



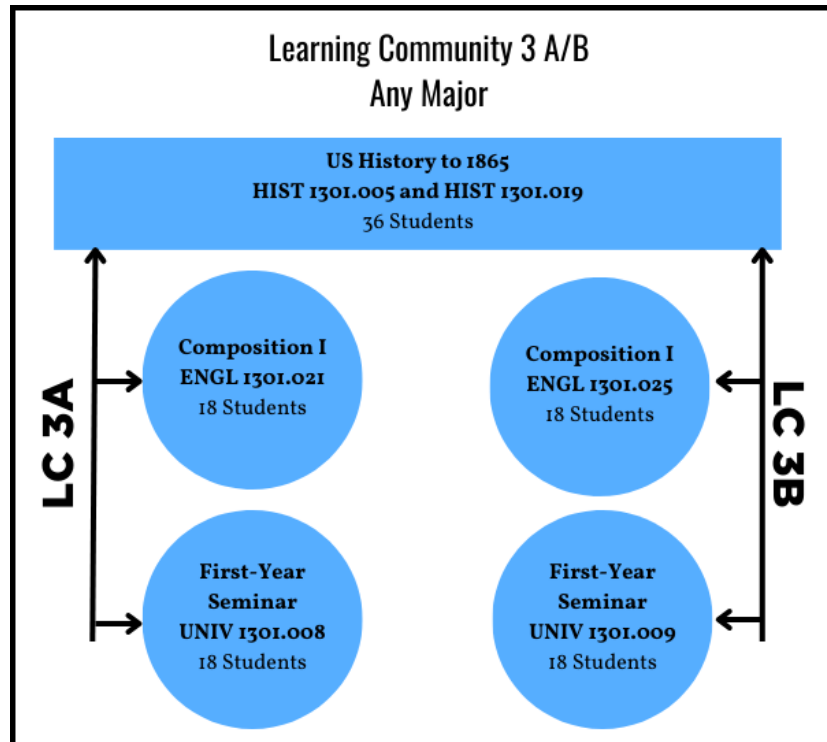
Course Syllabus
UNIV 1301.008
M W | 12:30pm – 1:45pm
First Year Seminar (FYS)
Texas A&M University-San Antonio | Fall 2024

<p>Instructor: Yaribel S. Caraveo Office Location: Patriots' Casa 203A Drop-in Hours: Appointment based only Instructor Email: ycaraveo@tamusa.edu Set an appointment with me through Bookings!</p> 	<p>Peer Leader: Shaun Ferry Office Location: Patriots' Casa 204 Drop-in Hours: Appointment based only Peer Leader Email: sferry@tamusa.edu Join the class GroupMe to stay up to date!</p> 
--	--

Course Description

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.

This course is part of a Learning Community (LC) linked with ENGL 1301.021 and HIST 1301.005 (LC 3A). Several of the readings and assignments in this class may be integrated with the work you do for the other courses.



Course Overview

This course is designed to assist first-year students in adjusting to university expectations, acquiring essential academic success skills, and exploring different career paths. The course focuses on accessing university resources, and developing self-awareness, agency, and personal responsibility. Students will also become active members of the campus community.

Text (provided by A&M-SA):

- *My First Vote* by the Brennan Center for Justice: <https://www.brennancenter.org/our-work/research-reports/my-first-vote>

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, agency, 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. Develop goal-setting strategies to enhance academic and career readiness.

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 earn an absence if you arrive 15 or more minutes after class has started. Excessive tardiness will also be penalized. 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. Five absences may result in you being dropped from the course. The 4 absences may include quarantine and/or isolation for COVID-19. If you need to miss more than 4 days due to extracurricular activities, communication must be provided by your organization's coach or advisor/sponsor.***

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 in a timely manner. 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. Extensions require at least a full day's advance notice prior to due dates and approval from me. 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. All responses are a reflection of you and are intended to prepare you for academic and professional writing.

Late Work Policy: With the exception of the final project, you can request an extension on all assignments. I will give you 3 extra days to complete assignments that you request an extension. Assignments are closed on Blackboard after the extension deadline and will no longer be accepted at that point in time.

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.

The majority of assignments will be completed during class. If you miss an in-class assignment, meet with your Instructor, Peer Leader, or a classmate to catch up on any work you may have missed.

Grade Breakdown

- **Daily assignments, quizzes, and reflections: 200 points/20%**
 - Clifton Strengths Reflection; 20 points
 - Motivation & Growth Mindset; 20 points
 - GPA Reflection; 20 points
 - Focus 2 Completion + Reflection; 20 points
 - Academic Investment Reflection; 20 points
 - Living Wage Analysis; 20 points
 - Resume Draft; 20 points
 - Pre-Registration/Mays Center Reflection; 20 points
 - Common Experience Reflection; 20 points
 - Mental Health Reflection; 20 points

- **Projects: 600 points/60%**
 - My Story Digication Page and Presentation; 50 points
 - Time Management: Time Tracker Project; 100 points
 - Strengths Mini Project; 100 points
 - Passport to Success; 150 points
 - Career Awareness and Development Project; 200 points

- **Participation: 200 points/20%**
 - Attendance and In-Class Engagement; 100 points
 - Peer Leader Meeting and Summary; 50 points
 - Attend Faculty Meeting; 50 points

Grading Scale:

900 – 1000 points = A

800 – 899 points = B

700 – 799 points = C

600 – 699 points = D

0 – 599 points = F

Extra Credit Opportunities

Throughout the semester, there will be many ways to earn extra credit. These opportunities range from attending a campus event, meeting with a professor during office hours, or getting help from a tutor at the Academic Learning Center or the Writing, Language, and Digital Composing Center (WLDCC). I will add 5 points to your Participation Grade if you take part in an extra credit opportunity + write a short reflection (1 paragraph) about your experience.

Student Support and Services

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center (ALC): The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Writing, Language, and Digital Composing Center (WLDCC): 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

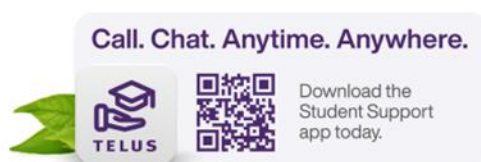
appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit tamusa.edu/studentcounseling

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



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 with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>.

Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

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

Artificial Intelligence (AI) Statement: Writing, reflection, and critical thinking skills are essential learning outcomes of First-Year Seminar. Developing strong competencies in these areas will prepare you for future academic, personal, and workplace success. All work submitted in this course must be your own. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT or other AI composition software. AI-generated submissions are not permitted. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Any student receiving federal financial aid who does not attend by the census date will have their financial aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester, a Care report will be submitted, and you will possibly be dropped from the class. Your financial aid may have to be recalculated and a portion of your federal aid may have to be returned to the DoE.

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 course 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.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal 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 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, gender expression, or pregnancy/parenting status. 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 providing 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's Title IX Coordinator can support those impacted by such conduct 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 Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) 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 (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

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 administrative rule 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, gender identity, gender expression, and pregnancy/parenting or veteran status 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 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, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
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 a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

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. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

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.

Course Calendar

WEEK	DATES	TOPICS	MONDAY	WEDNESDAY	TASKS & ASSIGNMENTS DUE ON SUNDAY AT 11:59PM
1	8/26 - 9/1	Introductions and Course Overview	<ul style="list-style-type: none"> • Introductions • Course Overview • Blackboard/Outlook 	<ul style="list-style-type: none"> • Digication Setup • My Story Presentation Introduction 	Student Profile Survey
2	9/2 - 9/8	Campus Resources	9/2/24 No Class	<ul style="list-style-type: none"> • Common Experience and PROWL Workshop • Resource Hunt 	My Story Presentation 50 points QR Pre-Test
3	9/9 - 9/15	Community Building	<ul style="list-style-type: none"> • Common Experience Workshop • Passport to Success Project Introduction 	<ul style="list-style-type: none"> • My Story Presentations • Time Management Project Introduction 	
4	9/16 - 9/22	Time Management	<ul style="list-style-type: none"> • Time Management & Goal Setting 	<ul style="list-style-type: none"> • Time Management & Procrastination 	Time Management Project 100 points
5	9/23 - 9/29	Motivation & Growth Mindset	<ul style="list-style-type: none"> • Motivation & Growth Mindset Part 1 	<ul style="list-style-type: none"> • Motivation & Growth Mindset Part 2 	Motivation and Growth Mindset Reflection 20 points
6	9/30 - 10/6	Degree Planning & Common Experience	<ul style="list-style-type: none"> • Focus 2 Assessment • Common Experience Workshop 	<ul style="list-style-type: none"> • Degree Works • Passport to Success Check-In #1 • Career Exploration Final Project Introduction 	Focus 2 Assessment and Reflection 20 points
7	10/7 - 10/13	Pre-Registration Party & Career Exploration	<ul style="list-style-type: none"> • Mays Center Presentation • Pre-Registration Party 	<ul style="list-style-type: none"> • Mays Center Presentation • Pre-Registration Party 	Pre-Registration Party and Mays Center Reflection 20 points

8	10/14 - 10/20	Successful Student Habits	<ul style="list-style-type: none"> GPA 	<ul style="list-style-type: none"> Clifton Strengths How to Study 	GPA Reflection 20 points
9	10/21 - 10/27	Successful Student Habits	<ul style="list-style-type: none"> CliftonStrengths How to Study Passport to Success Check-In #2 	<ul style="list-style-type: none"> PROWL Presentation Common Experience Workshop 	CliftonStrengths Reflection 20 points CliftonStrengths Mini Project 100 points
10	10/28 - 11/3	Financial Literacy	<ul style="list-style-type: none"> Career Exploration Final Project Refresher Academic Investment Paying for College 	<ul style="list-style-type: none"> Living Wage Analysis 	Academic Investment Quiz/Reflection 20 points
11	11/4 - 11/10	Career Readiness	<ul style="list-style-type: none"> Career Readiness Activity 	<ul style="list-style-type: none"> Handshake Workshop Resume and Cover Letter Workshop 	Living Wage Analysis 20 points Peer Leader Meeting and Summary 50 points
12	11/11 - 11/17	Career Readiness	<ul style="list-style-type: none"> Continued Handshake Workshop Continued Resume and Cover Letter Workshop 	<ul style="list-style-type: none"> Common Experience Workshop Passport to Success Check-In #3 	Resume Draft 20 points Common Experience Reflection 20 points
13	11/18 - 11/24	Preparing for Finals Season: Mentally and Academically	<ul style="list-style-type: none"> Mental Health and Mindfulness 	<ul style="list-style-type: none"> Peer Leader Career Exploration Presentation 	FYS Survey Mental Health Reflection 20 points QR Post Test
14	11/25 - 12/1	Fall Break	11/25 No Class	11/27 No Class	
15	12/2 - 12/8	Final Project	Career Exploration Presentations Part 1 (Due in class)	Career Exploration Presentations Part 1 (Due in Class)	Passport to Success 150 points

			150 points	150 points	Career Exploration Presentations Part 2 50 points
16	12/9 - 12/13	Finals Week			