Fall 2016 MAVS 1000-87

Day of the Week: Wednesday
Time: 3-3:50
Location: Preston Hall 104

Instructor Information:
Name: Dr. Amy Austin
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Instructor Profile:
https://www.uta.edu/profiles/amy-austin
Office Hours: M 1-3, W 2-2:50 and by appt.

Peer Leader Information
Name: **Daisy Antunez**
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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. Identify effective study strategies for the college environment.
3. Understand how effective time management positively impacts academic success.
4. Discover campus resources to support their learning and personal needs.
5. Identify library resources available to support their learning needs.

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.
5. Understand the value of teamwork in the college environment and beyond.

Engagement Beyond the Classroom

1. Understand the definition of community and what it means to be a member of the Maverick community.
2. Design an intentional co-curricular plan for their collegiate journey.
3. Experience campus events.
4. Connect skills and interests to future careers.

Course Expectations

Attendance: 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. ***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.*** However, while UT Arlington 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." UT Arlington 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 Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

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.

Materials:

1. Folder for class information and handouts.
2. Paper and pen/pencil for taking notes and completing in-class assignments.

Grading

The course is graded on a Pass/Fail grading system. Students must earn 70% 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 • Campus Events Attendance (3) • Course Assignments	40%
	100%

Assignment Guidelines

Assignments are designed to provide opportunity to reflect on experiences and concepts discussed in class or expose students to resources and activities on campus.

- Assignments are due on the date listed on the syllabus and by the deadline noted in Blackboard and must be completed according to the specified assignment format.
- 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.

Assignment Descriptions

Class Participation (60% of final grade) (attendance and in class assignments)

Attendance

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. Students can earn a maximum of 100 points for attendance. 10 points will be deducted from the overall total for each absence and 5 points will be deducted if a student arrives late to class. If absent from class, a student cannot make up attendance points for that day.

In Class Assignments

There will be a minimum of 4, 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. It is at the instructor's discretion whether or not in class assignments can be made up if a student is absent.

Out of Class Assignments (40% of final grade)

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 and write a summary of their experience. Specific assignment details can be found in Blackboard.

Student Organization Investigation

Students must attend Activities Fair Day on Wednesday, August 31st on the University Center mall and learn about 3 different student organizations that are of interest to them. Specific assignment details can be found in Blackboard.

Academic Advising Assignment

Students must attend a one-on-one advising appointment with an academic advisor or an advising seminar and write a 1 page summary of the experience. Specific assignment details can be found in Blackboard.

Faculty Meeting

Schedule an appointment to meet with the UTA instructor or faculty member in one of your courses and write a one-page summary of the experience. Specific assignment details can be found in Blackboard.

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.

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://wweb.uta.edu/aao/fao/).

Disability Accommodations: 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). Only those students who have officially documented a need for an accommodation will have their request honored. 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 or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *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.*

Title IX: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

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, or view the information at 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.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

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.

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are 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 via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

Final Review Week: for semester-long courses**,** 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.

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, or view the information at http://www.uta.edu/universitycollege/resources/index.php.

E-Culture Policy:
Email may be used for the following reasons in this course:

- For the professor to inform and remind students of assignments, deadlines, events, and activities
- For the professor to deliver class assignments and exercises
- For students to set up a face-to-face appointment with the professor if they wish to ask questions regarding course materials, clarification, or concerns about their progress in the course
- For students to inform the professor of absences

Please do not use email for the following:

- To request class notes from the professor or that s/he email students course handouts
- To ask the professor what students missed in class

When sending email messages, please consider the following:

- Use salutations at the beginning and signatures at the end of the messages.
- Try to use proper punctuation and capitalization (email and texting are different!).
- Be courteous.

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** ***Instructors can modify assignment due dates.*
Week 1 8/25-8/31	Welcome to UTA and MAVS 1000!	
Week 2 9/1-9/7	The Maverick Community	
Week 3 9/8-9/14	Library Tour	Student Organization Investigation
Week 4 9/15-9/21	Study Strategies & Academic Resources	Campus Event #1
Week 5 9/22-9/28	Time Management	
Week 6 9/29-10/5	Academic Integrity and Professionalism • Honor Code, Academic Integrity Policies • Student Professionalism, Interacting with University Faculty and Staff	
Week 7 10/6-10/12	Stress Management	
Week 8 10/13-10/19	Diversity and the Maverick Experience	Faculty Meeting
Week 9 10/20-10/26	Wellness	
Week 10 10/27-11/2	Career Development: Meet in Rio Grande Ballroom (UC)	Campus Event #2
Week 11 11/3-11/9	Instructor Choice Topic	
Week 12 11/10-11/16	Money Management	Academic Advising Meeting
Week 13 11/17-11/23	Teamwork	Campus Event #3
Thanksgiving Break 11/24 – 11/27		
Week 14 11/28-12/2	Course Evaluation and Course Wrap Up	