

UNIV-EN 1131 Student Success

Fall 2022

Instructor Information

Faculty Information:

Jason Losh, Ph.D.

Office: ERB 649

Office hours will be held before and after each class, since this time is most convenient to students.

Office hours are also available by appointment.

Phone: +1 817-272-3785 (CSE Department)

jlosh@uta.edu

Peer Academic Leader Information:

Cherryl Maria Bibin

Office: RH 202

Office hours and study groups: Tuesday, Wednesday: 11-12pm (University Center Ground Floor)

Phone: +1 817-272-6190 (Division of Student Courses)

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Course Information

Section Information

007

Time and Place of Class Meetings

MW 9-9:50am, SH 105

This is a traditional classroom format that will meet at a designated time and location each week. The instructor reserves the right to post and use online materials such as the syllabus, course materials, contact information, and presentations on Canvas. Instructors may require online activities and assessments such as completion of online assessments.

Description of Course Content

Student Success is a learning community course that will teach new students academic success skills to aid their transition to college. The goal of the course is to help students identify their individual needs, determine what resources are appropriate, recognize the faculty role in their development, and formulate a plan for an actively engaged and enriched experience from campus to career. The course will be taught by Peer Academic Leaders (PALS) and faculty, staff and/or graduate students to provide guidance, raise awareness and understanding of students' majors and help support collaborative and co-curricular opportunities available within the School/College.

Student Learning Outcomes

- Recognize and utilize the various academic and personal student resources available at UTA, including those related to financial literacy and wellness.
- Apply various learning and study strategies to their college classes.
- Recognize the unique characteristics of their major, including relevant co- and extra-curricular opportunities, and understand the significance of that discipline in today's world.

- Identify the role of faculty as experts in providing guidance in academic planning, experiential learning and career goals related to the student’s major.
- Describe career types in different (insert) professions that they might enter after completing their degree in (insert) at UTA.
- Develop a sense of self-awareness through teamwork and collaborative efforts.
- Work in multi-disciplinary teams
- Develop an engineering entrepreneurship mindset
- Explain the basis for and importance of engineering ethics
- Perform labs exploring different engineering disciplines to reinforce chosen field of study or to investigate other fields of study

Required Textbooks and Other Course Materials

The content for this class can be found in the following textbooks. It is expected that students read the chapters and materials designated in the course timeline by the stated due date in order to be prepared for class and ready to participate in discussions and activities. The textbook is freely available and can be accessed on Canvas or by the link below:

- *No Limits* text: <https://uta.pressbooks.pub/nolimits/>

Descriptions of major assignments and examinations

Course grades will be determined according to your successful participation and completion of the following activities:

COURSE WORKLOAD	% OF FINAL GRADE
Engineering Participation	15%
Engineering Events	10%
Engineering Labs	25%
UNIV Participation Engagement Preparedness In-Class Activities Assessment and Surveys	15%
UNIV Assignments Campus Event (CoE) Faculty Reflection Assignment Maverick Advantage/Career Development Semester Planning Matrix DEI Module	35%
Attendance	Attendance Required See Full Policy Below
TOTAL	100%

UNIV Participation - 15%

Active participation is a very important piece of the learning process in this course and takes on many different forms. Active participation requires preparation. You are expected to be prepared for each class session and actively participate in class discussions and activities. Participation includes:

Class Engagement – discussions are opportunities for you to enhance your critical thinking skills, gain new insights and understanding from your peers, and find ways to effectively communicate what you have learned from reading and reflecting on course material. I encourage you to bring to class your comments and questions that offer different perspectives, contribute to moving the discussion and analysis forward, build on other comments and insights made by others in the class, and moves beyond the typical “I feel” or “I think” statements that are not grounded in a deeper reflection on why we have had a particular reaction to course material. The course instructors do not have all the answers in these discussions, and you are encouraged to talk to each other and ask each other questions as we process the material together.

Readings & Other Course Preparation for Class Meetings – come to class prepared to make connections between the readings and your own lived experiences. For each reading, come prepared to share at least one thing you enjoyed about the reading and one discussion question for the class. Review additional course materials prior to class time as requested.

In-Class Activities – active involvement and engagement is expected in this course. In class activities are designed to help you engage with the course topics. Fully participating in these exercises is required. Activities are created to support your growth and development as a student. The more work you put into the activities, the more you will get out of the course material. 6 of your in-class activities will be identified as graded activities, consisting of two parts: **active engagement in the activity and submission at the end of class of a reflection on Canvas.**

Assessment Surveys – completion of in-class surveys is expected as part of participation in this course. Your responses to the questions will not impact your grade, but you will need to fill each survey completely and provide proof of submission in order to receive full participation credit.

- BCSSE Assessment
- End of Semester Assessment
- Teamwork Pre/Post Survey
- Entrepreneurship Pre/Post Survey
- DEI Reflection Survey

Engaging in certain behaviors can negatively impact your participation grade. This includes:

- Talking or being distracting during class meetings
- Arriving late or leaving early from class meetings
- Sleeping in class or working on other class assignments during class
- Using electronic devices (phones, laptops, etc.) during class meetings
- Overall being disrespectful to instructors, PAL(s), staff, speakers, guests, fellow students, or other visitors to the classroom
- Not completing the assessment surveys

UNIV Assignments - 35%

Other assignments may be given by the Peer Academic Leader and/or faculty member. You will need to review your course timeline to know the due dates for these assignments. Specific assignment details can be found in Canvas.

Job Search/Maverick Advantage Reflection:

After discussions in class on the Maverick Advantage, experiential learning, and career development, students will submit a reflection to engage critically with the requirements of the position and the suitability of their chosen career. Finally, students will plan future goals to aid in the pursuit of that position or career. Specific assignment details can be found in Canvas.

Course Planning Matrix:

Students will fill out a Course Planning Matrix to prepare for major exams and assignments in all their courses for the semester. A description of the assignment and template for the study plan can be found on canvas and in the course's textbook.

Faculty Reflection Assignment:

Faculty support is of critical importance for your student success. Students will reflect on their comfort meeting with faculty, identify obstacles or concerns about meeting with faculty, and visualize what it means to be supported by faculty. This assignment will help you discover the unique role that University faculty can play in your academic development. Specific assignment details can be found on Canvas.

DEI Module

Engaging with our world and our diverse communities is an important aspect of growth and development for UTA students. To support learning in this area, students will be completing a module on Diversity, Equity, and Community to deepen our ability to communicate with others, build meaningful relationships, and respect the experiences of the people we live, learn, work, and engage with. Students will be invited to join the module and asked to submit a certificate of completion in Canvas.

Engineering Labs - 25%

Lab experiments have been created to perform in a classroom environment, to allow students to explore aspects of different engineering disciplines, and observe the interdisciplinary nature of engineering. These activities may include reading material posted on Canvas prior to the lab day, performing the activities in class, and performing analysis and reflection within the classroom. Each team must complete the required work for each lab and submit it as instructed, usually submitted to the instructor for grading prior to leaving the class. Each lab will be followed by a set of questions to be completed by each student following the lab as a reflection on the work done in the lab session.

Engineering Participation – 15%

Included in this category is completion of assignments on departmental videos. Details of each of these will be posted on Canvas.

Engineering Events – 10%

You will be required to attend two (2) events related to the College of Engineering and/or your department of Engineering. These 2 events will be in addition to the event required in the UNIV Assignment described above. You will be required to attend these events and provide a selfie plus some descriptive information uploaded to Canvas (instructions will be posted on Canvas later). These events must be attended and selfie uploaded prior to the last day to drop classes.

Late Assignment Submission

This class does not allow for late assignment submission.

Attendance

Students are expected to attend each class:

- Attendance will be taken during each class session.
- Beginning with the fifth unexcused absence, 10 points will be deducted from the student's final grade for each unexcused absence.
 - For example, if your final course grade is a 92% and you have missed 6 course sessions, the first four absences will not affect your final grade. However, the fifth and sixth absences will result in a 10-point deduction per absence, so your final grade would be reduced to 72%.
- For an absence to be excused, a student must provide documentation of illness, bereavement, or participation in university-sponsored event no later than 11:59pm on the date of absence, unless a documented extreme illness prevents this.
- Work on excused absence days can be made up for credit, but the effort to make up the work may exceed the effort required during the normal course time. Work on unexcused absence days cannot be made up and the grade on that work will be recorded as a zero.

Documented cases of illness, bereavement, or participation in university-sponsored events may be excused at the discretion of the instructor. A student will be considered absent if they arrive more than 10 minutes late for a session.

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 must 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 Canvas. This date is reported to the Department of Education for federal financial aid recipients.

Technology Requirements

In addition to Canvas, class announcements and communications will take place through your university-issued email account. Accordingly, please check your official UT Arlington email account regularly. This course will also utilize the Microsoft Teams site for this class, where the PAL will hold some of their office hours and some student meetings virtually.

Grading Information

Grading

The Student Success course is a one-credit hour course and is graded on a letter grading basis. Students are required to attend all class meetings in order to successfully meet both attendance and participation requirements.

This course is graded on a scale of A, B, C, F, P, W and Z. A grade of D is not awarded in this course. A grade of Z for the course will not be awarded without prior consultation with the instructor. The student is responsible for initiating this conversation with the instructor. Incompletes will be given only for such reasons as medical emergencies, serious emotional distress, etc. The instructor reserves the right to make the final decision a grade of Z.

Grade	Overall Class Percentage
A	90% - 100%
B	80% - 89%
C	70% - 79%
F	0% - 69%

If you would like to drop the course, you will need to get permission to do so and work with your academic advisor on that process. If you fail the UNIV-EN 1131 course, you will need to re-enroll in the course in the next semester. Because the class is required, you will be unable to graduate without passing this course and successfully meeting the credit requirements established by the university. Students are allowed 3 attempts to pass the UNIV-EN 1131 course. If you do not pass the course in 3 attempts, you will need to appeal to your department chair and the Office of New Student courses.

Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current [university catalog](#).

The procedure for pursuing grievances related to grades described in the undergraduate and graduate catalogs provide that it is the obligation of the student to first make a serious effort to resolve the grade dispute with the student’s instructor. The instructor has primary responsibility for assigning grades, and their judgment is final unless there is evidence of discrimination, preferential (differential) treatment or procedural irregularities. A mere disagreement with the judgment made by the instructor is not a valid basis for an appeal. No grade appeal will be considered one year after a grade is given.

Appeals for a grade in the UNIV course must be made through appropriate channels as described below:

1. All students must first discuss the grade or academic grievance with the instructor. If the instructor is unavailable, the student may proceed in the appeal process and discuss the matter with the department chairperson responsible for the course for which the grade is being appealed (for UNIV courses this is the Director of New Student Courses). If unable to reach agreement with the instructor or department chairperson, the student may file a grievance.
2. The students’ appeal must be submitted in writing. The form is available below and can be found on the New Student Courses page of the Division of Student Success website. The student must submit the form and any supporting documentation the student wishes to provide to the department chairperson for deliberation.
3. If the student is dissatisfied with the chairperson’s decision, they may appeal the case to the Associate Vice Provost for Student Success. The Associate Vice Provost’s decision is final.

[NEW STUDENT COURSES - UNIV GRADE APPEAL FORM](#)

Students have one year from the day grades are posted to initiate a grievance concerning a grade including presenting evidence of differential treatment and/or procedural irregularities. Undergraduate and Graduate Grade Policies and Procedure are available in the [university catalog](#).

Course Schedule

Date	Class Topic	Readings	Assignment Due
8/22	First day of classes: Syllabus Canvas/OER Community Builder Introductions 1/2 (CoE/PAL)		BCSSE Due In-Class

8/24	Introductions 2/2 (CoE/PAL)		Due Sunday, 8/28 @ 11:59pm: Course Planning Matrix and Reflection
8/29	Note-Taking & Critical Listening	Ch. 4.5, 5.1-5.3	
8/31	Life as an Engineer (CoE)		
9/5	Labor Day – No Class		
9/7	Engineering Design & Entrepreneurship Introduction to Majors (CoE)		
9/12	Study Skills & Test Taking Skills	Ch. 5.4 & 6.3	5 Day Study Plan
9/14	Engineering Ethics (CoE)		Due Sunday, 9/18 @ 11:59pm: DEI Module and Reflection
9/19	Entrepreneurship	Entrepreneurship Video	Pre & Post Survey Reflection
9/21	Engineering Lab #1 – Day 1 (CoE)		
9/26	Campus Resources	Ch. 3 & 10	
9/28	Engineering Lab #1 – Day 2 (CoE)		Due Sunday, 10/2 @ 11:59pm: Study Planning and Test Taking Reflection #1
10/3	Time Management	Ch. 4	
10/5	Engineering Lab #2 – Day 1 (CoE)		
10/10	Getting Involved/Leadership	Ch. 3	
10/12	Engineering Lab #2 – Day 2 (CoE)		Due Sunday, 10/16 @ 11:59pm: CoE Campus Event
10/17	Goal Setting	Ch. 4.3	
10/19	Engineering Lab #3 – Day 1 (CoE)		
10/24	Degree Planning	Ch. 6.4, 6.5	My Mav Degree Mapping Tool
10/26	Engineering Lab #3 – Day 2 (CoE)		Due Sunday, 10/30 @ 11:59pm: Faculty Reflection Assignment
10/31	8 Dimensions of Wellness	Chapter 7	
11/2	Engineering Lab #4 – Day 1 (CoE)		
11/7	Maverick Advantage	Chapter 8.3	
11/9	Engineering Lab #4 – Day 2 (CoE)		Due Sunday, 11/13 @ 11:59pm: Study Planning and Test Taking Reflection #2

11/14	Career Planning	Chapter 8.1, 8.2	
11/16	Lessons Learned (CoE)	Student Guide	Due Sunday, 11/20 @ 11:59pm: Job Search/MA Reflection
11/21	Money Management	Chapter 9 SMMC Speaker	
11/23	Thanksgiving Break - No Class		
11/28	Teamwork	Teamwork Guide	Pre & Post Survey Reflection
11/30	TBD (CoE)		
12/5	Last day of classes		Due Sunday, 12/5 @ 11:59pm: End of Semester Survey

Academic Integrity

This information is copied from <http://www.uta.edu/conduct/academic-integrity/index.php>.

The University of Texas at Arlington strives to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and responsibility. Furthermore, it is the policy of the University to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic/non-academic misconduct.

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, and collusion on an examination or an assignment being offered for credit. Each student is accountable for work submitted for credit, including group projects.

- Cheating
 - Copying another's test or assignment (this includes labs and homework!)
 - Communication with another during an exam or assignment (i.e. written, oral or otherwise)
 - Giving or seeking aid from another when not permitted by the instructor
 - Possessing or using unauthorized materials during the test
 - Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key
- Plagiarism
 - Using someone else's work in your assignment without appropriate acknowledgement
 - Making slight variations in the language and then failing to give credit to the source
- Collusion
 - Without authorization, collaborating with another when preparing an assignment

Safety Rules for ERB 435 Lab:

Scope:

- All UTA safety rules and regulations must be followed.
- These rules are in addition to UTA lab safety rules.
- In the event that a rule contained below is in conflict with UTA lab safety rules, the UTA safety rules shall supersede.

General rules:

- Students can only be in the lab when a peer-academic leader (PAL), faculty member, or staff member is present.
- Students should be professional at all times in the lab.
- Food and drinks are not allowed in the room at any time.
- When leaving the lab, all materials should be stored in the indicated areas.
- Please ensure that the lab is kept in a neat and tidy manner.
- Note any hazards observed in the lab to the PAL, faculty, or staff member immediately.
- Students should store backpacks and similar items in a way that does not create a trip hazard to others.

Personal protective equipment (PPE):

- Safety glasses, dust masks, and gloves are provided in the lab as needed.

Institutional Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the [Institutional Information](https://resources.uta.edu/provost/course-related-info/institutional-policies.php) page (<https://resources.uta.edu/provost/course-related-info/institutional-policies.php>) which includes the following policies among others:

- Drop Policy
- Disability Accommodations
- Title IX Policy
- Academic Integrity
- Student Feedback Survey
- Final Exam Schedule

Additional Information

Face Covering Policy

Face coverings are not mandatory, all students and instructional staff are welcome to wear face coverings while they are on campus or in the classroom.

Academic Success Center

The Academic Success Center (ASC) includes a variety of resources and services to help you maximize your learning and succeed as a student at the University of Texas at Arlington. ASC services include supplemental instruction, peer-led team learning, tutoring, mentoring and TRIO SSS. Academic Success Center services are provided at no additional cost to UTA students. For additional information visit: [Academic Success Center](#). To request disability accommodations for tutoring, please complete this [form](#).

The IDEAS Center (<https://www.uta.edu/ideas/>) (2nd Floor of Central Library) offers **FREE tutoring** and **mentoring** 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)

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 the [Writing Center](https://uta.mywconline.com) (<https://uta.mywconline.com>). Classroom visits,

workshops, and specialized services for graduate students and faculty are also available. Please see [Writing Center: OWL](#) for detailed information on all our programs and services.

The Library's 2nd floor [Academic Plaza](http://library.uta.edu/academic-plaza) (<http://library.uta.edu/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.

Librarian to Contact

Each academic unit has access to [Librarians by Academic Subject](#) that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves.

Emergency Phone Numbers

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381.

Library Information

Research or General Library Help

Ask for Help

- [Academic Plaza Consultation Services](http://library.uta.edu/academic-plaza) (library.uta.edu/academic-plaza)
- [Ask Us](http://ask.uta.edu/) (ask.uta.edu/)
- [Research Coaches](http://libguides.uta.edu/researchcoach) (<http://libguides.uta.edu/researchcoach>)

Resources

- [Library Tutorials](http://library.uta.edu/how-to) (library.uta.edu/how-to)
- [Subject and Course Research Guides](http://libguides.uta.edu) (libguides.uta.edu)
- [Librarians by Subject](http://library.uta.edu/subject-librarians) (library.uta.edu/subject-librarians)
- [A to Z List of Library Databases](http://libguides.uta.edu/az.php) (libguides.uta.edu/az.php)
- [Course Reserves](https://uta.summon.serialssolutions.com/#!/course_reserves) (https://uta.summon.serialssolutions.com/#!/course_reserves)
- [Study Room Reservations](http://openroom.uta.edu/) (openroom.uta.edu/)

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