

University of North Texas at Dallas
Fall 2017
SYLLABUS

UGST 1100.004: Application of Learning Foundations 1 hr.	
School of	Liberal Arts & Sciences
Instructor Name:	Sara J. Holmes
Office Location:	DAL 1 301B
Office Phone:	972.338.1820
Email Address:	Sara.Holmes@untdallas.edu
Office Hours:	MTWTh 9:30 – 10:00 am; M 1:00 – 4:00 pm; W 2:00 – 4:00 pm; TTh 1:00 – 2:30 pm; and by appointment
Classroom Location:	DAL 1 312
Class Meeting Days & Times:	W 1:00 pm – 2:00 pm
Course Catalog Description:	Study of critical theories of learning and their effective utilization for increasing academic performance and persistence.
Prerequisites:	None
Co-requisites:	None
Required Text:	None
Recommended Text and References:	
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.untdallas.edu/library UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com
Course Goals or Overview:	
	Learning Foundations is a course designed to facilitate students' integration into the university learning community The course enhances academic success, increases self-awareness, and fosters educational engagement.
Learning Objectives/Outcomes: At the end of this course, students will be able to:	
1	Understand the psychology of a growth mindset as it relates to developing resilience, self-awareness, and emotional intelligence.
2	Develop a personal learning system informed by research and theory in the psychology of learning, cognition, and motivation.
3	Consider different points of view to work effectively with others to support a shared purpose or goal.
4	Connect to a larger campus community by supporting the mission of the university through on and off campus engagement and service.
5	Use critical thinking and written communication skills to produce insightful narratives on the freshman student experience.
6	Collect qualitative data through interviews, observations, surveys, or focus groups as a small group to support and explain a foundational learning theory.
7	Identify factors that impact learning and apply techniques and strategies to achieve personal, financial, academic, and career success.

Course Schedule

This schedule is subject to change by the instructor. Any changes to this schedule will be announced in class.

Date	Topic	SLO	Assignments Due
Week 1 8/21 – 8/25	<ul style="list-style-type: none"> Course Overview Navigating Blackboard Exploring Outlook 	5	Discussion Board Posting (3 pts) DUE: 8/27
Week 2 8/28 – 9/1	<ul style="list-style-type: none"> Dweck's Growth Mindset 	1, 3	
Week 3 9/4 – 9/8	<ul style="list-style-type: none"> Goal-Setting Time Management 	2	UGST Instructor Meeting (4 pts) DUE 9/6 First campus event essay due (4 points) DUE: 9/10 Monday, September 4, 2017 UNT Dallas is closed for Labor Day
Week 4 9/11 – 9/15	<ul style="list-style-type: none"> Bloom's Taxonomy Critical Thinking Note-Taking 	2, 5, & 7	Dweck and Bloom Quiz (5 pts) DUE: 9/17
Week 5 9/18 – 9/22	<ul style="list-style-type: none"> Career Services Resume Building Major Exploration 	7	Goal-Setting Activity due (15 points) DUE: 9/24
Week 6 9/25 – 9/29	<ul style="list-style-type: none"> Chickering's Identity Development Emotional Intelligence 	1, 2	Chickering Quiz (5 pts) DUE: 10/1
Week 7 10/2 – 10/6	<ul style="list-style-type: none"> Coping with Stress Read to Learn 	2, 3	First Draft of Optimal Resume (3pts) DUE: 10/4 (In Class)
Week 8 10/9 – 10/13	<ul style="list-style-type: none"> Library Resources 	3, 6	Discussion Board Posting (3 pts) DUE: 10/15
Week 9 10/16 – 10/20	<ul style="list-style-type: none"> Kolb's Theory of Experiential Learning Getting Involved at UNTD Community Service 	4	Kolb Quiz (5 pts) DUE: 10/22 Final Draft of Optimal Resume (5pts) DUE: 10/22
Week 10 10/23 – 10/27	<ul style="list-style-type: none"> Campus Resources Student Life 	4	UGST Instructor Meeting (4 pts) DUE: 10/25
Week 11 10/30 – 11/3	<ul style="list-style-type: none"> Cultural Awareness Diversity 	4, 5	Community Service/Jags Give Back Log (10 pts) DUE: 11/5
Week 12 11/6 – 11/10	<ul style="list-style-type: none"> Financial Literacy Paying for College Managing Your Money 	7	Second campus event essay due (4 points) DUE: 11/12
Week 13 11/13 – 11/17	<ul style="list-style-type: none"> Health and Wellness 	7	<i>(Work on Group Project)</i>
Week 14 11/20 – 11/24	<ul style="list-style-type: none"> Group Presentations 	6	Group Project/Presentation (15 pts) Thursday, November 23, 2017 – Sunday, November 26 UNT Dallas is closed for Thanksgiving
Week 15 11/27 – 12/1	<ul style="list-style-type: none"> Group Presentations 	6	Group Project/Presentation (15 pts)
Week 16 12/4 -12/8	<ul style="list-style-type: none"> Final Exam/Reflection 		

Course Evaluation Method

1. **Attendance and Participation:** Participation in class is necessary in order to complete the course successfully. Attendance and participation points are awarded daily and CANNOT be made up, even if you have an excused absence. You must be in class every day. Failure to appear in class will result in a participation grade of 0 for the day.
2. **Quizzes:** You will be given 3 quizzes throughout the semester. These quizzes will be multiple choice and administered through Blackboard.
3. **Group Project/Presentation:** You will complete a group project and presentation in lieu of a final exam for this course. Additional details to follow.
4. **Goal-Setting Activity:** Setting goals is a necessary component for a successful academic career. Every student will complete a goal-setting exercise as part of the required assignments in this course.
5. **Community Service:** Part of the requirements of this course is that you engage in community service initiatives and keep a record of all activities. You are required to complete 3 service opportunities throughout the semester and keep a log. Your log should include: date and time spent, where the opportunity took place, the organizer of the event who the event served, and a summary of the service completed, including your role in the event.
6. **Campus Event Essays:** You are required to attend two campus event throughout the semester. After attending each event, you must submit a one-page double-spaced essay that summarizes the event. The paper should be completed on 8.5 x 11 inched paper, have 1-inch margins and use Times New Roman, 12 –point font. The essays should include the following:
 - Describe the group that hosted the event.
 - How does the group serve students or the university?
 - Are members of the group made up of students, staff, or faculty members?
 - Who provides leadership for the group?
 - Describe the campus event.
 - When and where was the event held?
 - How often does the event take place?
 - Approximately how many people attend?
 - Describe the primary goal or purpose of the event.
 - What were the organizers trying to promote by hosting the event?
 - Would you describe the event as successful? Explain why or why not.
7. **UGST Instructor Meeting:** You are required to meet with me formally twice throughout the semester. These meetings can be conducted during my usual office hours or you may make an appointment for a different time. These are get-to-know-you and status-check meetings; no preparation is required on your part. Each meeting will last around 15 minutes.
8. **Resume:** You will draft a professional resume, detailing your work and service experience. This will be due in 2 parts, a first draft and a final draft.
9. **Discussion Boards:** You will have two discussion board assignments the semester. You will be provided with a prompt that you must respond to through the discussion boards on Blackboard. You will be required to do at least the following for each:
 - 1 original post that answers all parts of the prompt. Your post should be at least 400 words in length, should be grammatically correct and be thoughtful.
 - 2 responses to your classmates posts on the topic. Responses should be at least 100 words long, should not be negative or disparaging, and should foster discussion.

This course will use the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Critical Thinking: Will be measured through one or more of the following: Critical writing assignments, in-depth discussion activities, activities, and quizzes.

Communication Skills: Will be measured through one or more of the following: Writing assignments, in-depth discussions, goal-setting activities, research, speeches and discussion boards.

Teamwork Skills: Will be measured through one or more of the following: Group project and teamwork rubric, group activities, and completing the National Survey of Student Engagement (NSSE).

Personal Responsibility: Will be measured through one or more of the following: Self-analysis, reflection, goal setting, discussion boards, and community service reflections.

Grading Matrix:

Grading Scale	
90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Assignments	Points
Attendance & Participation (15 classes)	15
Student Development and Learning Theory Quizzes (3x 5 points each)	15
Group Project/Presentation	15
Goal-Setting Activity	15
Community Service/Jags Give Back Log	10
Campus Event Essays (2 assignments x 4 points each)	8
Scheduling & Attending Instructor Meetings (2 meetings x 4 points each)	8
Resume	8
Discussion Board Postings (2 x 3 points each)	6
TOTAL	100

3 Rules for Success:

***I Will Show Up**

***I Will Do My Best**

***I Will Participate**

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untdallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDisability@untdallas.edu or at Building 2, room 204.

Blackboard Learn Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Blackboard Learn course management system's accessibility statement is also provided: <http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Student Evaluation of Teaching Effectiveness Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Attendance and Participation Policy:

Attendance: Class Attendance is mandatory. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent. Students may be dropped for non-attendance if 6 or more class periods are missed. Should you be dropped for non-attendance, it is possible that a grade of "WF" may be assigned. If so, a "WF" will be factored into your GPA as an "F." Please consult the Registrar's Office website to determine drop deadlines.

Inclement Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Class Policies and Expectations

Active Learning

You are expected to take an active role in learning. If you are having trouble, come and see me – I will be glad to help. If there are things you do not understand, raise questions in class, as others may benefit from your inquiry. If you are hesitant to speak up in class, stop by after class or send me an email. I am here to assist in your learning, so do not hesitate if you need clarification or assistance.

Missing Class

To help you get information about any class that you miss, you can use the ‘buddy system.’ Choose two classmates as your buddies. Exchange contact information so that if you are absent, you can contact one or both of your buddies for notes, assignments, and announcements.

Buddy Name: _____

Buddy Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Social Media Policy

Although I do maintain a broad social media presence, including multiple blogs, Facebook, Twitter, LinkedIn, Tumblr, Pinterest, Snapchat, Instagram, etc., if you use one of these platforms to contact me, I may not notice, and I definitely will not respond. Please note: I do not send or accept friend requests of current students through social media. If there is something you would like to share with me, either share it through the class discussion boards on Blackboard or in class during our next meeting.

Plagiarism

Students need to do original work and properly cite sources. For example, be aware of plagiarism—directly copying more than 3 or 4 words from another author without quoting (not just citing) the author is plagiarism. Cheating, plagiarizing, falsification, misrepresentation or any other form of dishonesty will be dealt with severely. Students will be subjected to disciplinary action under college regulations.

Inclusive Language and Intercultural Diversity

Please use non-sexist language and appropriate cultural terms when speaking and writing. Since the language we use shapes the way in which we see the world, the words we use matter. For example, use “he or she” instead of “he” when referring to a hypothetical person. Similarly, use “everybody” instead of “you guys,” “people” instead of “man” or “mankind.” Use, “Asian” instead of “Oriental,” etc. Encouraging different perspectives related to such factors as gender, race, nationality, ethnicity, sexual orientation, religion, and other relevant cultural identities fosters understanding and inclusiveness related to such diverse perspectives and ways of communicating.

Citizenship

Each of us is responsible for creating a positive learning environment. Respectful class participation includes contributing ideas that relate to the topic, asking questions to clarify understanding, responding thoughtfully when called upon, and giving respectful attention to the instructor and classmates. Good communication skills include listening carefully to diverse opinions, analyzing what is said, clearly stating opinions without personal put-downs, encouraging classmates, synthesizing new information, and applying it. Disrespectful communication includes interrupting or attacking others, monopolizing the conversation, carrying on side conversations, and using personal technology for purposes other than classroom activity. A positive classroom environment improves learning for both the individual student and for the class as a whole.

Mobile Technology Policy

Although there may be opportunities to use mobile technology in class, please make sure your use of mobile technology is relevant to class. If you find yourself tempted to use your technology for completing homework for other classes, surfing the Internet, or “playing” on social media, please **TURN IT OFF AND PUT IT AWAY**. It is disrespectful and distracts from community-building to use digital devices in class for any purpose other than class learning. If your digital device sounds off (rings, chirps, vibrates) in class, or if you are caught (by me or one of your peers) text messaging, surfing the internet, or listening to music through earphones, you will be asked to leave the class and will lose participation points for the day.

Presentation Policies

No profanity or content of a graphic nature. No children, animals, weapons, fire, grease (cooking) or dangerous objects. Any props you choose to use **MUST** be pre-approved. Any prop used that has not been pre-approved will automatically reduce your grade for the presentation. All presentation topics must also be approved. Please be considerate and sensitive when choosing presentation topics. Please also be sensitive to the topic choices of others. It is important that this be a **SAFE** environment for everyone. Dress appropriately and professionally for each of your presentations. Do not interrupt your peers' presentations. If you interrupt a peer for any reason (phone sounding off, leaving/entering the room, talking), you will receive a zero on your presentation grade.

Grade Disputes

Grades will be discussed only during the instructor's office hours. Please do not ask grade questions during class time. If you have an issue with your grade, please wait 24 hours, but no later than 48 hours before submitting an email articulating your concern about your grade. Please include a reference to the work in question. This will give both the instructor and the student time to carefully review all of the information. After 48 hours, your grade will not be changed.

Drop/Withdrawal Policy

Withdrawing from a course is a formal procedure which **YOU** must initiate; your professor cannot do it for you. You may withdraw from a class in either Admissions or Advising. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of "F." Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel the need to withdraw.

College-Level Reading, Writing, and Speaking Skills

College-level reading, writing, and speaking are expected. If your outlines or presentations do not meet college-standards, you will not receive credit for them. If you find you need help correcting grammatical and word choice errors, I strongly advise you to meet with a tutor in The Learning Center (M-216). I am happy to work with you to prepare and rehearse presentations to improve your fluency and articulation.

In addition to specific requirements for each paper assignment, please note the following guidelines in preparing all assignments:

- All written assignments must be typed.
- Format: Double-spaced, 12pt font, Times New Roman, 1" Margins, adhering to the APA Style Guide.
- All assignments must be submitted through Blackboard **before** 11:59 pm the day they are due.
- Be sure to proof read your written work before submitting in order to correct any grammatical errors or spelling mistakes. **Please note that grammar and spelling are considered in grading. Knowing how to write properly is an essential part of communication.**

*****If these requirements are not met, points will be deducted from your paper grade.*****

Additional Resources for Students

I am happy to make reasonable accommodations when appropriate, provided that you notify me in timely fashion. All personal information will be kept in strict confidentiality. Below is a list of additional support services for students:

Disability Services Founders Hall, 204 972.338.1777	Financial Aid & Scholarships DAL 1 972.780.3662	Career Services Founders Hall, 205 972.338.1782
Library & Resources Founder's Hall, 117 972.338.1616	Academic Advising DAL 1, 1st Floor 972.338.1645	Counseling & Wellness Founders Hall, 200 972.338.1779
Leadership & Multicultural Center DAL 1 972.780.3662	Learning Commons DAL 1, 3 rd Floor http://www.untdallas.edu/aas/tutoring	Campus Police Founder's Hall, 131 972.780.3009

Key Dates

Please take note of the following key dates for the fall 16-week session:

08/20/17 Last Day for 100% Tuition Refund	09/06/17 Census Day
08/21/17 First Day of Class	09/06/17 Last day to drop a class without a “W”
08/24/17 Last Day to Add Classes	09/11/17 Last Day for 50% Tuition Refund
08/25/17 Last Day for 80% Tuition Refund	09/18/17 Last Day for 25% Tuition Refund
09/01/17 Last Day for 70% Tuition Refund	11/03/17 Last day to drop a class with a “W”
09/04/17 Labor Day – No Classes	11/23-11/26/17 Thanksgiving Break – No Classes
	12/11-12/16/17 Final Exams

Reminders

- Grades cannot be based on effort. Teachers cannot measure time or energy expended; only outcomes can be gauged. If you work hard at something and do not achieve the desired outcomes, a teacher cannot give you the grade you want or the higher grade because of your effort.
- Grades cannot be assigned because a student needs/wants a particular grade. If you desire the A, you will need to fulfill the conditions needed to earn an A.
- Grades are based on announced standards. Therefore, consideration of grade fairness must center on the application of those standards to student work, instead of comparisons to other student’s work.
- Generally, teachers are more experienced at assessing student work than the students themselves.
- Teachers, on average, are objective and are not out to “nail” their students. Most teachers want to give their students the highest grade possible and the benefit of the doubt.
- Students are entitled to emotional reactions to assessment of their work; however, these expressions should occur in private, NOT public.
- Any discussion of grades should be impartial, unemotional, and characterized by mutual respect, courtesy, and professionalism.

UGST 1100

I have read and understand the course expectations, division, and college policies and procedures, and the assignments and grades required for successful completion of this course outlined in this syllabus.

NAME

DATE