

## FALL 2015 MAVS 1000-015 (87295)

Thursday -11:00-11:50

KCHAM112 (Kalpana Chawla Hall)

### Instructor Information:

Name: Jeffrey E. McGee

Office: COB 229

Phone: 817-272-3866

Email: [jmcgee@uta.edu](mailto:jmcgee@uta.edu)

Instructor Profile: <https://www.uta.edu/profiles/jeffrey-mcgee>

Office Hours: T/R 10:00-10:50

### Peer Leader Information

Name: Yancy Jimenez

Phone: TBA

Email: [yancy.jimenez@mavs.uta.edu](mailto:yancy.jimenez@mavs.uta.edu)

---

### Course Description

First-time freshmen students (new high school graduates) who have been accepted into UT Arlington are required to take MAVS 1000. MAVS 1000 orients students to life on campus and assists in the transition to college. Course content and assignments will help students identify their individual needs and skills which will affect their success, determine what resources are appropriate and available to them, and formulate a plan for an actively engaged and enriched experience on the campus.

### Student Learning Outcomes:

MAVS 1000 will allow students to do the following by the end of the semester:

#### Academic Success

1. Develop strategies for to be an active, independent learner.
2. Develop effective study and test preparation strategies.
3. Understand how effective self-management positively impacts academic success (motivation, goal setting, and time management).
4. Discover campus resources to support their learning and personal needs.
5. Identify library resources available to support their learning needs.
6. Understand the value of teamwork in the college environment and beyond.

#### Personal Skill Development

1. Identify a support network consisting of peers, staff, and faculty.
2. Identify strategies for effective money management.
3. Describe how campus diversity impacts their academic experience.
4. Understand the impacts of healthy living.

#### Engagement Beyond the Classroom

1. Identify the value of involvement and engagement on campus.
2. Design an intentional co-curricular plan for their collegiate journey.
3. Experience campus events.
4. Connect skills and interests to future careers.

**PURSUE** THE FUTURE OF BUSINESS.



### Course Expectations

Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, 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. As the instructor of this section, I have determined **attendance is required** and students may not miss more than 2 classes. Should a student miss more than 2 classes, the student is required to schedule a meeting with the instructor to discuss optional activities to be completed to make up for the absence.

Blackboard: Course content and assignments will be available through Blackboard. Students are required to submit written assignments to Blackboard by the due date. A schedule of assignments and due dates are available in the syllabus.

Recommended Text and Other Course Materials:

1. Recommended text: "No Limits: Foundations and Strategies for College Success", by Dr. Dawn Remmers (2<sup>nd</sup> edition)
2. Three ring notebook or folder with brads for class information and handouts.
3. Paper and pen/pencil for taking notes and completing in-class assignments.

Assignment Guidelines

Assignments are designed to provide opportunity to practice and apply the skills and concepts discussed in class.

- Assignments are due at the beginning of class on the date they are listed on the syllabus.
- In-class assignments may not be made up.
- All work done outside of class should be typed unless a worksheet is provided. In cases where work that is hand-written is accepted, be sure to write legibly. If I cannot read it, I will assume it is incorrect and points may be deducted.
- Assignments must be completed according to the specified assigned format.
- Assignments without a name will not be graded for credit.

Grading

The course is graded on a Pass/Fail grading system. Students must earn 75% or higher in the course to earn a P for the course. Assignments are weighted as follows:

Graded Items	% of Final Grade
Class Participation (attendance and in class assignments)	60%
Out of Class Assignments <ul style="list-style-type: none"><li>• Campus Events Attendance (3)</li><li>• Course Assignments (3)</li></ul>	40%
	100%

Assignment Descriptions

**Class Participation (attendance and in class assignments)**

MAVS 1000 is a discussion and activity based course, thus attendance and participation in class discussions and activities is an important component and will be graded weekly. If absent from class, a student cannot earn attendance points for that day. In addition to attendance, there will be graded in class assignments throughout the semester. These assignments may or may not be announced in advance. Students are encouraged to attend each week in order to guarantee completion of in class assignments.

**Out of Class Assignments**

### Campus Event Attendance

Students must select 3 campus events to attend during the course of the semester. Students have flexibility in selecting the events, but the three events should vary in type and purpose. (Athletic event, social event, academic event, fine arts performance, diversity/multicultural program, traditional event, service, etc.)

For the assignment, students must take a photo at the event to show evidence attendance. After attending the event, students must submit a one-paragraph journal entry that includes the photo and addresses the following:

- The name, date and time of the event attended
- Why this particular event was chosen
- What you enjoyed most about attending the event
- What you learned from attending the event

Your paper should be typed double-spaced, using 12-point font size, Times New Roman, with 1" margins (top, bottom, sides). The assignment will be submitted on Blackboard. There are three due dates for the assignment listed on the course schedule.

### Students Organization Investigation

Students must attend Activities Fair Day on January 28<sup>th</sup> in the University Center and collect information from at least 3 different student organizations that are of interest to them. Students may also use MavOrgs (<https://mavorgs.collegiatelink.net>) to research student organizations.

Upon conclusion of the research the student must answer the following questions about the 3 organizations they selected (one paragraph for each organization):

- Summary of organization's purpose
- How the organization aligns with your interests
- How the organization could enhance your experience at UT Arlington
- When are the meetings?

Your paper should be typed double-spaced, using 12-point font size, Times New Roman, with 1" margins (top, bottom, sides). The assignment will be submitted to the Blackboard. The assignment due date is posted in the course schedule.

### Faculty Meeting

Schedule an appointment to meet with the UTA instructor or faculty member in one of your courses. Here are some questions you may want to ask the faculty member:

- a specific question about a topic you don't understand,
- what you can do to more adequately prepare for exams,
- and/or what s/he recommends you do to improve your performance in the course.

Write a one-page journal entry about what action steps are you going to take as a result of your meeting. In the journal you should also reflect on how consultation with faculty could assist you when you are struggling with future courses.

The text should be typed double-spaced, using 12-point font size, Times New Roman, with 1" margins (top, bottom, sides). The assignment will be submitted to the Blackboard. The assignment due date is posted in the course schedule.

### Career Inventory Journal

Complete My Plan, an online self-assessment tool to identify careers that use some of the skills identified through My Plan. Write a one-page journal entry about careers that are of interest to you and how those careers are a match with your skills and interests. The text should be typed double-spaced, using 12-point font size, Times New Roman, with 1" margins (top, bottom, sides). The assignment will be submitted to the Blackboard. The assignment due date is posted in the course schedule.

## COURSE SCHEDULE

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	TOPIC Overview	Assignment Due
Week 1 8/27	Welcome to UTA and MAVS 1000! <ul style="list-style-type: none"> <li>Syllabus Overview, Blackboard Training</li> </ul>	
Week 2 9/3	Maverick Connections, New Beginnings <ul style="list-style-type: none"> <li>Why Involvement Matters</li> <li>Leadership Development</li> </ul>	Student Organization Investigation
Week 3 9/10	Self-Directed and Active Learning <ul style="list-style-type: none"> <li>Active learning strategies inside and outside of class</li> <li>Test preparation strategies</li> </ul>	
Week 4 9/17	Self-Management <ul style="list-style-type: none"> <li>Motivation, Attitude, Goal Setting</li> <li>Time Management</li> </ul>	Campus Event #1
Week 5 9/24	Avoiding Hazards Along the Way <ul style="list-style-type: none"> <li>Absenteeism, Procrastination, Test Anxiety</li> <li>Academic Integrity</li> </ul>	
Week 6 10/1	Navigating Academic Policies and Procedures <ul style="list-style-type: none"> <li>Academic Standing, Policies</li> <li>Deadlines, Registration</li> <li>Academic Resources</li> </ul> New Student Congress Chamber (additional details will be provided)	
Week 7 10/8	The Library <ul style="list-style-type: none"> <li>Meet in Library (additional details will be provided)</li> </ul>	Campus Event #2
Week 8 10/15	Working in Groups <ul style="list-style-type: none"> <li>Group Study, Projects</li> <li>Group effectiveness</li> </ul>	
Week 9 10/22	Healthy Lifestyles	Faculty Meeting
Week 10 10/29	Money Management	
Week 11 11/5	Career Development: The Journey Starts Now Career Development Presentation MAC 2 <sup>nd</sup> Floor Lounge	Career Inventory Journal
Week 12 11/12	Diversity and the Maverick Experience	Campus Event #3
Week 13 11/19	Student Organizations (e.g., Entrepreneur Society, Accounting Society, etc.)	
Week 14 11/30-12/4	Course Evaluation and Course Wrap Up	

### About the Instructor

Jeffrey E. McGee is an Associate Professor of Management at the University of Texas at Arlington. He holds a Ph.D. in management from the University of Georgia and teaches courses in strategic management and entrepreneurship for the UT Arlington MBA program. Dr. McGee also regularly teaches similar courses for the Executive MBA program in China, Venezuela, and Taiwan.

Dr. McGee's primary research interests focus on entrepreneurship. His work has been published in over 30 refereed journals including *Management Science*, *Journal of Business Venturing*, *Strategic Management Journal*, and *Journal of*

*Applied Business Research*. He has presented over 60 papers at some of the most prestigious academic conferences including the Academy of Management. Dr. McGee has also been cited in the *New York Times*, *Fort Worth Star Telegram*, *Dallas Morning News*, and other news publications.

Dr. McGee served as the Chair for the Department of Management at UT Arlington from 2001 through 2010. He regularly consults with entrepreneurial ventures in the Dallas-Fort Worth Metroplex on a variety of management-related issues

### **Course Policies**

**Classroom Participation Policy:** College level behavior, courteousness, and attentiveness are expected from each student. **Please turn off all cell phones, pagers, and other electronic equipment.** Students that neglect to turn off their phones will be asked to leave class for the remainder of the class period and will be assessed absence deductions accordingly. Put away newspapers, magazines and assignments from other classes before the beginning of class. Each student is expected to keep up with course assignments, readings, and to attend class. An attitude of cooperation, a willingness to contribute ideas and experiences, and openness to new concepts and theories will enhance your collegiate experience.

Disruptions and/or distractions to the learning environment are not acceptable. Students who interfere with learning will be asked to leave class immediately and to schedule an instructor conference to discuss re-admission to class. Students with behavior or attitudes deemed inappropriate to the university setting will be referred to the Office of Student Conduct.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

**Americans with Disabilities Act:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD)**. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364.

**Counseling and Psychological Services, (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671.

Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Title IX:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or*

activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos). For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

**Student Support Services:** 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, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/universitycollege/resources/index.php](http://www.uta.edu/universitycollege/resources/index.php)

**Academic Integrity :** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:  
*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

