



UNIV – SC 1101-003: Student Success Spring 2021

Course Information

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Office Hours:	TBA by Teams	Office Hours:	By Appointments through Teams
CLASS MODALITY	Online 2 The Class will follow Online SYNCHRONOUS modality. Students will meet synchronously through MS Teams at 8:00 AM to 8:50 AM on FRIDAYS . For Complete details on class meeting, refer to course timeline		

Description of Course Content:

A new student course for new transfer students. This course will cover topics to help students transition to UTA and achieve academic and personal success through recognition of campus resources and community building. Students will discover effective ways to balance personal and career obligations with academic goals. The course will allow for the discovery of marketable skills of their chosen academic discipline and the professions associated with their program of study. Experiential learning opportunities will be discussed, including undergraduate research, leadership, international engagement, community engagement and career development.

This course will be offered in 3 modalities.

- 1) Face-to-Face: All class sessions will be held in person and on campus. Classrooms will be used allowing for social distancing and masks are required while in class.
- 2) Hybrid: Class sessions will be both F2F and online. F2F class sessions will be held one day per week and the other day of class will be held synchronously online. Classrooms will be used allowing for social distancing and masks are required while in class. The course schedule will be specified in the syllabus timeline.
- 3) On-line: All class sessions will occur online. Class sessions will be held synchronously. There are no requirements for students to come to campus in this modality.

Synchronous Online	Class sessions occur during the scheduled course day and time. Students and instructors will meet in real time virtually. Students will log in to the class meeting through Microsoft Teams to attend class. Students need to attend synchronous online sessions at the scheduled day and time – dates for synchronous online class sessions will be specified in the syllabus.
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Student Learning Outcomes:

- Recognize resources on campus designed to provide academic support, promote wellness and develop financial literacy.
- Describe the unique characteristics of the student's chosen major and understand the significance of that discipline in today's world.
- Identify career types relevant to the student's program of study.
- Develop career goals based upon the student's individual strengths and interests.
- Determine co- and extra-curricular opportunities relevant to the student's career goals.
- Describe the transferrable skills gained from participation in experiential learning opportunities and explain their importance for future job placement.

Required Textbooks and Other Course Materials:

The content for this class can be found in the following textbooks. It is expected that students read the chapters and materials designated in the course timeline by the stated due date in order to be prepared for class and ready to participate in discussions and activities. Both textbooks are freely available and can be accessed on Canvas or by the links below:

- *No Limits* text: <https://uta.pressbooks.pub/nolimits/>
- *Blueprint for Success in College and Career* text: <https://press.rebus.community/blueprint2/>

Technology Requirements

This course will use Microsoft Teams to hold online class meetings. Canvas will be used to share course content and assignments, submit homework, and share announcements. All students are expected to have a working camera (webcam) for synchronous virtual class meetings. Follow the link below to find out more information on how to access your course in Canvas:

<https://www.uta.edu/administration/provost/policies-and-resources/canvas/students>

PAL office hours and study group hours will be held in Microsoft Teams. Follow the link below to find out more information on how to access these hours in MS Teams:

https://uta.service-now.com/selfservice2?id=utassp01_kb_article&sys_id=4653b0cfdbbfab02c1622d40596190a&pageid=utassp01_search_results&q=Teams

Instructor office hours will be held in Microsoft TEAMS. Follow the link below to find out more information on how to access instructor office hours:

https://uta.service-now.com/selfservice2?id=utassp01_kb_article&sys_id=4653b0cfdbbfab02c1622d40596190a&pageid=utassp01_search_results&q=Teams

General Technology Information for Remote Learning: <https://oit.uta.edu/utaremote/>

Descriptions of major assignments and assessments:

Assignments:

Course grades will be determined according to your successful participation and completion of the following activities:



ASSIGNMENT	% OF FINAL GRADE
Participation	30%
Maverick Advantage Written Assignment	15%
Virtual Event/Resource Assignment	10%
Social Justice & Equity Quiz	5%
Project-Based Learning Assignments	40%
TOTAL	100%

Participation - 30%

Active participation is a very important piece of the learning process in this course and takes on many different forms. Active participation requires preparation. You are expected to be prepared for each class session and actively participate in class discussions and activities.

Participation includes:

Readings & Other Course Prep for Synchronous Meetings – come to class prepared to make connections between the readings and your own lived experiences. For each reading, come prepared to share at least one thing you enjoyed about the reading and one discussion question for the class. Review additional course materials prior to class time as requested.

In-Class Activities – active involvement and engagement is expected in this course. In class activities are designed to help you engage with the course topics. Fully participating in these exercises is required. Activities are created to support your growth and development as a student. The more work you put into the activities, the more you will get out of the course material.

Class Discussions – discussions are opportunities for you to enhance your critical thinking skills, gain new insights and understanding from your peers, and find ways to effectively communicate what you have learned from reading and reflecting on course material. I encourage you to bring to class your comments and questions that offer different perspectives, contribute to moving the discussion and analysis forward, build on other comments and insights made by others in the class, and moves beyond the typical “I feel” or “I think” statements that are not grounded in a deeper reflection on why we have had a particular reaction to course material. The course instructors do not have all the answers in these discussions, and you are encouraged to talk to each other and ask each other questions as we process the material together.

Assessment Surveys – completion of in-class surveys is expected as part of participation in this course. Your responses to the questions will not impact your grade, but you will need to fill each survey completely and provide proof of submission in order to receive full participation credit.

Other participation activities – as discussed throughout the semester.

Engaging in certain behaviors can negatively impact your participation grade. This includes:



- Talking or being distracting during class meetings
- Arriving late or leaving early from class meetings
- Sleeping in class or working on other class assignments during class
- Using electronic devices (phones, laptops, etc.) during class meetings
- Overall being disrespectful to instructors, PAL(s), staff, speakers, guests, fellow students, or other visitors to the classroom
- Not completing the in-class assessment surveys

Maverick Advantage Writing Assignment - 15%

After discussion on class related to the five distinguishing activities, students will submit a writing assignment about the activities. Specific assignment details can be found in Canvas.

Virtual Event/Resource: Department or College - 10%

Students must select one virtual college or department sponsored campus event or one virtual university sponsored academic event to attend during the course of the semester. Students have flexibility in selecting the events. Please refer to the UTA events calendar for a complete list of upcoming events (<https://events.uta.edu/>). For the assignment, students must write a summary of their experience. Specific assignment details can be found in Canvas. Students cannot use a resource that is already included as part of the Project-Based Learning Assignments (cannot double-count an activity, for example: you cannot use attending the Virtual Spring Job Fair as your Virtual Event/Resource).

Social Justice & Equity Quiz – 5%

In partnership with the UTA Office of Multicultural Affairs (OMA), all students in UNIV courses will explore topics of social justice and equity, identity, bias, microaggressions, and privilege. Through this curriculum, students will explore how these topics appear in their everyday lives, their major, and their anticipated career. Students will gain language and tools to engage in dialogue about social identities, inclusion, and oppression. It is not the university's intent to tell students how to think but instead to prompt them to engage in dialogue about these topics. Students will engage in three lessons throughout the semester. The semester will culminate in a social justice and equity quiz to identify student understanding of key terms discussed throughout the lessons and a reflection on their experience.

Project-Based Learning Assignments - 40%

Project Based Learning (PBL) is a teaching method where students learn by actively engaging in real-world and personally meaningful projects. Students work on a project over an extended period of time – from a week up to a semester. In our 1101 course, PBL focuses on preparing you for your future career and the job search process. Throughout the semester, you'll have the opportunity to develop relevant, tangible materials that you can use in the future through completing 10 check points. As a result, you'll develop deep content knowledge and concrete resources, as well as critical thinking, collaboration, creativity, and communication skills.

- **Check Point 1 – due Sunday, February 21, by 11:59pm** – Based on the in class presentation, update your cover letter and resume. Visit the drop-in hours of the Lockheed Martin Career Development Center and get feedback on your resume. Make revisions and upload the updated resume, cover letter, and proof of visit to LMCDC by the due date.



- **Check Point 2 – due in class on February 26th** – Research your dream job and an entry level job you would like right after college. Bring copies of the job posting for each position to class for use in an in class activity.
- **Check Point 3 – attend Spring Job Fair on February 23, 24, 25 and submit by Sunday, February 28, at 11:59pm** – Use your newly updated resume to attend the virtual job fair on one of the days listed above (each day 1:00-5:00pm online, attend minimum 30 minutes). After attending submit a 250-400 word reflection about the experience on Canvas. What did you learn from the experience? What employers did you connect with? How can you use this experience in your future job search? What, if anything, would you do differently next time?
- **Check Point 4 – due Sunday, March 24, by 11:59pm** – complete a mock interview using Interview Stream provided by the Lockheed Martin Career Development Center – additional details and link will be provided on Canvas.
- **Check Point 5 – due Sunday, April 7, by 11:59pm** – Based on the in class presentation, finish creating your LinkedIn and UTA Handshake profiles. Add class members, coworkers, friends, or family. Follow at least 1-3 companies you're interested in on each site. Get a good headshot. Add your PAL as a connection on both platforms. Submit the links to your profiles on Canvas by the due date.
- **Check Point 6 – due Sunday, April 25, by 11:59pm** – Attend a money management session by this date. Date and time options throughout the semester will be shared on Canvas and in class.
- **Check Point 7 – due Sunday, April 25, by 11:59pm** – complete an informational interview with a chosen career field or place of employment. Use the question prompts on Canvas to guide the conversation. This can be completed in person or virtually. If you're not sure who to ask, check out MavMentors through the Lockheed Martin Career Development Center. Submit a report/reflection about the experience by the due date on Canvas.
- **Check Point 8 – due by Sunday, May 2, at 11:59pm** – enroll in and complete the online Professional Skills Academy through the Lockheed Martin Career Development Center. The PSA assists students in building the 8 core competencies that employers have identified as necessary for UTA graduates. You'll have the entire semester to complete this program. Upload your completion certificate by the due date.
- **Check Point 9 – due in class on April 30th** – Develop your elevator pitch and present it to the class. This should be no longer than 2 minutes in length and address important points about you. See additional considerations on Canvas. An elevator pitch will help you prepare for networking events and the often asked "tell us about yourself" question in interviews.
- **Check Point 10 – due by Sunday, May 2, at 11:59pm** – complete a final reflection about your experience with the career lessons and projects in this course. See prompt on Canvas for guidelines and submit by the due date.

Grading Information

Grading:

The Student Success course is a one-credit hour course and is graded on a letter grading basis. Students are required to attend all class meetings in order to successfully meet both attendance and participation requirements.

This course is graded on a scale of A, B, C, F, P, W and Z. A grade of D is not awarded in this course. A grade of Z for the course will not be awarded without prior consultation with the instructor. The student is responsible for initiating this conversation with the instructor. Incompletes will be given only for such reasons as medical emergencies, serious emotional distress, etc. The instructor reserves the right to make the final decision a grade of Z.

Grade	Overall Class Percentage
A	90% - 100%
B	80% - 89%
C	70% - 79%
F	0% - 69%

If you would like to drop the course, you will need to get permission to do so and work with your academic advisor on that process. If you fail the UNIV 1101 course, you will need to re-enroll in the course in the next semester. Because the class is required, you will be unable to graduate without passing this course and successfully meeting the credit requirements established by the university. Students are allowed 3 attempts to pass the UNIV 1101 course. If you do not pass the course in 3 attempts, you will need to appeal to your department chair and the Office of New Student courses.

Attendance:

Attendance in this course plays an essential role in supporting your transition into UTA. Therefore, you are expected to attend or engage in every class session, whether the session is face-to-face (F2F) or virtual. While this expectation exists, we understand that life happens. If you do miss class, you will need to communicate with your instructor/faculty about making up the missed class. See below for specific attendance policies for the different course modalities.

- 1) In-Class Sessions (F2F or Synchronous): You are expected to attend every class session that is happening in real time – this includes F2F and Synchronous online class sessions. *If you are not able to attend a class, refer to the “Missed Class” part of this policy.*
- 2) Impact of Missed Classes on your Grade: Having any combination of more than two F2F/Synchronous class session absences without consulting with your instructor/faculty will result in a 10-point reduction of the final letter grade per additional absence.
 - For example, if your final course grade is a 92% and you have missed 4 F2F/Synchronous course sessions, the first two absences will not affect your final grade. However, the third and fourth absences will result in a 10-point deduction per absence, so your final grade would be reduced to 72%.

Late Arrival/Early Departure: You are considered late to class if you arrive after class has started. Coming to class late or leaving class early (up to 5 minutes) three times equals one full absence. Arriving late or leaving early beyond the five-minute mark will result in a full absence.

Missed Class Policy: If you are not able to attend a F2F or synchronous class session, you will need to communicate with your instructor/faculty to discuss your absence. Students are expected to contact the instructor/faculty in advance or as soon as possible after an absence to make up a missed class or access any missed material. The content must be completed within the agreed upon deadline or it will not count to make up the absence.

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing



course-specific policies on attendance. UTA does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UTA instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Course Schedule

COURSE TIMELINE

“As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.”

Date	Class Topic	Due	No Limits Section #'s
Jan 22	Introduction & Community Building		
Jan 29	Campus Resources and Getting Involved		
Feb 5	Career Planning: Exploring the Why and How of a Chosen Career		10
Feb 12	Note Taking, Critical Listening, Study Skills, Test Taking		
Feb 19	True Colors/Identity	Due in Class: True Colors Assessment Over the week: Check point 1	
Feb 26	Career Planning: Planning for a Job Search/ Info about LinkedIn/ Handshake	Due in Class: Check Point 2 Over the week: Attend Spring Job Fair February 23, 24, or 25 and submit Check Point 3	
Mar 5	Faculty Presentation		
Mar 12	True Color/ Identity	Over the week: Check Point 4 Due in Class : True Colors Assessment	
Mar 19	Spring Break (No Classes)		
Mar 26	Bias & Microaggressions	Over the week: Check point 1 , 2 ,3	
Apr 2	Career Planning: The Maverick Advantage, Experiential Learning, and Internships/Research		2
Apr 9	8 Dimensions of Wellness	Over the week: 1. Upload you fall 2021 schedule in canvas as the meeting with Advisor 2. Check Point 5	
Apr 16	Exploring Privilege	Due in Class: Article “Unpacking the Invisible Knapsack” Over the week: Maverick Advantage Writing Assignment	9
Apr 23	Career Planning Teamwork & Leadership	Over the week: 1. Check Point 6,7,8,9 2. Virtual Event/Resource	
Apr 30	Faculty Presentation	Over the week: 1. Check point 9,10 2. Social Justice & Equity Quiz	

Faculty Days Due on the Sundays

Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) page (<http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Additional Information

Mandatory Face Covering Policy

All students and instructional staff are required to wear facial coverings while they are on campus, inside buildings and classrooms. Students that fail to comply with the facial covering requirement will be asked to leave the class session. If students need masks, they may obtain them at the Central Library, the E.H. Hereford University Center's front desk or in their department. Students who refuse to wear a facial covering in class will be asked to leave the session by the instructor, and, if the student refuses to leave, they may be reported to UTA's Office of Student Conduct.

Emergency Exit Procedures:

Should we experience an emergency event that requires evacuation of the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, do not take an elevator but use the stairwells instead. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

Division of Student Success:

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring by appointment](#), [drop-in tutoring](#), [etutoring](#), [supplemental instruction](#), [mentoring](#) (time management, study skills, etc.), [success coaching](#), [TRIO Student Support Services](#), and [student success workshops](#). For additional information, please email resources@uta.edu, or view the [Maverick Resources](#) website.

The [IDEAS Center](#) (2nd Floor of Central Library) offers **FREE** [tutoring](#) and [mentoring](#) to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR)

The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the [Writing Center](https://uta.mywconline.com) (<https://uta.mywconline.com>). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](#) for detailed information on all our programs and services.

The Library's 2nd floor [Academic Plaza](#) (<http://library.uta.edu/academic-plaza>) offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the [library's hours](#) of operation.

Librarian to Contact

Each academic unit has access to [Librarians by Academic Subject](#) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves.

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381.

Library Information

Research or General Library Help

Ask for Help

- [Academic Plaza Consultation Services](#)
- [Ask Us](#)
- [Research Coaches](#)

Resources

- [Library Tutorials](#)
- [Subject and Course Research Guides](#)
- [Librarians by Subject](#)
- [A to Z List of Library Databases](#)
- [Course Reserves](#)
- [Study Room Reservations](#)