

Course Syllabus
For Use in Early College Dual Credit High Classes
UNIV 1301-First Year Seminar (FYS)
Texas A&M University-San Antonio | Fall 2023

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Section: Multiple
Day/Time/Location: MTWR PTECH

Course Description (from the A&M-SA Course Catalog)

This course is designed to assist first-year students in adjusting to university expectations through enhancing quantitative reasoning skills and acquiring essential skills for academic success.

Course Overview

Offered in partnership with your high school and the Texas A&M University's Department of University Access, this course is designed to assist early college dual credit high school students in adjusting to university expectations, acquiring essential academic success skills, enhancing quantitative reasoning skills, and exploring different career paths. The course focuses on accessing university resources, and developing self-awareness, the ability to advocate for yourself, and personal responsibility. Students will also become aware of how to be active in a college setting and be familiar with what university life is.

Text(s):

There is no required text for this class.

Course Promises

This course makes a set of promises to you (assuming you fulfill the expectations below). By the end of the semester, you should be able to:

1. Exhibit growth in self-awareness, self-advocacy, and personal responsibility
2. Demonstrate knowledge and skills in quantitative reasoning
3. Adapt and apply appropriate academic strategies to courses and learning experiences.
4. Identify and apply strategies to effectively manage time and priorities.
5. Identify relevant academic policies, processes, and resources relevant to your academic success

6. Identify career paths and resources to building a successful high school experience that ultimately leads to success in college.

Course Expectations

This course will only fulfill these promises if you promise the following in return:

Attend classes. This course will rely largely on class content and discussion. For this format to succeed, you must be present AND on time. You will receive points for attendance and many in and out of class assignments will be contingent on information from class. To earn full participation points, you must attend class and actively participate. **You may miss up to four classes without penalty. Five absences may result in you being dropped from the course. Beyond the fourth absence, you will lose 10 points from the attendance grade (out of 100 points or 10% of your grade) for each time you are absent. If you come more than 15 minutes late or leave more than 10 minutes early before class is dismissed, you did not attend class fully that day and you will be counted absent even if you attended a portion of our class.**

To be attentive and participate in class. I expect all students to actively participate during class both verbally and nonverbally. Participation does not simply mean speaking, although that is essential. I realize there are a variety of ways students can participate (e.g., following discussions with your eyes and ears, asking questions, sharing, reading, writing, individual reflection, presenting, collaboration). I hope that you will strive to stretch yourselves beyond your preferred ways of learning and your comfort zone. I encourage you to contribute thoughtful comments and questions, as well as to listen carefully to your peers' contributions and respectfully respond to others' comments. The success of our mutual learning from each other depends upon preparation and active participation in all aspects of the course.

To complete required assignments by the assigned deadline. Assignments provide you with both informal and formal opportunities to articulate your responses to the issues and topics we will discuss. You will get the most out of the course if you turn in your work on time. Most assignments in this class will involve reflective writing. It is vital that you follow basic grammar rules in order to get full credit for assignments. No matter how short or long the response, make sure you check for grammar and standards of academic writing. Also, explain why or provide support for your thoughts when appropriate. All responses reflect you and are intended to prepare you for academic and professional writing that you will use both in high school and college.

Late Work Policy: Except for the final project, the following policy applies to late work: I will clearly state the deadline for each assignment in class. **Assignments are**

due when class starts on the due date. I do accept late work; however, you will incur a penalty of 20 percent each time you turn in an assignment late. Late work is not accepted beyond one week after the assignment is due. Each student is permitted **one** exception to this rule throughout the semester. You must tell me when you want to use your exception, and I must approve it. If something is occurring that is preventing you from consistently submitting work on time, please see the instructor to discuss the matter confidentially and determine how to proceed. **Turning in work your work is vital to your success in this class. It is difficult to pass the class without completing your work.**

Assignments and Evaluations

To be successful in this course you are expected to complete all assignments on time. Assignments must be submitted to the correct location to be considered on time. Assignments will be graded based on quantity and quality with rubrics for each assignment provided in Blackboard.

Please note that I will grade the item you submit. If you make a mistake, please upload a new file and resubmit the assignment as soon as possible. I will grade the latest assignment you submitted. Once I grade the submission, revisions are not accepted unless I give you approval to resubmit.

The majority of assignments will be posted on your ePortfolio. A&M-SA uses a platform called "Digication" for all students to have access to their own ePortfolio. Throughout the semester, you will reflect on various assignments, class activities and discussions. Through writing and visuals, you will demonstrate what you have achieved from actively participating in the FYS course. The instructor will state when an assignment does not use Digication and will give you instructions for submission.

File formats:

If an assignment does not use Digication, please make sure you submit in one of the following formats:

Microsoft Word

Microsoft Excel (for data based or graphing assignments)

PDF

Please note that I might not be able to read Apple based files (Pages, etc.) or Google Docs. If I can't read what you have submitted, I will need to contact you and your assignment might be late if you don't resubmit it on time.

Grade Breakdown

ePortfolio Assignments

600 Points (60%)

- **Tell Me Who You Are (50 Points):** “About Me” Reflection
- **Motivation and Discipline assignment (50 points)**
- **Smart Goals assignment (50 points)**
- **Time Management assignment (50 points)**
- **Financial Literacy group mini presentation (100 points)**
- **LinkedIn Assignment (50 points)**
- **Composing a Professional E-mail assignment (50 points)**
- **Workplace Professionalism reflection (50 points)**
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Participation & Engagement

200 Points (20%)

- **In-Class Participation & Engagement (100 Points):** Attendance, Class Participation, Active Engagement
- **Exit Tickets (50 points): Serving as an additional attendance piece, exit tickets are items requested each day you will turn in usually at the end of class to demonstrate what you learned or a reflection from class. There are approximately 10 tickets each semester for five points each that will be counted. Students who turn in more than 10 if the instructor offers more will receive three bonus points for each one up to 15 points.**
- **Instructor Meeting and Assignment (50 Points):** Attend one meeting with FYS Instructor; complete the reflection assignment

Final project

200 Points (20%)

- **Essay (100 points):** Your Plan of a Successful high school experience will reflect on several pieces of our class and how this experience will propel you to success in college or a career in addition to your reflection on our class.
- **Presentation (100 points):** Presentation of the key essay portions in Digication with an emphasis on what you resonated with you from University Seminar 1301 and other aspects of the class.

Grading Scale:

900 – 1000 points = A *

800 – 899 points = B *

700 – 799 points = C *

600 – 699 points = D

0 – 599 points = F

* Denotes a passing course grade

**At my discretion, I will round up any grade ending in 9.5 to next highest number and grade. For instance, I round up 89.5-89.9 to an A, 79.5-79.9 to a B, etc.

Extra Credit Opportunities

Throughout the semester, there will be ways to earn extra credit. The instructor will go over these in class and clearly communicate what you need to do to earn the extra credit and how many points can be earned. **To earn extra credit, work must be submitted on time and by the deadline. No late extra credit work is accepted.**

Student Support and Services

Please note that the resources listed below may be available to you as a dual credit early college high school student. Many of these resources are ones you can use. This list is also provided to give you information about these services.

Academic Accommodations for Persons with Disabilities: The Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for individuals with disabilities. Title II of the ADA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation of their disability. If you have a disability that may require accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dss@tamusa.edu.

Academic Learning Center: All currently enrolled students and early college high school/dual credit students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center is an appointment based center where appointments are made through the Navigate platform. Students access Navigate through Jagwire in the Student Services tab. The Center is active on campus outreaching to students to highlight services offered. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

Counseling Resources: As a early college dual credit student, there may be times when personal stress interferes with your academic performance and/or negatively impacts your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Student Counseling Center (SCC) located in Modular C, Room 166 (rear entrance) or call 210-784-1331 between the hours of 8:00AM and 5:00PM, Monday – Friday. After-hours crisis support is available by calling 210-784-

1331 (select option “2”). Please contact UPD at 911 if harm to self or harm to others is imminent.

All mental health services provided by the SCC are free, confidential (as the law allows), and are not part of a student’s academic or university record. SCC provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit www.tamusa.edu/studentcounseling

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio’s mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email and/or phone call with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>

More information about Emergency Preparedness and the Emergency Response Guide can be found here: <https://www.tamusa.edu/upd/index.html>

Meeting Basic Needs: If you face challenges securing food, housing or other basic needs, you are not alone, and A&M- San Antonio can help during this time of crisis. We invite you to learn about the many resources available to support you by visiting the [Dean of Student’s website](#) or by reaching out via dos@tamusa.edu. Additionally, it is not unusual for students to encounter temporary illness or injuries that may interfere with your academic success. Students may request temporary illness/disability assistance by reaching out to the [Dean of Student’s Office](#) (210) 784-1354. If you are comfortable doing so, please notify the professor of any issues so that they may provide additional resources.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and in special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots’ Casa in-person room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu, or (210)784-1397.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://bit.ly/WLDCCenter>.

University Policies

Academic Integrity: Each student in this course is expected to abide by the Texas A&M University-San Antonio Code of Academic Integrity. Any work submitted by a student in this course for academic credit will be the student's own work. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. You are encouraged to study together and to discuss information and concepts covered in the lecture and the sections with other students. Should copying or other forms of misconduct occur, both the student who copies the work from another student and the student who gave the material to be copied would both automatically receive a zero for the assignment. Penalty for violation of this Code can also be extended to include failure of the course and University disciplinary action

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

Respect for Diversity: We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Individuals who believe they have experienced harassment or discrimination prohibited by this

statement are encouraged to contact the appropriate offices within their respective units.

- Texas A&M University-San Antonio faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the university. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and other healthcare providers) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

Students' Rights and Responsibilities: The purpose of the following statement is to enumerate the essential provisions for the student freedom and responsibility to learn at Texas A&M University-San Antonio. All students are required to follow all policies and regulations as set forth by The Texas A&M University System. This includes the [A&M-San Antonio Student Code of Conduct](#).

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or procedure that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, genetic information, veteran status, gender identity, or gender expression in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and the administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, University Catalog and students must comply with them and the laws of the land.

3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community.
4. A student has the responsibility to recognize the University's obligation to provide an environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notification.
6. We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

University Email Policy and Course Communications: All correspondence between professors and students must occur via University email accounts. You must have Jaguar email account ready and working. If it is not working, contact the help desk at sahelp@tamusa.edu or at 210-784-4357.

This syllabus was created to give students guidance on what may be covered during the semester and will be followed as closely as possible. Please note the instructor for this course reserves the right to make changes to this syllabus at any point during the semester.