

University of Waterloo - Fall 2021
UNIV 101: Strategies and Skills for Academic Success

Lecture – section 003 & section 006

- Asynchronous lectures and materials available via LEARN. Content made available weekly on Monday AM

Seminar – section 103

- Weekly in-person seminar
- Thursday 10:30AM-12:00PM
- Location: EIT 1015

Seminar – section 106

- **Weekly remote seminar**
- **Thursday 10:30AM-12:00PM**
- **Location: Online**

Instructor Information & Contact information

UNIV 101 is taught by a member of the Academic Development team and is supported by a Teaching Assistant. These two individuals work collaboratively to provide multiple perspectives on course work to help students to build their academic and life skills required to be successful in their faculty program.

Instructor: Chris Miller
email: chris.miller@uwaterloo.ca

Teaching Assistant: Ben Szoller
email: ben.szoller@uwaterloo.ca

Office Hours:

Office hours with the course instructor will be by appointment only. Office hours with the Teaching Assistant will take place via [Teams](#). If you do not already have Teams, you can download it with the [Office 365 package](#).

Chris Miller (Instructor): by appointment– email to request a meeting
Ben Szoller (Teaching Assistant): by appointment – email to request a meeting

Course Goals and Learning Outcomes

The goal for this course is to help students become successful independent learners. It takes a modeled approach to teaching and learning strategies to students who struggle to meet the demands of a university curriculum. Students will be taught various learning strategies that they will be able to successfully apply to their other courses. Students will be expected to demonstrate their understanding of the material through a variety of assignments.

Upon completion of this course you will have:

- Improved and personalized your study skills, note-taking, time management and test preparation skills
- Practiced approaches to critical reading, scholarly research and clear communication that are appropriate to post-secondary education
- Developed personal wellness strategies and self-awareness to support your academic skills

Required Text

- All required materials will be available online in LEARN

Contingency Plans

As you are likely aware, we are beginning this semester under a period of extreme uncertainty. I encourage you to review the current guidelines for coming to campus as outlined on the University of Waterloo website, as well as the Welcome Back Waterloo guide to returning to campus safely: <https://publications.uwaterloo.ca/welcome-back-waterloo/home/>. Although the Government of Ontario and University of Waterloo Health and Safety guidelines currently permit our in-person seminars, it is possible that this arrangement may be disrupted as circumstances change. Please see below for the alternate arrangements for this course:

- A short-term (e.g., one week) cancellation of in-person classes: If in-person meetings become unfeasible for a short period of time, all material that we would typically cover in Seminar will be delivered asynchronously through Learn.
- A longer-term cancellation of in-person meetings: If in-person meetings become unfeasible for a longer period of time, we will have weekly synchronous meetings at the same time as our usual seminars, conducted over Teams.

For this course to run safely, and for the health of all students, Teaching Assistants, Peer Success Coaches, and Support Staff, it is important that you follow all public health and safety guidelines throughout the course of the semester.

Course Topics:

• Metacognition	• Time management	• Memory and learning
• Resiliency	• Reading	• Concentration
• Life balance	• Note-taking	• Procrastination
• Self awareness	• Academic Writing	• Adapting to your learning environment
• Sleep	• Values and goal setting	• Effective Research
• Motivation	• Study strategies	• Nutrition &/or Physical activity
• Effective Groupwork	• Test taking skills	• Presentation skills

Course Requirements and Assessment

Assessment	Weighting
Weekly Content Quizzes	5%
Application Assignments	20%
Virtual Bi-Weekly Peer Success Coach Appointments & Reflections	5%
Weekly Time Management Schedules	10%
Weekly Lecture Review Notes	10%
Weekly Reading Summaries	15%
Plan for Success	15%
Working in your Discipline Group Project	20%
Total	100%

*See class schedule for ALL assessment due dates

Weekly Content Quizzes - 5%

Lecture content is presented asynchronously via LEARN for all students. See the course schedule posted on LEARN for the lecture topics by week. Following most lectures there will be an online quiz available via Learn that will need to be completed before you can progress to the next topic. You must go through

the lecture in order to do the quiz and you must complete the quiz in order to obtain access to the next lecture. Lectures for the week will be released on Monday morning at 8:30 am.

IMPORTANT INFO ABOUT WEEKLY CONTENT QUIZZES:

- The quizzes will be auto-graded in LEARN.
- Quizzes corresponding to the lectures will no longer be available after 11:00 pm on the Friday 2 weeks following the release of the lectures.

Weekly Application Assignments - 20%

Since this course is designed to help you learn, reflect on and practice the skills necessary to be successful in your program, applying the skills taught in the weekly lecture content will be essential for your long-term success. Each week you will be asked to submit one application assignment that demonstrates your understanding and application of key course topics from that week's lecture content. Some weeks you'll be given the option to select one of two possible application assignments and other weeks you will not have a choice and will need to submit the one assigned. Since the goal of this assignment is for you to demonstrate the knowledge and skills gained by engaging with the week's content, it is essential for you thoroughly review and engage with all of the lecture content assigned for the week before completing this assignment. These assignments will be marked for completion and demonstrated comprehension.

IMPORTANT INFO ABOUT APPLICATION ASSIGNMENTS:

- The course instructor will be responsible for grading for the application assignments.
- We ask that you plan to attend one of the TA's weekly office hours if you need clarification or help with your application assignments outside of the seminar time.
- Application assignments should be submitted as a clear JPEG, filled PDF, or Word document. Pages files should not be submitted as it is possible that the instructor, TA or Peer Success Coach may not have the software required to open this file type.
- Each application assignment that you can choose from for the week will be posed in as a fillable PDF in the weekly content section of LEARN which will become available on Monday mornings.

Bi-Weekly Virtual Peer Success Coaching Appointments - 5%

During the foundation term you will be working one-on-one with a trained Peer Success Coach from the Student Success Office. You will be meeting virtually with your Peer Success Coach once every other week throughout the Foundation Term for a total of 5 appointments. Each appointment is worth 1% of your final grade, up to 5%. These grades will be based on the submission of a reflection form for each attended appointment. The Peer Success Coaching appointments are 30-45 minutes and will offer assistance to individualize your learning and address your concerns surrounding study strategies, time management, note taking, reading skills, and test preparation and test anxiety, etc. It is expected that you attend your appointment prepared to discuss and reflect on what is/is not working well in your courses and that you have potential questions prepared to ask your Peer Success Coach.

IMPORTANT INFO ABOUT THIS ASSIGNMENT:

- You will be signing up for your appointments in the first week of classes. You will keep the same time and day of the week for all of your appointments throughout the term so please check your calendars prior to signing up for your appointment slot. If you must reschedule your appointment, you must give 48 hours' notice.

- Your completed reflection forms must be submitted to the appropriate LEARN Dropboxes by 11:59PM on the Sunday immediately following your appointment. Late submissions will not be graded and will automatically receive a mark of zero.
- The reflection forms can be found in LEARN under assignments – Peer Success Coaching Appointments.

Weekly Time Management Schedules – 10%

Each week you are required to create and submit a proposed weekly time management schedule showing how you plan to manage your time over the upcoming week. This plan should consider any assignments, studying, review, preparation, etc. for all of your classes this term as well as your personal/social commitments such as a part-time job, sports, social events or household responsibilities. You are also required to include a brief reflection (<1/2 page), indicating your successes and challenges in managing your time from the past week. In your reflections be sure to include how you have modified the new schedule in response to the successes and challenges from the past week. For instance, will you try out a new approach to scheduling all together, will you include more buffer time, etc.

IMPORTANT INFO ABOUT THIS ASSIGNMENT:

- The weekly Time management schedules will be graded by your Peer Success Coach. More information, examples and the rubric for this assignment will be discussed in the first weeks of class and can be found in the respective Assignment section in LEARN.
- Each submission should include two parts:
 1. Your written reflection looking at the week that just past (ie. what went well, what did not go so well, what are you going to do differently next week in response)
 2. A copy of schedule for the upcoming week (ie. picture of your agenda page(s), an Excel doc, a screenshot of your google calendar, pictures of your to-do lists on post-its, etc.)
- This assignment must be submitted to the appropriate LEARN Dropboxes by the deadlines identified in your course schedule. Late submissions will not be graded and will automatically receive a mark of zero.

Weekly Lecture Review Notes – 10%

Each week you will be required to submit lecture review notes. You will create these notes based on the material presented to you in your lectures, tutorials, labs and/or seminars for your other two classes—you do not need to complete this assignment for your UNIV 101 class. These review notes are **not** simply your lecture notes rewritten or course notes shared to the class. This submission should be a summary of what you consider to be the important points from your lecture notes, readings, class discussions, etc. summarized into one document for each course.

IMPORTANT INFO ABOUT THIS ASSIGNMENT:

- The weekly lecture review notes will be graded by the Teaching Assistant. More information, examples and the rubric for this assignment will be discussed in the second week of class and can be found in the respective Assignment section in LEARN.
- This assignment must be submitted to the appropriate LEARN Dropboxes by the deadlines identified in your course schedule. Late submissions will not be graded and will automatically receive a mark of zero.

- Review note files should be submitted as a clear JPEG, filled PDF, or Word document. Pages files should not be submitted as it is possible that the instructor, TA or Peer Success Coach may not have the software required to open this file type.

Weekly Reading Summaries (9 weeks only) – 15%

Throughout the term you will be assigned a weekly article to read, summarize and reflect on. Each reading summary assigned is aimed to help you to prepare for in-class discussions, activities and groupwork. These reading summaries are meant help you pick out key ideas from various readings and allow you to analyze how your personal experiences connect to the topics covered each week.

IMPORTANT INFO ABOUT THIS ASSIGNMENT:

- More information, examples and the rubric for this assignment will be discussed in the first weeks of class and can be found in the respective Assignment section in LEARN.
- Your summary should be no more than 500 words in length and is to be paraphrased into your own words with little to no direct quotation form the original article. Your submission should also include a thoughtful reflection that connects your personal learning experiences to the main points from the article in roughly 250 words.
- This assignment must submitted to the appropriate LEARN Dropboxes by the deadlines identified in your course schedule. Late submissions will not be graded and will automatically receive a mark of zero.
- Reading summaries should be submitted as a clear JPEG, filled PDF, or Word document. Pages files should not be submitted as it is possible that the instructor, TA or Peer Success Coach may not have the software required to open this file type.

Plan for Success Final Paper – 15%

At the end of the term you will be expected to stop, take time to analyze the connections you made throughout this term while critically reflecting on the lecture and seminar content, discussions, readings and assignments (You can also include your reflections and connections you have made through your peer success coaching appointments and campus resources you attended). This assignment is aimed to help you make meaning of your learning experiences and progress over the course of this foundation term and how you can translate your learning and experiences into future academic terms.

IMPORTANT INFO ABOUT THIS ASSIGNMENT:

- The course instructor will be responsible to grading for the plan for success final paper.
- More information, examples and the rubric for this assignment will be discussed in class and can be found in the 'Assignment information' section in LEARN.
- This assignment must submitted to the appropriate LEARN Dropbox by the deadline identified in your course schedule. Late submissions will be deducted at a rate of 5% per day up to a maximum of 8 days at which time the submission will no longer be accepted and will automatically receive a mark of zero.

Working in your Discipline Group Project – 20%

Working in your Discipline is comprised of various skill building activities and milestones all focusing on helping you to develop and practice various skills necessary to be successful in your faculty and/or discipline. Some of these skills include researching, writing, oral communication and working with others

in a group and/or as a team. This assignment will consist of various components, including a Group Presentation, Rough Draft, Peer Review, and Final Report. More information about this assignment will be introduced in Seminar during Week 8.

IMPORTANT INFO ABOUT THIS ASSIGNMENT:

- More information including the details of each milestone, examples and rubrics for this assignment will be discussed in class and can be found in the 'Assignment information' section in LEARN.
- Each milestone assigned must be submitted to the appropriate LEARN Dropbox by the deadline identified in your course schedule. Group submissions are to be submitted to the designated Group Dropboxes in LEARN. Late submissions of milestones will not be graded and will automatically receive a mark of zero.
- This final assignment must be submitted to the appropriate LEARN Dropbox by the deadline identified in your course schedule. Late submissions will be deducted at a rate of 5% per day up to a maximum of 8 days at which time the submission will no longer be accepted and will automatically receive a mark of zero.

Late Work

- Late submission of weekly assignments (including time management schedules, lecture review notes, reading summaries, and application assignments) will NOT be accepted and will be assigned a grade of zero except in **documented** extenuating circumstances. If you encounter an extenuating circumstance and have missed one or more deadlines, it is your responsibility to communicate with your instructors and provide documentation as necessary.
- Late submission of end of term assignments (Plan for Success & Working in your Discipline final submission) will be deducted at a rate of 5% per day up to a maximum of 8 days at which time the submission will no longer be accepted and will automatically receive a mark of zero.

Academic Integrity & Student Discipline

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. See the [UWaterloo Academic Integrity webpage](#) for more information.

A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties check [Guidelines for the Assessment of Penalties \(https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties\)](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties).

Turnitin.com

Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be

given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

Discipline

A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties). For typical penalties check [Guidelines for the Assessment of Penalties \(https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties\)](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/guidelines-assessment-penalties).

Grievance

A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70), Section 4 (<https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70>). When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.

Appeals

A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72, Student Appeals \(https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72\)](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72).

Note for Students Requiring Accommodations

The [AccessAbility Services](#) office (AS), located on the first floor of the Needles Hall extension (NH 1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.