

Fall 2017 MAVS 1000-026

Day: Tuesday

Time: 3:30-4:20

Location: ARHL C300

Instructor Information

Name: Jeffrey E. McGee

Office Location: COBA 229

Office Phone: 817-272-3866

Email: jmcgee@uta.edu

Instructor profile: <https://mentis.uta.edu/explore/profile/jeffrey-mcgee>

Office Hours: TU 4:30-6:45 and by appointment

Peer Leader Information

Name: Susana Putchio

Email: susana.putchio@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. Identify strategies for to be an active, independent learner.
2. Understand how effective time management positively impacts academic success.
3. Discover campus resources to support their learning and personal needs.
4. Develop a degree map for future semesters to stay on track toward graduation.
5. Identify library resources available to support their learning needs.
6. Identify a support network consisting of peers, staff, and faculty.

Personal Skill Development

1. Develop a sense of self utilizing the True Colors personality assessment.
2. Reflect on money and spending habits and identify strategies to improve financial wellbeing.
3. Describe how campus diversity impacts their academic experience.
4. Identify ways to reduce stress and resources on campus to support personal wellness.
5. Recognize potentially harmful situations and develop skills to initiate a positive intervention.
6. Connect skills and interests to future careers.

Engagement Beyond the Classroom – Community Engagement and Civic Responsibility

1. Understand what it means to be a member of the Maverick community and develop relationships and team building skills through participation in a class service learning project.
2. Work with a community partner to identify a specific need that can be addressed through student involvement.
3. Develop and implement a project designed to respond to a community need.

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.

Required Text/Course Materials:

1. There is no required text for MAVS 1000.
2. Students should have a folder for class information and handouts.
3. Students should bring 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 <ul style="list-style-type: none">• Campus Events Attendance (1)• Service learning pre and post participation reflections• Faculty Meeting• Degree Mapping Assignment	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)

Completion of Service Hours

As a service learning section of MAVS 1000, students will be required to participate in a service project as selected by the instructor of the course. It is up to the instructor to determine how and when students will participate and will communicate specifics related to the project in the first few weeks of the course. Upon completion of the required project, students will receive a grade for completion of the requirement.

Campus Event Attendance

Students must select 1 campus events to attend during the first 4 weeks of the semester. Students have flexibility in selecting the events. 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.

Maverick Advantage Pre and Post Service Writing Assignments

Students will be asked to write a reflection paper related prior to and after completion in the assigned service project for the class. Prompts for the two writing assignments 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 Mapping Assignment

Students will develop a course plan mapping out future semester courses to prepare for academic advising meetings for course registration. Specific assignment details can be found in Blackboard.

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.

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/>).

*****It is important to note, MAVS 1000 is required and as a result, you cannot drop your MAVS 1000 course.*

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 <http://www.uta.edu/universitycollege/resources/index.php>.

University Tutorial & Supplemental Instruction (Ransom Hall 205): UTSI offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one [tutoring](#) sessions, [Start Strong](#) Freshman tutoring program, and [Supplemental Instruction](#). Office hours are Monday-Friday 8:00am-5:00pm. For more information visit www.uta.edu/utsi or call 817-272-2617.

The IDEAS Center (2nd Floor of Central Library) offers **FREE** tutoring 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): [Optional.] 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 <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library's 2nd floor 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. <http://library.uta.edu/academic-plaza>

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 in their courses by 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. Additional information is available at <https://www.uta.edu/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>.

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/>

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>.

PURSUE THE FUTURE OF BUSINESS.



COURSE SCHEDULE

As the instructor for this class, 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 <i>**Instructors can modify assignment due dates.</i>
Week 1 8/29	Welcome to UTA and MAVS 1000!	
Week 2 9/5	True Colors	
Week 3 9/12	The Maverick Advantage – Getting Involved at UTA	
Week 4 9/19	Library Tour – Central Library Lobby	Pre-Service Writing Assignment
Week 5 9/26	Study Strategies	Campus Event Assignment
Week 6 10/3	Time Management	
Week 7 10/10	Mavs Stand Up	
Week 8 10/17	Preparing for Academic Advising	Faculty Meeting
Week 9 10/24	Career Development – Rio Grande Ballroom (UC)	
Week 10 10/31	Stress Management & Personal Wellness	Course Mapping Assignment
Week 11 11/7	Diversity and the Maverick Experience	
Week 12 11/14	Money Management	
Week 13 11/21	Expanding Your Horizons: Studying Abroad Opportunities	Post-Service Writing Assignment
Thanksgiving Break 11/23 – 11/26		
Week 14 11/28	Course Evaluation and Course Wrap Up	



ASHER FREEMAN (MURPHY)