal setting c. Committing to your goals	Downing, "Chapter 4"	7-day schedule and monthly planner (from Chapter 4).
V. Mastering Self-Management Start Date	a. Acting on purpose b. Time and culture c. Time management tools d. Developing self-discipline e. 32-day commitment	Downing, "Chapter 5"	
VI. Employing Interdependence	a. Creating a campus support system	Downing, "Chapter 6"	

Start Date	<ul style="list-style-type: none"> b. Active listening skills c. Respecting cultural differences d. Communicating with a growth mindset 		
VII. Gaining Self-Awareness Start Date	<ul style="list-style-type: none"> a. Recognizing when you are off course b. Self-defeating patterns c. Critical thinking and self-awareness 	Downing, “Chapter 7” Copland, “Listen to Music” (Blackboard)	
VIII. Adopting Lifelong Learning Start Date	<ul style="list-style-type: none"> a. How to develop a growth mindset b. Discovering your preferred learning style c. Employing critical thinking d. Asking probing questions e. Constructing logical arguments f. Developing self-respect 	Downing, “Chapter 8”	
IX. Developing Emotional Intelligence Start Date	<ul style="list-style-type: none"> a. Understanding emotional intelligence b. Reducing stress c. Developing self-acceptance 	Downing, “Chapter 9”	Do the self-assessment on p. 313., score it, and bring the results to class.
X. Staying on Course to Your Success Start Date	<ul style="list-style-type: none"> a. Planning your next steps b. Post-assessment 	Review for Final Exam	
XI. Study Skills: A Toolbox for Active Learners Start Date	<ul style="list-style-type: none"> a. Study Skills pre-self-assessment b. How the human brain learns c. CORE Learning system d. Strategies to Improve reading e. Strategies for note taking f. Organizing study materials 	Review for Final Exam	Active Not Passive List: submit to Blackboard drop box. All Blackboard assignments must be completed. Course evaluation: screenshot the completion

	g. Rehearsing and Memorizing Study Materials h. Test-taking skills i. Writing: the big picture j. Study Skills post-self-assessment		message and put it in the appropriate Blackboard drop box.
XII. Final Exam	Critique and Evaluation Period (CEP).		
Start Date	Final Exam: Thursday, May 19 @ 9:40 am in our regular classroom.		

Additional Information

ACADEMIC MISCONDUCT: To ensure a positive learning experience for all students, Buffalo State, and this professor has a clear and consistent policy regarding academic misconduct. Academic misconduct includes, but is not limited to, cheating on exams, plagiarizing materials--either consciously or unconsciously, misrepresenting one's work (for example, submitting a book review for a book that you haven't read, or collaborating on an assignment that was supposed to be done individually), and submitting the same material for credit in two courses without written permission from both instructors. Misconduct will be reported to the Dean of Natural and Social Sciences and may result in either a) failure of the assignment, b) failure of the course, or c) expulsion from the college.

The instructor may remove from the classroom anyone who, in the instructor's opinion, is disrupting the educational process. Depending on the severity of the disruption, the student may be subject to formal charges under the college judicial system, under Buffalo State College's Procedure regarding disruptive individuals.

COLLEGE COMMUNICATION: Please be advised that the Family Education Rights and Privacy Act (FERPA) prevents me or any professor from speaking with anyone outside of the educational process (including your family members, friends, significant others, etc.) about your academic progress without your express written approval.

Check your BSC email. All formal college information will be sent there. **Communicate with your professors through BSC email only.**

REGARDING SERVICES PROVIDED BY THE DEAN OF STUDENTS: The Dean of Students Office helps students navigate the college experience, particularly during difficult situations such as personal, financial, medical, and/or family crises. If you or someone you know needs support, services are available. For more information, please visit: <http://deanofstudents.buffalostate.edu/>, call: (716) 878-4618, or stop by room 311 in the Campbell Student Union during business hours. Returning this semester is also the **Emergency Relief grant program for students**. More information on the parameters of the grant and application requirements can be found online at <https://financialaid.buffalostate.edu/>.

The **Students of Concern Care Team** meets regularly throughout the semester to provide support for students who raise a concern about their potential for harm to themselves or others. To report a concern and/or learn more about the Concern Care Team, please visit <https://pavesuite.com/BuffaloState/PublicPortal/ConcerningIncident>.

Milligan's Food Pantry is an excellent resource for students on campus. Milligan's provides students who are food insecure with the opportunity to get non-perishable food from a campus source. For more information, please contact: catalakj@buffalostate.edu or at (716) 878-3069.

OTHER RESOURCES:

Student Conduct and Community Standards Office: Phone: (716) 878-3051

Weigel Health Center: Phone: (716) 878-6711

General Coronavirus Information: <https://coronavirus.buffalostate.edu/>