

Fall 2026 UNIV 1301.04C Course Syllabus

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Course Information

First-Year Seminar (FYS) Section: UNIV 1301.04C

Day/Time/Location: Monday's and Wednesday's from 11:00 AM – 12:15 PM | Madla 353

Instructor and Peer Leader Information

Instructor: Yaribel Caraveo (Ms. Yari)

Office Location: Patriots' Casa 203A

Drop-in Hours: Tuesday, 3:00 PM – 5:00 PM; or by appointment

Instructor Email: ycaraveo@tamusa.edu

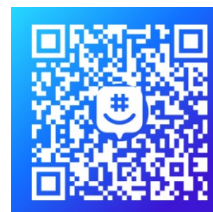
Peer Leader: Shaun Ferry

Drop-in Hours: by appointment

Peer Leader Email: sferry@tamusa.edu

GroupMe: Join the class GroupMe where you can ask questions

https://groupme.com/join_group/115153821/AtE81707



Course Description

By focusing on academic expectations, success strategies, and career exploration, this course equips first-year students with the skills needed for a successful transition to university life. Students will learn to access and utilize campus resources, develop self-awareness and personal agency, and practice habits that foster responsibility and engagement. The course also encourages active participation in the campus community as students build a foundation for their academic and personal goals.

This section of FYS is titled “Where Our Stories Meet” and is part of the Learning Communities program linked with PHIL 1301.04C (Introduction to Philosophy) taught by Dr. Harris Bechtol. Some of the lessons and assignments in our class will be integrated with the work you do in your PHIL 1301 course.

Course Promises (Course Learning Outcomes)

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. Adapt and apply appropriate academic strategies to courses and learning experiences
3. Identify and apply strategies to effectively manage time and priorities
4. Identify relevant academic policies, processes, and resources relevant to academic success
5. Develop goal-setting strategies to enhance academic and career readiness.

Course Expectations

This course will only fulfill the course promises if you promise to abide by the following in return:

Attendance Policy

Attendance and participation are worth 100 points of your final grade (points are split between mid-semester and end of semester attendance). You will earn points throughout the semester by **attending class, arriving on time, participating in discussions and activities, and engaging with course content.**

Attendance points **cannot be made up for unexcused absences.** Because much of the learning in this course occurs through in-class interaction, students who are absent will also miss opportunities to complete participation activities and earn associated points.

Students arriving 10 or more minutes late will be marked absent from the class session and will not earn attendance points for that day. Students who leave more than 10 minutes before the end of class without prior instructor approval may also be marked as absent. Excessive tardiness or early departures (3+) may result in additional reductions to participation points.

Excused Absences: Students are expected to attend all class sessions. An absence may be considered excused for the following reasons:

- University-sponsored activities that require the student's participation
- Religious days as recognized by university policy
- Military service obligations
- Serious illness, medical emergencies, or hospitalization of the student
- Death or serious illness of an immediate family member
- Other circumstances required by university policy or approved by the instructor

Whenever possible, students should notify the instructor in advance of an anticipated absence. Documentation may be requested for excused absences.

Excused absences do not result in disciplinary action; however, attendance and participation points associated with missed class sessions generally cannot be earned without completing an alternative assignment. The alternative assignment is at the discretion of the FYS faculty member.

While students may encounter circumstances that require them to miss class, accumulating more than four absences (excused or unexcused) may result in removal from the course.

Class Participation

Students are expected to actively participate during class both verbally and nonverbally. Participation does not simply mean speaking, although that is essential. 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.

Assignments

Assignments provide you with both informal and formal opportunities to articulate your responses to the 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 is, 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, students may request an extension on all assignments. Specific deadlines for submitting late work are provided by your instructor. Because most assignments are assigned and completed during class time, students are encouraged to attend and participate regularly.

Additionally, this course includes two make-up opportunities where students will be provided with a progress report designed to help students stay on track and identify any missing work. Once a make-up deadline has passed, any assignments that were due prior to that deadline will be closed and will not be allowed to be submitted for credit.

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, in the correct format, and accessible to the instructor be considered on time. Assignments will be graded based on quantity and quality with rubrics for each assignment.

Accepted File formats include:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- PDF (for any documents + Canva)

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

Your grades for this course are broken down into 3 main categories:

1. Daily assignments, quizzes, and reflections: 200 points/20%

Task/Assignment	Points	Submission Date
Student Profile	20	8/28/2026
Motivation & Growth Mindset	20	9/25/2026
Pre-Registration and Academic Planning Reflection	20	10/2/2026
Focus 2 Completion + Reflection	20	10/9/2026
Living Wage Analysis	20	10/16/2026
GPA Reflection	20	10/16/2026
AI and Career Exploration	20	10/23/2026
Resume Draft/Cover Letter Draft	20	10/30/2026

Philosophy and FYS Reflection	20	11/13/2026
Peer Leader Meeting Summary	20	11/20/2026

2. Projects: 600 points/60%

Task/Assignment	Points	Submission Date
My Story Presentation	50	9/2/2026
Strengths Presentation	100	9/16/2026
Time Management Project	100	10/9/2026
Passport to Success - 1	50	10/9/2026
Passport to Success - 2	50	10/30/2026
Mini Career Project	100	11/2/2026
Passport to Success - 3	50	11/20/2026
Final Project	100	11/30/2026

3. Participation: 200 points/20%

Task/Assignment	Points	Submission Date
Mid Semester Attendance	50	10/16/2026
Attend Faculty Meeting	50	11/13/2026
Peer Leader Meeting	50	11/20/2026
End of Semester Attendance	50	12/2/2026

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 different 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). Extra credit opportunities, when offered, will vary in point value. Extra credit is not guaranteed, and students should focus on completing all required assignments and projects, while actively participating in class.

Important Policies and Resources

University Email Policy and Course Communications

All correspondence between professors and students must occur via university email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

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 at the [website](#) or email us at dss@tamusa.edu. All students are encouraged to discuss their academic accommodation with Disability Support Services and their instructors as soon as possible.

Academic Learning Center

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. 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. Online tutoring is also available for after hours and weekend assistance.

While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

Appointments available MATH Walk in Tutoring – No appointment needed

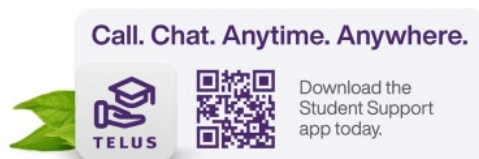
	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

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, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

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. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, 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 system. 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 on emergency responses may be found at: [Emergency Operations Plan](#) and the [Emergency Action Plan](#). Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

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. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Writing, Language, and Digital Composing Center (WLDCC)

The WLDCC provides support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing 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. The WLDCC offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the WLDCC in JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. Students wanting to work in real-time with a tutor can schedule an "Online Appointment." Students wishing to receive asynchronous, written feedback from a tutor can schedule an "eTutoring" appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#). The WLDCC can also be reached by emailing wldcc@tamusa.edu.

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 report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

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.

Religious Observances

Texas A&M University-San Antonio recognizes the wide variety 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.

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 on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to 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, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

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 discrimination or

harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, 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 sex-based 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.

Pregnant/Parenting Students

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations for pregnant students as it would be provided to a student with a temporary medical condition that is related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. Hours of operation are Monday-Thursday 3:30pm-9:00pm. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

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, 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, 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](#) or visit the resources available in the [OSRR website](#)

Important Fall 2026 Dates:

Dates	Event
August 20	Tuition & Fee Payments deadline
August 24	First day of class
September 7	Labor Day Holiday – No Classes / University Closed
September 9	Census Date – Students not paid in full or enrolled in a payment plan by 4:59 pm may be dropped for non-payment
October 5 – October 16	Midterm grading period
November 13	Last day to drop with an automatic “W”
November 25	Study Day – No classes
November 26-November 28	Thanksgiving Holiday – No Classes / University Closed
November 30	Last day to drop a course or withdraw from the University
December 4	Last day of classes
December 5 – December 11	Final exams
December 15	Commencement

The complete [academic calendar](#) is available online.

Use of Generative AI Permitted Under Some Circumstances or With Explicit Permission

There are situations and contexts within this course where you may be asked to use artificial intelligence (AI) tools to explore how they can be used. Outside of those circumstances, you should not use AI tools to generate content (text, video, audio, images) that will end up in any student work (assignments, activities, discussion responses, etc.) that is part of your evaluation in this course. Any student work submitted using AI tools should clearly indicate with attribution what work is the student’s work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, students should reach out to their instructor for clarification before submitting work for grading. Use of AI-generated content without the instructor’s permission and/or proper attribution in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio’s standards of academic integrity.

Course Calendar

Week	Date	Topics	Assignments/Projects - Due Date
1	Monday, 8/24	- Introductions; Course Overview - Blackboard/Outlook Email Etiquette	Student Profile 20 Points – 8/28 Syllabus Quiz 5 Points (extra credit) – 8/28
	Wednesday, 8/26	- Canva/PowerPoint 101 - Intro to My Story Presentations	
2	Monday, 8/31	- Passport to Success Intro - Strengths Intro	My Story Presentation 50 Points – 9/2 before class starts (10:59 AM)
	Wednesday, 9/2	My Story Presentations	
3	Monday, 9/7	No Class Labor Day	
	Wednesday, 9/9	PL Workshop – Resource Hunt	
4	Monday, 9/14	- Strengths continued - Peer Leader 1:1 Intro - Faculty 1:1 Intro	Strengths Presentation 100 Points – 9/16 before class starts (10:59 AM)
	Wednesday, 9/16	Strengths Presentation	
5	Monday, 9/21	Motivation and Growth Mindset	Motivation and Growth Mindset 20 Points – 9/25
	Wednesday, 9/23	PL Workshop – Academic Planning	
6	Monday, 9/28	Pre-Registration	Pre-Registration and Academic Planning Reflection 20 Points – 10/2
	Wednesday, 9/30	Time Management	
7	Monday, 10/5	Time Management Cont.	Passport to Success # 1 50 Points – 10/9 Focus 2 20 Points– 10/9 Time Management 100 Points – 10/9
	Wednesday, 10/7	- Career Project Intro - Focus 2 Assessment	
8	Monday, 10/12	Living Wage Analysis	Living Wage Analysis 20 Points – 10/16 GPA 20 Points – 10/16
	Wednesday, 10/14	- GPA - Mid-Term Make Up	

Week	Date	Topics	Assignments/Projects - Due Date
9	Monday, 10/19	– PL Workshop - Handshake	AI and Career Exploration 20 Points – 10/23
	Wednesday, 10/21	– AI and Career Exploration	
10	Monday, 10/26	– Resumes and Cover Letters	Resume/Cover Letter 20 Points - 10/30 Passport to Success # 2 50 Points – 10/30
	Wednesday, 10/28	– PL Workshop – Self-Awareness – Final Project Intro	
11	Monday, 11/2	– PL Workshop – Civic Engagement	Mini-Career Project 100 Points – 11/2
	Wednesday, 11/4	– PL Workshop/Philosophy and FYS	
12	Monday, 11/9	– Philosophy and FYS	Philosophy and FYS Reflection 20 Points – 11/13 Faculty Meeting 50 Points – 11/13
	Wednesday, 11/11	– Fall Fest	
13	Monday, 11/16	– PROWL Introduction	Peer Leader Meeting 50 Points – 11/20 Peer Leader Meeting Summary 20 Points – 11/20 Passport to Success # 3 50 Points – 11/20
	Wednesday, 11/18	– End of Semester Make-up – FYS Student Celebration	
14	Monday, 11/23	FYS Fall Break - No Classes!	
	Wednesday, 11/24		
15	Monday, 11/30	– Final Project Presentations	Final Project 100 Points – 11/30 before class starts (10:59 AM)
	Wednesday, 12/2	– Final Project Presentations	
16	Monday, 12/7	Finals Week	
	Wednesday, 12/9		