

BIOT 415: Millyard Scholars Seminar (2 cr.)

Fall 2025 / In-Person / T 1:10-2:30pm

Instructor: Dr. Kristen Johnson (kristen.johnson@unh.edu)

Associate Professor, Department of Life Sciences

Office Hours (Room 630): Thursdays 1-2pm; and by appointment

Course Overview

This course focuses on academic skills, planning and career exploration for the Millyard Scholar. Through in-class activities, workshops and assignments you will explore possible career paths, explore and develop the resources and skills for academic success, and begin an academic career plan. Work will be showcased in a digital portfolio that can be used throughout your academic career.

Course Organization

Course topics and assignments organized around three themes: Career, Academic Skills, and Academic Planning. Assignments will be done in the Canvas environment. A full listing of individual class topics and assignments will be found in the Canvas course modules along with assignments and their due dates.

Course Text & Resources: We will utilize your assigned book club book as a course reading as well as other links to resources that will be provided in course modules/assignments. You can expect to see links to articles as well as embedded videos.

Classroom Expectations

To ensure a climate of learning for all, disruptive or inappropriate behavior may result in exclusion (removal) from this class. As a reminder, cell phone/PDA, etc. use, including text messaging, and videotaping and recording is not permitted in this class by Faculty Senate rules unless by instructor permission.

Grading: Attendance & Participation 40% / Assignments 40% / Final Reflections 20%

Attendance & Participation – 40%

Attendance is crucial to your success in this course. Experiences with the group cannot be replicated. Attendance is graded in Canvas as 0 for absence, 80% for being late, or 100% for full attendance. You are expected to participate fully according to [Participation Guidelines](#); your attendance grade could be reduced if you routinely do not participate at satisfactory or above. I will reach out to you if I feel you are not participating at a satisfactory level, and you should reach out to me if you have any concerns.

Absences for Non-Academic Reasons: Should you require it, contact the Director of Academic Advising if you will be absent for more than one class period due to extenuating circumstances. [Student Rights, Rules and Responsibilities Academic Policies, 04-Attendance and Class Requirements.](#)

Assignments - 40%

There will be almost weekly assignments; some will be carried out in class, while others will be submitted outside of class. All assignment guidelines become available weekly and are graded on a 10 point scale. 1 point or 10% is deducted for each day late.

Final Reflection - 20%

A final assignment will ask you to reflect on the book club reading and discussion and on how this relates to what you have learned about academic skills and planning to be applied to future semesters and career.

Course Schedule

The instructor reserves the right to alter course content or organization due to unseen events/campus closings or in response to student needs. Any alterations will be announced and changed through our Canvas course.

Week	Topic	Due
1	Your First Week! Course Overview	Discussion Board: Goal Setting 1
2	Academic: Time Management 1/ TM Activities	Assignment: Set up & Time Management Plan
3	Academic: What's in your toolbox? LASSI Inventory	Book Club Assignment #1 Assignment: What's in Your Toolbox Exploration/Reflection
4	Career: Guest- CAPS Career exploration	Assignment: Career Goals
5	Academic: Time Management 2/ Campus Resources & Supports	Book Club Assignment #2 Discussion Board: Goal Setting 2
6	Academic: Faculty Outreach & Academic Planning	Book Club Assignment #3 Assignment: Academic plan & faculty outreach
7	SHAARP – Guest Speaker (TBD)	Assignment: TBD
8	Academic: Guest- Library Support / AI Guidance	Book Club Assignment #4 Assignment: TBD
9	Lunch and Site Visit: Dean Kamen, DEKA, ARMI (<i>Date may be changed</i>)	Assignment: LinkedIn and Resume
10	TBD	Book Club Assignment #5
11	TBD	
12	Inclusion; Shared Experiences	Assignment: TBD
13	Academic/Career Planning: Guest - CAPS Experiential Opportunities; Student visitors	Assignment: Experiential Opportunities List/ Applications
14	Academic: Test Taking & Test Anxiety	Assignment: TBD
15	End of Semester Celebration	Assignment: Final Book Club Reflection and Action Plan

GENERAL COURSE POLICIES

Credit Hour Policy

This syllabus reflects the federal definition of a credit hour, which entails a minimum of 3 hours of engaged time per week per credit over a 15-week semester. Examples of engaged time include class time, assignments, examinations, laboratories, participation in course-related experiences (attending a talk or performance, speakers and events, fieldwork, etc.), conferences, and office hours. Student work reflects intended learning outcomes and is verified through evidence of student achievement. For more information, please see: [NECHE policy on Credits and Degrees](#).

Academic Honesty

The Biology/Biotechnology Programs at UNH Manchester will strictly adhere to the [Academic Integrity Policy](#), as published in the UNH Student Rights, Rules, and Responsibilities Handbook. It is imperative that you review this policy to understand the rules and responsibilities about honesty, academic integrity, plagiarism, and cheating. By turning in any piece of work in this course, you declare that you have read and understand the policy, and that you did not engage in any form of academic dishonesty as defined in the Handbook.

Plagiarism can take many forms, such as submitting someone else's work - in whole or in part - as your own; collaborating on answers for individual homework assignments or allowing your own work to be used by another student; copying information from a web site or other text without proper documentation; buying a pre-written paper or lab report. *Your assignments submitted through Canvas will be routinely screened for plagiarism and AI use using sophisticated software.* It is strongly recommended that you complete the [Tutorial on Plagiarism in order to fully understand the definition\(s\) and all forms of it.](#)

Cheating is mainly concerned with copying on quizzes, exams or in lab, bringing crib notes into an exam or referring to notes or the textbook or any other source such as a programmable calculator, tablet, or cell phone during an exam. All electronic devices must be turned off and placed upside down on the table in front of you for the duration of the exam. Ear buds are not permitted.

Any instances of cheating or plagiarism will result in consequences that can range from a failing grade on the assignment for all students involved to dismissal from the University, as defined in the UNH Student Rights, Rules, and Responsibilities Handbook.

AI Tools

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

To avoid concerns or misunderstandings, you're encouraged to:

- Complete all writing assignments using your own ideas and words.
- Turn on version history in Microsoft Word to demonstrate your iterative writing process.
- Ask if you're unsure whether a tool or method is acceptable for a given assignment.

In addition, other uses of AI are prohibited including:

- Using AI to transcribe course lectures
- Uploading course materials to an AI tool for the purposes of summary generation.

COURSE/CAMPUS & LEARNING RESOURCES

Student Resources

UNH provides a variety of resources to support students' academic success, health and well-being, and engagement with the campus community. A list of student resources can be found on [the Provost's website](#). These resources are not required for this course but may be helpful to you during the semester.

Peer Tutoring Course Support

Knack is a peer-to-peer tutoring platform that is available to all enrolled students for all undergraduate courses in Durham and Manchester at no cost to students. Students looking for additional assistance outside of the classroom are advised to consider working with a peer tutor through Knack. UNH has partnered with Knack to provide students with access to verified tutors who have successfully completed your course. To view available tutors, visit unh.joinknack.com and sign in with your student account.

Connors Writing Center and Online Writing Lab

Connors Writing Center (CWC)

The [Connors Writing Center](#) offers one-on-one writing conferences to current UNH students (undergraduate and graduate). We work with writers from all disciplines on many kinds of writing. Our conferences are conducted by trained writing assistants who are UNH undergraduate and graduate students.

The CWC offers both in-person and virtual appointments, available to any current UNH student. The online sessions are synchronous (real-time) appointments designed to help students have one-on-one conversations about their writing at any stage of the process, mirroring what we do during in-person appointments. [Students can schedule an appointment any time during the semester.](#)

Online Writing Lab (OWL)

The [Online Writing Lab \(OWL\)](#) assists students via asynchronous remote collaboration with qualified writing assistants. The OWL is not an editing or manuscript preparation service. Feedback may include reference to mechanics on the submitted paper, but it will be targeted to bring attention to patterns and issues to help the writer self-correct the paper and carry forward lessons to improve future writing.

Students in all fields of study can submit up to 20 double-spaced pages of any form of writing, including course papers, resumes, creative essays, or personal statements. Within 3 business days, writing assistants provide feedback that can be printed or viewed on screen. The OWL is accessible through any computer that has an Internet connection and Microsoft Word.

To submit a paper, students can sign in at unh.mywconline.com and select the "Online Writing Lab" schedule.

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.

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The links below guide you to useful online library resources:

- Make a Research Appointment with a librarian:
<https://libraryguides.unh.edu/remoteaccess/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/unhmcittingsources>
- Learn strategies for Evaluating Sources:
<https://libraryguides.unh.edu/ENGL401UNHManchester/evaluatingsources>.

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 documented disability or believe you may have a disability that requires accommodations, please contact Student Accessibility Services (SAS) located on the Manchester campus in room 417 or sas.office@unh.edu.

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.

Curtailed Operations

If the university curtails operations due to weather, we will not hold in-person activities for our safety and the safety of others. As soon as possible, I will post an announcement on Canvas about due dates, any make-up work, and (*if applicable*) any online options that may make sense depending on where we are in the course. Please make sure you have access to the UNH Alert RAVE system. If needed, sign up for RAVE Alerts [here](#).

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, including:

- Class notes from a peer
- One-on-one meetings during office hours with instructor or TA to catch-up on missed content
- Lecture slides
- Handouts or other materials that are distributed

Food Pantry

The UNH Manchester Food Pantry, located in room 437 is open Monday through Friday from 8:00am- 9:30pm. Any UNH Manchester community member can take what they need. If you have any questions, please email UNHM.Foodpantry@unh.edu

Emotional or mental health distress

In partnership with The Mental Health Center of Greater Manchester, UNH Manchester offers consultation visits on a walk-in basis and through telehealth appointments.

Services include:

- Free confidential screening & consultation with a licensed mental health therapist.
- Referrals to mental health or substance misuse treatment. And assistance in understanding how to afford additional treatment (with or without insurance!) or find free services.

You may email: unhm.wellness@unh.edu to make an appointment to meet with a counselor by clicking [here](#)

If you would like to connect to counseling services directly, you may do so by contacting The Greater Manchester Mental Health Center at (603) 668 - 4111.

Confidentiality and Mandatory Reporting of Sexual Violence or Harassment

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 Zaryckyj, Bo.Zaryckyj@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 [SHARRP Center for Interpersonal Violence Awareness, Prevention, and Advocacy](#) at (603) 862-7233/TTY (800) 735-2964, as well as, Caroline Young, SHARRP 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.

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.

Confidential Support Resources for UNH Manchester:

- SHARPP Extended Services Coordinator for UNH Manchester- room 417. Available in person Mondays 9 am to 4-pm and by Zoom appointment year-round M-F.
- YWCA, NH – 603-668-2299(24hour), 72 Concord St. Manchester, NH
- The Mental Health Center of Greater Manchester: On campus mental health counselors are available by appointment during the academic year. Located in room 426.
- 24 Hour NH Sexual Violence Hotline: 1-800-277-5570
- 24 Hour NH Domestic Violence Hotline: 1-866-644-3574