

UNIV 101: First Year Experience
August 24th – October 29th, 2020
Online meetings via Zoom: Tuesdays 9-9:50am

Instructor: Ms. Jenn Horn
Email: jjhorn@usi.edu

Office: OC 3038
Office phone: 812-461-5205
Google Voice: 812-297-9188

Student Hours (aka Office Hours): by appointment – in-person or via Zoom
Liberal Arts Advising Center Advisor: TBD

Course Peer Advisor: TBD


Course Prerequisite: First-year Freshman

Course Credit Hours: 1

This course satisfies the Core 39: Foundation Skills, First-Year Experience requirement.

Required Texts: USI Academic Survival Guide. This text can be found here: [USI Academic Skills](#) (look on the right hand side of the page) and as a pdf on our Blackboard page.

Technical Requirements: In order to be a successful participant in this course, you must have the following:

- A Reliable Computer: a dedicated computer with an updated operating system, such as Windows 7 or later, or Mac OSX.
- High-Speed Internet Connection: (e.g. DSL or Cable). All USI online students are required to have a stable high-speed Internet connection. A wired Internet connection is recommended for online meeting, exams, and assignment submission.
- [Office 365](#) (login to MyUSI, click on the box image ) & [Adobe Acrobat Reader](#) installed.
- Supported Web Browser: [Firefox](#) or [Google Chrome](#)
- Microphone & Webcam

Technical Support: Since your professors are not trained as technology experts, they will not be able to assist you with your technical needs. If you have any issues with Blackboard, Zoom, Panopto, VoiceThread, or any other technology, please contact the Help Desk at 812-465-1080 or send an email to mailto:it@usi.edu. To learn more about the USI helpdesk, please visit [USI IT Help Desk](#)

Privacy Policies & Accessibility Statements: For detailed information about the privacy policies and accessibility statements of the course technologies, please visit [USI Online Learning Support Services](#)

Core 39 Statement: A university education prepares individuals to live wisely in a diverse and global community by helping students acquire both discipline-specific competence and broader knowledge and skills that reach across disciplines. Core 39 includes courses in the broad traditions of the liberal arts and a common set of experiences that are integrated across the curriculum. In our core, students expand foundational skills in communication and critical thinking, explore how different fields create and use knowledge, broaden their viewpoints through the study of diverse and global perspectives, and refine their writing skills through writing intensive experiences.

Course Description: UNIV 101 – First Year Experience – This course is an introduction to the University of Southern Indiana and the undergraduate experience with a specific focus on academic success, campus involvement, and community engagement. Students will discuss issues of value and behavior in the college

setting, discover what resources are available to them, and learn what it means to integrate themselves into the campus and surrounding communities.

Student Learning Outcomes: Success at USI and beyond is dependent on several things and the following learning outcomes will help us achieve that success.

- **Academic Experience:** Students will identify the value of their higher education experience.
- **Planning for Success:** Students will develop a plan for achieving their academic goals.
- **Strategies for Success:** Students will describe the self-direction and motivation required to succeed in their higher education experience.
- **Engage with USI Community:** Students will evaluate aspects of university life beyond the classroom.
- **Engage with the Broader Community:** Students will apply their educational knowledge to a community issue

Class Credit-Hour Policy: From the Registrar's Office – [Class Credit Hour policy](#): For each credit hour in which you enroll, regardless of the delivery method (face-to-face, online, or a hybrid), you will spend a minimum of two hours on outside of class preparation (based on lecture-only classes, not labs or studios, which may require more average time).

Course Requirements:

- Eagle Experience - You should have attended a session on Saturday 8/22/2019. If you did not, please come talk to me about a make-up assignment – failure to attend Eagle Experience or complete a make-up assignment can result in failure of the course.
- Strong Interest Survey
- Four-Year Degree Plan
- One-on-one meeting with course instructor within first 3 weeks of the course

Communication Guidelines: All class communications and interactions with other students and the professor should follow common social standards for respect and courtesy. Learn about the USI Netiquette Guidelines for Online Students so that you can get the most out of your class.

Emails: Email is often the best way to reach me. However, you should allow 24-36 hours for me to respond. If I have not responded to your email within 24-36 hours, you should send me a follow-up email - not before. PLEASE NOTE: Emails should include a subject heading that is relevant to the email you are sending, a greeting, a body that specifies your request, and your signature which should include your class (UNIV 101) and section number (or the time we meet is also acceptable). Emails are NOT text messages and should not be written as such regardless of what device you are using to send your email. ***Emails which fail to include a greeting, a body that specifies your request, and/or a signature that includes your class and section numbers may not be answered. ***

Grading: No grades at USI are automatic and you will have to work for them. Points will be earned through class participation, assignments, papers, and class activities. A letter grade will be assigned depending on the amount of points earned. Your grade will be based on the following:

Item Name:	Item Point Value
Attendance & Participation	15 points
Strong Interest Survey	10 points
Completion of 4-year Plan w/ Peer Advisor	15 points
CV/Resume Assignment	20 points
FYE Journal/Passport	40 points
Total:	100 points

Grade	Percent	General Grading Definition
A	90-100%	High participation, submits high quality work, shows interest in course
B	80-89%	Participates actively, submits good quality work consistently
C	70-79%	Some participation, submits average quality work
D	60-69%	Lack of participation, submits below average quality work
F	59% or below	Little or no participation, submits unacceptable quality of work

I will grade assignments as quickly as I can but you can expect me to have your submitted worked graded in approximately 7-10 days after the due date. Late work is not accepted (see below).

Attendance & Participation: An attendance & participation rubric is provided for you so you can see how this grade is determined. Attendance is taken at every class Zoom meeting and your participation in that day's Zoom meeting (including class discussion, class preparedness, note taking, etc.) will be noted. Participation will also be based on your contributions to our class blogs. Because we will be meeting virtually once a week, **only 1 excused and/or unexcused absence is allowed**. More than 1 absence will result in a automaticdeduction of pointsfrom your total UNIV 101 grade. Keep in mind **if you are absent (regardless of the reason), you are absent** and you are responsible for allwork missed during your absence. University-sanctioned absences are considered regular absences and it is your responsibility to make arrangements prior to these absences for any work you will be missing. Also, please note that students who arrive 16 minutes or later after the start of our class meeting will be marked absent for the day.

Late/Missed Assignments: All work is expected to be submitted on time & in correct format for that assignment. **Late work is not accepted**. That being said, if you feel that you cannot make an assignment deadline you have one "Life Happens" late work excuse that allows you to submit an assignment up to three days late for any reason with no late penalty. This excuse may be used on the final draft of any assignment due before the last week of class; this excuse cannot be used on any assignments due the last week of class. To activate your "Life Happens" excuse, email me with a message stating that you are using your excuse. You do not need to provide a reason for using this extension.

If you have trouble submitting materials online before the due date, you should 1) let me know of the issue and 2) email your assignment as an attachment before the due date and time so that I know your work was completed before the due date. Failure to follow these guidelines will result in a zero for the assignment.

Extra Credit: Extra credit is considered on an individual basis. Students interested in completing extra credit work must have an overall course grade of a B or below (not an individual assignment grade) and completed all previously assigned work in the course. If you are interested in completing extra credit, you must develop an extra credit assignment which includes a description of the assignment, the amount of points the assignment is worth, and the due date for the assignment. Once you have developed a potential assignment, you'll need to arrange a meeting with me so we can discuss your assignment and come to an agreement on the assignment, the point value, and the due date. ALL extra credit work must be submitted no later than the last day of class. Extra credit work that is completed without my prior approval and/or submitted after our last class meeting will not be accepted.

SafeAssign: Plagiarism and cheating constitute academic misconduct and can result in both a grade penalty imposed by the instructor and disciplinary action including suspension or expulsion. As part of their responsibility to uphold the Student Code of Conduct, instructors reserve the right to have papers submitted through SafeAssign to check for plagiarism against a database of papers submitted previously at USI, a national database of papers, and the Internet. Self-plagiarism can also occur when you plagiarize yourself if you submit for credit a piece of work that is the same or substantially similar to work for which you have already gained or intend to gain university credit, at this or any other university. To avoid self-plagiarism, you must have prior permission from the relevant instructor(s) and give full attribution to the source (i.e. yourself). Safe Assign can be used to check against any earlier submitted student assignments or presentations.

Academic Integrity: Students have the right and responsibility to pursue their educational goals with academic integrity, which is the hallmark of truth and honesty in an engaged university community. Please view the [Academic Integrity Policies and Procedures](#).

Be aware that **I report ALL cases of academic dishonesty and/or academic misconduct to the University without exception.** All alleged violations are subject to a hearing, and that a range of penalties may be assessed, depending on the severity of the infraction. ***Incidents of academic dishonesty and/or misconduct will result in the most severe punishment the university will allow me to impose.***

Civility Statement: The university is dedicated to a culture of civility among students, faculty, and staff. The university embraces and celebrates the many differences that exist among its members and strives to maintain an environment that respects differences and provides a sense of belonging and inclusion for everyone. Please view [Student Rights and Responsibilities: Code of Student Behavior](#) and Equal Opportunity and Non-Discrimination policy.

Title IX, Sexual Assault and Gender Violence Policy: USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, you may seek help by contacting USI's Title IX Coordinator, Carrie Lynn, at 812-464- 1703 or at cnlynn@usi.edu. Find more information and resources about [Sexual Assault Prevention and Response](#).

Please note: All USI faculty, staff, and administration are mandatory Title IX reporters. The University Counseling Center is the only place on campus to discuss these issues confidentially.

Disability Accommodations: If you have a disability for which you may require academic accommodations for this class, please contact Disability Resources at 812-464-1961 or email Disability Communications at usi1disres@usi.edu as soon as possible. Students who are approved for accommodations by Disability Resources should request their accommodation letter be emailed to them to forward to their online instructors. Due to the nature of online courses, some accommodations approved for on campus courses may not apply. Please discuss this with Disability Resources to clarify as needed. Students who receive an accommodation letter from Disability Resources are encouraged to discuss the provisions of those accommodations with their professors before or during the first week of the semester. If you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting. For more information, please visit the Disability Resources website at [USI Disability Resources](#).

Financial Wellness Resources: Students who have difficulty affording food on a regular basis or lack a safe place to live and believe this may affect their class performance are encouraged to contact the [Dean of Students Office](#). If comfortable doing so, please notify the professor to enable them to provide you with resources. A list of resources can also be found at [Dean of Students List of Resources](#).

Class Withdrawal & Incomplete Policy: It is the student's responsibility to officially drop/withdraw from any courses before the deadline. The university does not withdraw students from any classes. Please refer to the [USI Academic Calendar](#) for specific dates. For more information, please visit [Registrar's Office Schedule Changes](#). Under special circumstances, students may petition for an incomplete grade. However, it is up to the course instructor to decide if an incomplete will be granted. Students receiving an incomplete grade will need to complete all course requirements by the agreed deadline to avoid an "F" grade.

Philosophy: We believe that successful students exhibit and practice positive habits such as: considering others' feelings before speaking, arriving to class early and prepared, committing themselves to the creation of the very best work they can do, moving through their day with integrity, and expecting and trusting classmates to do their best work.

It is in practicing these habits that we indicate a value system that supports the individual character, which is necessary for a productive and useful society. We will view every aspect of this course through this filter of habits and values. I expect you to consider these qualities every time you act and you can expect me to do the same.