



University 100 Course Syllabus (Athens Campus) First Year Experience

UNIV 100 is designed to assist you with a successful transition to your undergraduate studies and Concord University.

Instructor Information

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UNIV 100 – First Year Experience – Section 4 (CRN 10780) – 1 credit hour
Fall 2018 – Mondays 12:00-12:50 – Admin 310

Course Management System

This course uses Blackboard.

Concord University Educational Goals (covered in course)

- Effective inter-communication skills and literacy adapted as needed for the demands of various kinds of discourse: listening & speaking, reading & writing, non-verbal communication, and media & technological literacy.
- Self-knowledge, including awareness of one's own competencies, deficiencies, and optimal individual learning-style(s).
- Commitment to social responsibility, including community service and civic engagement.

Course Goals and Objectives

Goal 1. Foster academic success.

- Build and demonstrate basic research skills.
- Identify and apply effective study skills.
- Develop ability to critically analyze, synthesize, and evaluate information.
- Use communication effectively (written and oral) to articulate ideas.

Goal 2. Help students discover and demonstrate an effective understanding of campus resources, technology, policies, procedures, traditions, and mission.

- Identify appropriate campus resources and their purposes.
- Understand how to use campus technology (e.g., MyCU, Blackboard, etc.)
- Recognize what it means to be a Concord University student given the mission, traditions, and culture of the University.

Goal 3. Provide students with opportunities to engage in activities that foster positive, professional, and academically focused relationships with their peers, faculty, and staff at Concord University.

- Develop and apply the skills that foster positive relationships with peers, faculty, and staff.
- Understand the importance of service for improving our own lives and that of others.
- Understand how personal well-being, responsibility, and decision-making are essential to building positive relationships and achieving personal goals (including but not limited to financial literacy, knowledge of substance abuse, sexual misconduct under Title IX, suicide prevention, and available resources).

For specific objectives and learning outcomes, please refer to the individual sessions and modules. As an outcome of UNIV 100, you are expected to:

Requirements

1. Attend all classes and sessions in a timely manner.
2. Engage in informed, appropriate, and respectful discussion
3. Complete all in-class and out-of-class assignments including the student presentation
4. Participate in a service activity
5. Attend three Concord University events (1. Academic 2. Athletic 3. Cultural)
6. Attend the UNIV 100 workshops (see below for dates & times)
7. Attend the CU Connections event (see below for date & time)
8. Investigate campus interest groups
9. Provide informed constructive and appropriate feedback to the instructor

Grading

Welcome Week (Mandatory events: <i>PlayFair</i> (8/12 at 6PM), Convocation (8/13 at 3 PM), <i>Shot of Reality</i> (8/13 at 7PM) Freshman Class Picture (8/15 at 6PM), <i>Sex Signals</i> (8/16 at 7 PM)) & What Is Concord Like? activity (check your myCU email for information from Dr. Beasley about this activity)	50 points (10% of course grade)
Attendance (class and three CU events: academic, athletic, and cultural)	70 points class attendance + 30 points CU events = 100 points (20% of course grade):
Required Blackboard modules (Sexual Violence & Bystander Intervention, Alcohol & Substances 101, Bystander Intervention, and Suicide Prevention from the 2018 Student Affairs Incoming Student Course)	50 points (10% of course grade)

<p>Grading Scale 500-450 = A 449-400 = B 399-300= C 299 or below = D/F</p>

Informed Participation/ Assignments/Workshops/CU Connections event	85 points participation /assignments/workshops + 15 points CU Connect event (20% of course grade)
Summer Reading Assignment	50 points (10% of course grade)
Service Activity	50 points (10% of course grade)
Student Presentation	100 points (20% of course grade)
TOTAL	100% of course grade (500 points)

Course Overview

UNIV 100 is comprised of 5 major components: (1) In-class meetings and activities; (2) Workshops (3) On-line Bb; (4) the Service Project; and (5) the Student Presentation. Each instructor has some flexibility in how their course is conducted, but all instructors will address the course objectives. This syllabus provides basic information about UNIV 100; your instructor may provide additional details and activities.

Course Schedule/Requirements

Welcome Week: Welcome Week is designed to familiarize you with Concord University and student life. As such, it is important that you attend all scheduled events of Welcome Week, including the required sessions and information programs—*PlayFair*, Opening Convocation, *Shot of Reality*, Freshman Class Picture, *Sex Signals*. Make certain that your attendance is recorded by signing a Sign-In Sheet at each event.

UNIV 100 units/modules include but are not limited to (instructors may vary the order in which the modules are covered):

- Traditions/Welcome to CU
- Strategies for College Success
- Learning Strategies
- Human Behavior
- Summer Reading (*Very Good Lives: The Fringe Benefits of Failure and the Importance of Imagination* by J.K. Rowling)
- Communication Skills for Student Success
- Diversity/Civility
- Critical Thinking and Problem Solving
- Career Focused Liberal Arts
- Information Literacy for the 21st Century
- Legal and Ethical Issues in the Academic Environment
- Alcohol/Substance Abuse, Title IX, & Suicide Prevention
- Financial Considerations for School Success (not all sections)
- Community Service Activity
- Student Presentations

Log in to Blackboard (Bb) using your Concord MyCU username. Your 774# is your initial password. You can change your password once you successfully log on to Bb.

Begin with My Announcements on Bb—be certain to check Announcements daily. This is where you will receive important course information, such as updates, schedule changes, extra credit opportunities, and more.

CU Connections

Students must attend the CU Connections event, **Wednesday, September 26, 2:00-3:00pm** in the **Ballroom**. If you are unable to attend, please let your instructor know as soon as possible.

Mandatory Workshops

Students must attend three of the five offered workshops (choose either day for workshops with multiple sessions). If you are unable to attend, please let your instructor know as soon as possible.

Plagiarism	Wednesday, Aug. 29, 2018	2:00-3:00pm	Pais Fellowship Hall (Univ. Pt)
	Thursday, Aug. 30, 2018	2:00-3:00pm	Pais Fellowship Hall (Univ. Pt)
Growth Mindset	Tuesday, Sept. 18, 2018	2:00-3:00pm	Pais Fellowship Hall (Univ. Pt)
	Wednesday, Sept. 19, 2018	2:00-3:00pm	Pais Fellowship Hall (Univ. Pt)
Course Selection/ DegreeWorks	Wednesday, Oct. 3, 2018	2:00-3:00pm	Pais Fellowship Hall (Univ. Pt)
	Thursday, Oct. 4, 2018	2:00-3:00pm	Pais Fellowship Hall (Univ. Pt)
Financial Avenue	Wednesday, Oct. 23, 2018	2:00-3:00pm	Pais Fellowship Hall (Univ. Pt)
	Thursday, Oct. 24, 2018	2:00-3:00pm	Pais Fellowship Hall (Univ. Pt)
CFWV	Wednesday, Nov. 14, 2018	2:00-3:00pm	Pais Fellowship Hall (Univ. Pt)

Unit 1 Traditions/Welcome to CU

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Access your MyCU account
- Change/reset your password through MyCU
- Identify important links under the Student Tab in MyCU
- Access your CU Email through MyCU
- Navigate Bb Learn and Moodle
- Log on to campus computers and wireless internet
- Successfully contact the IT Help Desk
- Know Concord University's mission
- Describe at least one CU tradition
- Know the CU Honor Code
- Know the various administrative offices at Concord University and how to access them
- Understand the services provided to students at each of the student services offices
- Know about student organizations at CU and the Student Government Association

- Know who my CU mentors are for assistance with my Concord and academic questions
- Understand the purpose and importance of the CU Emergency Text Messaging System and how to enroll in the service
- Know about FERPA as a college student and how to complete a Release of Information via MyCU.

Unit 2 Strategies for College Success

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Explain the importance of goal setting.
- Explain how technology has affected the need for continuing education.
- Explain what it means to be a responsible student.
- Describe how effective communication can affect the classroom experience.
- Describe the impact that attitude and motivation can have on your academic experience.
- Demonstrate the ability to set goals and identify the steps to achieve those goals.
- Explain and demonstrate an understanding of time management.
- List top financial mistakes that many young people make.
- Understanding how to withdraw/drop classes and the implications that come from doing so (e.g., Financial aid Satisfactory Academic Progress).

Unit 3 Human Behavior

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Explain the importance of understanding human behavior in school and the workplace.
- Describe three major influences on human behavior and the possible effects of each.
- Compare self-concept and self-esteem.
- Describe how self-image influences behavior.
- Describe steps for developing a realistic self-image.
- Describe steps for developing a healthy self-esteem.
- Describe needs and motivation according to Maslow and McClelland.
- Describe mindset and grit theories and their relationship to academic success.
- Describe the relationship of personality, motivation, self-image, and self-esteem to achievement and success in school.

Unit 4 Summer Reading

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Discuss summer reading with your instructor and fellow UNIV 100 students.
 - Understand the importance of reading as it relates to your college coursework.
 - Answer the discussion questions related to *Very Good Lives: The Fringe Benefits of Failure and the Importance of Imagination* by J.K. Rowling.
 - Discuss your concerns about transitioning from high school to college or your feelings of belonging in college.
 - Know how to use TurnItIn.com.
 - Access SMARTHINKING.com via any of your Blackboard classes.
 - Know how to email your instructor with an attachment.

Unit 5 Learning Strategies

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Describe the relationship of natural learning to self-image, self-esteem, and achievement.
- Define active learning and teamwork.
- Explain the impact of the functions of the brain on the learning experience.
- Discuss the various learning styles.
- Explain the importance of determining your preferred learning style.
- Describe an effective study environment.
- Explain how to improve reading skills.
- Describe methods used for effective note taking.
- Discuss methods for studying and learning math effectively.
- Discuss methods for studying and taking tests effectively.
- Discuss methods to minimize test anxiety.
- Explain the differences between preparing for an objective exam versus an essay exam.
- Explain the basic principles of using selected memory enhancement techniques.
- Describe skills needed to succeed in online courses in the 21st century.

Unit 6 Communication Skills for Student Success

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Explain the importance of good listening skills.
- List the reasons why listening can be difficult.
- Explain the benefits and characteristics of assertive communication.
- Discuss considerations that should be made when sending an email.
- Describe how professionalism is demonstrated in written communication.
- Explain the purpose of using open-ended questions versus closed questions.
- Recognize the importance of body language.
- Explain the importance of effective communication.
- Demonstrate the ability to conduct professional correspondence.
- Distinguish between social networking and social media.

Unit 7 Diversity/Civility

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Describe the benefits of diversity.
- Define mutual respect.
- Discuss practical campus examples of treating others with mutual respect (e.g., the rights of campus student groups to meet and communicate)
- Discuss how to appropriately interact with people from various backgrounds, ethnicities, religious beliefs, sexual orientations, etc.
- Know the campus resources that are dedicated to issues of diversity.
- Discuss with your instructor and UNIV 100 classmates experiences with diversity or situations in which you did not feel included.
- Discuss the importance of challenging stereotypes and prejudices.
- Discuss cyber bullying and bullying.

Unit 8 Critical Thinking and Problem Solving

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Describe the differences between critical and creative thinking and be able to explain when to use each.
- Explain the steps of critical thinking and describe common thinking errors.
- Describe the steps of problem solving and apply them to a real-life situation.
- Describe the steps of decision making and apply them to a real-life situation.
- Explain the importance of using statistics appropriately.
- Apply basic concepts of using statistics to critical thinking activities.

Unit 9 Career Focused Liberal Arts

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Define liberal arts institution.
- Complete a career/skill assessment (e.g., cfwv.com).
- Explore CU majors and possible jobs within those fields.
- Describe the benefits of a liberal arts education.
- Articulate the services and resources provided by the CU Office of Career Services.
- Register with the CU Career Services Offices
- Complete a My CU Progression Sheet.
- Know the role of the Academic Catalog and how to access it for important information about Concord University programs and policies.
- Know how to contact my CU Academic Advisor and understand the role my Academic Advisor plays in my CU education.
- Prepare my CU Trial Schedule for the next academic semester.

- Know how to obtain and use my CU Pin Number for course registration.

Unit 10 Information Literacy for the 21st Century

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Define information literacy and explain the necessity for developing the skills for academic and career success.
- Define digital literacy and explain its relationship to information literacy.
- Describe common library resources and explain their use in finding school- and career-related information.
- Demonstrate the ability to use Internet resources effectively in research.
- Demonstrate the ability to assess the credibility of information sources.
- Define *copyright* and *plagiarism* and demonstrate the ability to avoid plagiarism and cite resources correctly.
- Know how to access the CU library's resources, both from on and off campus.

Unit 11 Legal and Ethical Issues in the Academic Environment

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Define academic dishonesty.
- Discuss behavioral expectations for college students and faculty.
- Discuss CU's complaint procedure and online referral form.
- List and discuss the various laws that prohibit discrimination.
- Provide examples of legal and ethical issues affecting college students.
- Explain the purpose of the Americans with Disabilities Act (ADA) and discuss how this act protects students.
- Explain the differences among the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, and the ADA.
- Discuss the obligations that institutions have toward students with disabilities.
- Discuss ways to avoid the pressure to cheat.
- Explain the purpose of the Family Educational Rights and Privacy Act (FERPA).
- Know how to grant a FERPA waiver to share your student information with select others.
- Demonstrate the ability to effectively resolve a conflict.
- Understand the academic exception and grade appeal processes.

Unit 12 Alcohol/Substance Abuse, Title IX, & Suicide Prevention (Students must complete Blackboard Course)

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Describe ways to drink responsibly.
- Recognize the patterns of binge drinking.

- Understand the consequences of drug and/or alcohol use.
- Explain the purposes of Title IX.
- Define sexual harassment, sexual assault, stalking, and domestic violence.
- Understand the CU Title IX grievance procedure and ways students can bring forward complaints.
- Explain Bystander Intervention.
- Describe what do to if you or a friend are sexually assaulted.
- Describe what the Sexual Assault Response Team (SART) is on campus.
- Know what resources are available
- Identify safety resources available on and off campus.

Unit 13 Financial Considerations for School Success

Objectives (Instructor is not expected to cover all. These are recommended objectives to select from.):

- Describe general financial considerations that must be made during college attendance.
- Understand the different types of financial aid.
- Describe the process for applying for federal financial aid.
- Register for CashCourse.
- Describe the consequences of delinquency and default on your student loans.
- Know how to access the CU Student Loan Dashboard.

Unit 14 Community Service Project

Unit Objectives: At the conclusion of this unit, you should be able to:

- Define service learning.
- Describe how community service relates to CU, students, and alumni.
- Understand the importance of service for improving our own lives and that of others.
- Describe what you gained from your community service activity.
- Explore ways to connect academics to community service.

Unit 15 Student Presentations

Unit Objectives: At the conclusion of this unit, you should:

- Present/share your Career Focus poster with your class.

Class Absences or Cancellations: You are expected to attend the required Welcome Week activities, each class session, the Service Project, and the mandatory workshops. If you cannot attend a session because of illness or emergency, you should notify your instructor, preferably in advance, via Email or using whatever means your instructor specifies. If your instructor must cancel class because of illness or emergency, he/she will notify you in advance through your

campus Email and/or Bb Announcements. Concord University closings and delays are announced through the Emergency Alert System and via local media. To enroll in the CU alert system, visit <http://concord.edu> and follow the instructions listed under the Emergency Alert icon, or go to <http://sms.concord.edu>.

Academic Resources:

The Academic Success Center is ready to assist any student with academic or personal concerns, tutoring, study skills, time management, and much more. The Academic Success Center is located in Suite 243 (Atrium) of the Rahall Technology Center. Students can stop by the ASC Monday through Friday, 8:00 am until 4:00 or by appointment. The ASC may be reached by calling (304) 384-6074, (304) 384-6298, or asc@concord.edu.

Website: <http://hub.concord.edu/academicsuccess/>

The drop-in tutoring schedule is posted online: <https://apps.concord.edu/tutoring/>. Smarthinking—online, and on-demand tutoring—is available on Blackboard at elearn.concord.edu.

Accessibility/Accommodations:

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellsion@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."