

ACAD 1300: Journeys to Success | Fall 2021

Syllabus & Course Information | CRN: 22618

Instructor Information:

Instructor: Ashley J. Hicks, Ed.D.

Office: Hughes Hall 127 or Old Main 104G

Phone: (You may text or call this number!)

Email: ahicks@uca.edu

Course Information:

Class Meetings: MW | 1:00 - 2:15 pm | Hughes Hall 184

Office Hours: By Appointment in the Navigate App | Link:
<https://ucabears.campus.eab.com/pal/rFalN0X4r4>

Students are expected to follow all university requirements regarding face coverings.
(<https://uca.edu/coronavirus>)

Required Text and Resources:

Textbook: *College Success* (OpenStax) | ISBN: 978-1-951693-16-9

This book is *FREE* for online use. You may access it by creating an account at
<https://openstax.org/details/books/college-success>

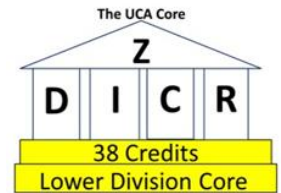
Blackboard: Access your course by signing in to <https://bblearn.uca.edu>

Other Requirements: As with most college classes, you will need a reliable computer capable of accessing the internet and basic office software (Google docs/sheets will be fine). If you are worried you will not be able to meet these requirements, please contact me *as soon as possible* and we can work towards finding a solution.

Course Description:

What is this course about?

This course is designed to explore the fundamentals of college success through academic topics such as setting short-term and long-term goals, developing non-cognitive skills for success, learning to learn, decreasing the negative effects of stress, and creating an academic and financial plan for completing college. This course is required for all conditionally-admitted students and conditional-prep status students during their first enrollment period. **This course is a first-year seminar.**



Is this course in the Lower Division core?

Yes! This course is also part of the Responsible Living component of the Lower Division Core. Responsible Living courses promote the ability to address real-world problems and find ethical solutions for individuals and society. For more information, go to <http://uca.edu/core>.

Course Outcomes:

What are our goals for this course?

After completing the course, students will forge meaningful connections to their peers, to their emerging academic futures, and to the University of Central Arkansas by:

- Explaining college expectations,
- Applying skills, attitudes, and habits that encourage academic success and persistence,
- Explaining the physical, social, emotional, and academic benefits of campus resources,
- Identifying strategies to decrease the negative effects of stress,
- Developing relationships with faculty, staff, and peers,
- Developing information literacy skills, and
- Creating short-term and long-term academic goals.

Course Communication:

How will I communicate with you?

All course materials will be posted on Blackboard and you will submit assignments on Blackboard unless otherwise instructed. I will communicate with you through your cub.uca.edu email and through announcements and discussions on Blackboard. Please check these frequently.

How can you communicate with me?

The best way to contact me officially is via email: ahicks@uca.edu. I will try to respond to your email the same day (Monday - Friday), but don't hesitate to remind me if it has been a few days and your email has not been answered! You are also welcome to text me or (as a last resort) call me at the number listed above. For my benefit, please include your name and which ACAD 1300 section you are in (Monday/Wednesday or Tuesday/Thursday) in your email or text! I also welcome questions after class (or before class, if we have time), or in [office hours](#).

Course Grades:

How will I calculate your grade?

There are a total of 1000 points available in this class. Your grade will be based on all points earned in the course. At the end of the semester you will be assigned a letter grade based on the percentage of points you earned out of the 1000 total available.

Grade	%	Points
A	>90%	900+
B	80% - 89%	800-899
C	70% - 79%	700-799
D	60% - 69%	600-699
F	<59%	<599

What assignments do you have in this class?

A table of our assignments and their point values can be seen below. You can find detailed descriptions of the assignments in the Assignment Breakdown on Blackboard and distributed with this syllabus.

Assignment	Description	% (approx.)	Points
Exams	2 online exams @ 100 points each	20	200
Class Participation	Various assignments	15	150
3 Key Points	15 assignments @ 10 points each	15	150
Case Studies	5 assignments @ 20 points each	10	100
Homework	5 assignments @ 20 points each	10	100
Co-Curricular Activities	2 activities @ 50 points each	10	100
Information Literacy Project	1 assignment, group work	10	100
Core Assessment Project	1 assignment, individual	5	50
Self-Awareness Project	1 assignment, individual	5	50
TOTAL:		100	1000

What is a co-curricular activity?

This class is a residential college class, and that means it is designed to include specialized co-curricular activities that take place outside of normal class time. The co-curricular activities for this class are listed in the table below. You should pick **two** of these five events to attend (though you may attend more than two).

How do you know your grade in this course?

You are expected to keep track of your own grades, though we will work together to develop a system to do so. Blackboard will also keep track of your grades in the “My Grades” section. Keep in mind that some grades, like the co-curricular activities, will not be put into the gradebook until the very end of the semester. Don’t let this trip you up! If you would like to check your grade against my official record at any time, send me an email or come to office hours.

Event	Date Time	Location
Get Your \$#! Together	Tuesday, September 6th X-Period (1:40 PM - 2:30 PM)	STEM@Hughes Lobby
Is Failure a Four Letter Word?	Tuesday, October 4th 6:30 PM - 8:00 PM	STEM@Hughes Classroom
STEM@Hughes Nachos & Networking Social	Tuesday, October 18th 6:00 PM - 7:30 PM	STEM@Hughes Classroom
STEM@Hughes Presents: Comfort Classics	Tuesday, November 15th 6:00 PM - 7:30 PM	STEM@Hughes Lobby & Classroom
Finals Prep & Study Sessions	Friday, December 9th (Multiple Events)	STEM@Hughes Lobby & Classroom

What do you do if you have a problem with your grade?

Please review your graded work after it is returned to you. I am happy to discuss questions you may have about the work or your overall grade in the course through email or in an office hours appointment. Keep on top of your grade and try to catch problems before they reach a “critical” stage-- it’s a lot easier to fix something or change a study behavior at midterm than it is at the end of the semester.

Extra Credit Opportunities:

Are there any extra credit opportunities in this class?

There are many extra credit opportunities for you throughout the semester. These opportunities will be announced in class and on Blackboard. You may attend up to five of the extra credit opportunities for 5 points each, allowing for a total of 25 points in extra credit. For comparison, this is about a quarter of a letter grade in this course.

How do you get extra credit points?

Please document your attendance at an extra credit event by having your name/Bear ID number recorded by either me or the STEM@Hughes student associate. Extra credit points will be added to a separate column in your Blackboard grades at the middle and at the end of the semester. There is no need to complete an extra reflection for extra credit activities.

Attendance and Tardiness:

Should you come to class?

Short answer: yes. Long answer: Yes... you should make every effort to be an active participant in your courses-- you’re paying for them, and they will help you reach the goals you set for yourself when you started your degree path.

What happens if you don't come to class?

Insufficient attendance or consistent late work will harm your overall grade and course experience. You have to be present to be a part of our classroom community. Additionally, Conditional or Conditional-Prep admitted students must maintain enrollment in this course throughout the semester and will not be allowed to drop the course. Students who voluntarily enroll in the course must visit their academic advisor in order to withdraw from the course.

Attending class is important, but what should you do if you are feeling ill?

Now more than ever you *must* take care of your health. For your safety and for the safety of your peers, **do not attend class if you are running a fever, experiencing any symptoms of illness, or have had contact with someone who is ill.** Contact the Student Health Center or your Primary Care physician for further instruction, and contact me when you are well. We will work from there to get you caught up in class.

What should you do if you miss class?

Sometimes something will happen and you can't make it to class. Either you're sick, you get a flat tire, or you just don't feel like getting out of bed (I don't expect you to be perfect, after all!)... So what should you do?

1. Email me and let me know what's going on to the level you're comfortable with. If you're sick, we'll work to get you caught up once you're well and return to class. If it's anything else, we'll work together to find an appropriate solution.
2. Check with your peers in class and get information on the content and assignment you missed that day.
3. Come back to class the next class session (or when you are well!) and be ready to rock it!

Will missing class hurt my grade?

Class participation is 15% of your total grade. Missing a day or two over the semester won't drastically reduce your grade, but consistently missing class will negatively impact your semester grade.

Late Work:

Can work be submitted late in this course?

Every Blackboard assignment will have a due date and you should make every effort to submit the work by that date. However, you will be able to submit your work late for up to two weeks (usually) for a maximum of 65% credit. *Always* submit an assignment, even if it's late. In order to help me complete grading for the course by the end of the semester, all late assignments must be submitted by 11:59 pm on 12/16.

Community Guidelines & Expectation of Respect:

Why is respect important?

To ensure that you get the most out of this course, it is important that our course (both online and in-person) is a place of respect. We do our best work when we feel supported and safe to speak our mind, ask questions, and be an active participant in our community and our learning.

How can you show respect to your classmates?

We will talk about this in our first few classes, but generally, treat others and their ideas with kindness and compassion. Approach disagreement from a place of desire for understanding, and don't belittle or shame others' experiences. Limit your time on electronic devices (when it's unrelated to class), limit disruptions to the class as a whole, and limit distractions to yourself and others around you.

How will I show you respect?

I will treat your ideas and contributions with kindness, answer questions as they arise, and encourage flexibility and understanding where we can. I will gently call out disruptions and distractions when they become a detriment to our classroom environment, and I will work with you to help build a community where we all feel safe and supported.

Is there anything else you should know about our classroom environment?

It has not frequently been an issue in my classes in the past, but racism, sexism, or discrimination of any kind has no place in our learning environment. I encourage you to (civilly) call these behaviors out if you are comfortable doing so, and I will endeavor to do the same. If a situation arises that I need to address, please let me know. Additionally, all students are expected to comply with the University policy regarding COVID-19.

(<https://uca.edu/coronavirus/students/>)

Family Care & Self Care Policy:

What should you do if you have a family to take care of and that interferes with my coursework?

I understand that everyone has a complex life outside of class. If you are in a position where you need to miss a class or assignment due to family care or child care arrangements, please contact me and let me know as soon as you can. If you have a consistent or recurring issue, meet with me individually to discuss potential or necessary solutions.

What should you do if you have a personal need that interferes with my coursework?

Each student is allowed *one* "self-care" pass per semester. These cannot be used on exams, co-curricular assignments, or projects. They can be used to exempt you from any other activity or assignment. You do not need to tell me the reason for using your self-care pass, but I am here to talk and help you find resources if you need me to be. To use your self-care pass, please email me directly at ahicks@uca.edu or submit the paper pass you received at the start of the semester.

Names & Pronouns:

What should you call me?

You can call me Dr. Hicks, or Dr. Ashley, whichever you prefer. I use she/her pronouns.

What if your name is different from your Blackboard name?

All you have to do is tell me in person or via email. Your intro survey has a question about names. Additionally, *please* correct me if I mispronounce your name. All aspects of identity are important to me, and I will learn how to say your name correctly!

Personal Electronic Devices:

Can you use your cell phone or laptop in class?

Yes! You are encouraged to use your cell phone or laptop to participate in Mentimeter, to take notes, or to complete course activities. However-- with great power comes great responsibility. Use your electronic devices wisely!

What does it mean to use your electronic devices wisely?

Basically... make every effort to be present in our learning environment. I know it's tempting to check your email or surf the web while we work, as I'm guilty of that too! However, your experience will be so much better if you commit to focusing on our class and completing one task at a time.

Pivoting to Online Learning:

What do we do if we have to move our class online?

Should the need arise for us to pivot to online learning, we will meet synchronously on Zoom during our class time. All course announcements will be posted on Blackboard and you will be contacted via your UCA email with any other course modifications or relevant information. A Zoom link will be provided to you if we need to move online!

Can you attend class online if you are quarantined?

If you are quarantined due to COVID-19, please contact me via email as soon as possible to arrange a way for you to continue to participate in the course and complete activities. Sometimes this will be joining on Zoom, sometimes it will mean doing an asynchronous assignment.

University Policies:

Is there anything else you need to know?

There are many different policies that the university has which may be of interest to you. There are listed below. Some can be confusing, so please ask if you have any questions. I encourage you to pay particular attention to the Disability Accommodations Policy (useful if you have received an IEP or a 504 in high school) and the Conditional Policy (useful if you are a conditionally admitted student).

Registration Policy:

Any student required to complete a transitional (UNIV) course must enroll in ACAD 1300 during their first semester at the university. <https://uca.edu/ubulletin/general-policies-information/registration-and-credit/>.

Disability Accommodations Policy:

The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need accommodations under this Act due to a disability, please contact the UCA Office Accessibility and Resources and Services (Student Health Building, Room 212; 450-3613).

Conditional and Conditional-Prep Status Policy: Conditions for Continuing Enrollment:

Conditional-Prep Status students must enroll in ACAD 1300 during their first semester at the university. All first-time students must complete at least 12 credit hours, earn a minimum 2.0 cumulative GPA, and complete any necessary developmental courses within the first 30 credit hours attempted as a degree-seeking student at the university, excluding developmental course hours. Concurrent or transfer credit hours do not count towards the first 30 credit hours attempted.

First-time freshmen who do not attain at least 12 credit hours and a 2.0 cumulative GPA within the first 30 credit hours attempted will be placed on academic probation as defined by the *Undergraduate Bulletin* in Academic Records, [§ 7.3 Academic Probation](#).

Any student who fails to complete any developmental requirement within the first 30 credit hours attempted will be placed on transitional suspension from the University until such time as the courses are completed at another accredited institution, as defined by the *Undergraduate Bulletin* in Admission to the University, [§ 7 Transfer of Credit](#), and a transcript provided to the Office of the Registrar.

Building Emergency Policy:

An Emergency Procedures Summary (EPS) for the building in which this class is held will be discussed during the first week of this course. EPS documents for most buildings on campus are available at <http://uca.edu/mysafety/bep/>. Every student should be familiar with emergency procedures for any campus building in which he/she spends time for classes or other purposes.

Academic Integrity Policy:

The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the Student Handbook. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in this course affirms a student's acceptance of this university policy. **Plagiarism**, claiming the work of another writer, professional or student, as your own, is not tolerated in this class or at UCA. See the Student Handbook for information on the University's policy, and ask me if you are experiencing any kind of difficulty in completing an assignment.

Title IX Disclosure Policy:

If a student discloses an act of sexual harassment, discrimination, assault, or other sexual misconduct to a faculty member (as it relates to "student-on-student" or "employee-on-student"), the faculty member cannot maintain complete confidentiality and is required to report the act and may be required to reveal the names of the parties involved. Any allegations made by a student may or may not trigger an investigation. Each situation differs and the obligation to conduct an investigation will depend on those specific set of circumstances. The determination to conduct an investigation will be made by the Title IX Coordinator. For further information, please visit: <https://uca.edu/titleix>. *Disclosure of sexual misconduct by a third party who is not a student and/or employee is also required if the misconduct occurs when the third party is a participant in a university-sponsored program, event, or activity.

Student Course Experience Survey:

The course experience survey is a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may complete surveys for courses they are taking starting on the Monday of the 12th week of classes through the Sunday after finals week by logging in to myUCA and clicking on the Course Evaluations task.

Disclaimer:

Assignments, point distributions, grading scales, and course policies should be regarded as flexible and subject to substitution or change at the discretion of the instructor. Students should refer to the 2022-2023 Student Handbook and familiarize themselves with all policies, particularly the Sexual Harassment Policy and Academic Policies.