**University of Central Arkansas**

**Course Syllabus – Fall 2017**

**ACAD 1300 – Journeys to Success: Exploring Strategies for Academic and Personal Development**

CRN 22558 TR 9:25-10:40 MH 114 and CRN 22822 TR 10:50-12:05 MH 115

**INSTRUCTOR INFORMATION:**

**Name:** Amy Baldwin, Ed.D.

**E-mail:** abaldwin@uca.edu

**Office Hours:** TR 8:20-9:20 a.m. or by appointment (I am here most days from 8:15-4:30 p.m.)

**Office Location:** Main Hall 010

**Phone:** 501-450-3220

**COURSE DESCRIPTION:** 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 open to all first-year students, and required for all conditionally-admitted students or conditional-prep status students during their first enrollment period.

Journeys to Success fulfills 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. In addition, this course is also designated a First-Year Seminar [FYS] course. The purpose of the first-year seminar is to provide a small-class learning environment to facilitate engagement in academic study at the collegiate level, make a connection to the university, and reinforce the importance of written communication skills.

**COURSE RESOURCES:**

**Required texts:** *How We Learn* by Benedict Carey (ISBN 978-0-8129-8429-3)

**Other Required materials:** Binder and packet of tabs

**COURSE OUTCOMES:** 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 metacognitive 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 GRADING POLICY:**

* UCA’s grading scale: A=90%-100%; B=80-89%; C=70-79%; D=60-69%; F=below 60%
* Your performance in this class will be measured by
	+ **In-class assignments** (quizzes, activities, etc.) that require you to be in class the day they are assigned to receive any points (30%)
	+ **Journals** to be completed weekly and emailed to me (20%)
	+ **Test Project** (10%)
	+ **Information Literacy Project and Group Presentation** (15%)
	+ **Self-Awareness Project** (25%)
* You will be able to keep up with your grades by
	+ Creating a grade sheet to track your grades on all your assignments. Graded work will be returned to you in a timely manner for you to record on your grade sheet.

**COURSE-SPECIFIC POLICIES:**

* **Attendance Policy**: After 4 absences, your grade will be reduced by 25 points for each absence. There are no excused or unexcused absences. 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.
* **Tardiness Policy:** Students who are late may miss crucial information about the course. There is no specific policy regarding tardies. Just be respectful of the other students if you arrive late.
* **Cell Phone Policy:** [Turn off cell phones and other electronic devices and remove headphones before entering the classroom; put all electronics in your backpack or out of sight. You may be asked to leave the class if you do not comply.
* **Late Work Policy:** All **in-class** assignments are due during class and cannot be made up if you are absent. All **out-of-class** assignments are due on the day indicated on the syllabus and cannot be made up if you do not submit them on time; not attending class is not an excuse for not submitting assignments on time. General assignments, homework, journals and the like are due by **4:00 p.m.** on the day they are due and must be emailed to me unless other directions for submission are given.
* **General Classroom Policies:**
	+ Arrive to class on time. Do not prepare to leave class until the instructor signals dismissal.
	+ Be accountable for timely submission of all academic work.
	+ Recognize that increasing diversity in the classroom demands increasing efforts to maintain mutual respect, tolerance of differences, and reasoned discourse.
	+ Ask your instructor's permission before recording a lecture.
	+ Arrive in class with BINDER, homework, and/or completed assignments.
	+ Do not expect the instructor to supply the missed instruction. Instead, get necessary information from other students.
	+ Be responsible for getting your assignments turned in on time by another means if you miss class on a day an assignment is due.

**HELP AND ASSISTANCE:**

* **Your Instructors**—know their office locations and office hours!
* **UCA Tutoring Services**—Torreyson Library 223; 9am-10pm Monday-Thursday, 9am-2pm Friday, 10am-2pm Saturday, 4pm-10pm Sunday; (501) 852-0720; [www.uca.edu/success](http://www.uca.edu/success)
* **Success Coaching**—available in each Residence Hall and in Old Main 102 for walk-in appointments; (501) 450-3125; [www.uca.edu/studentsuccess/successcoaching/](http://www.uca.edu/studentsuccess/successcoaching/)
	+ **Academic Success Workshops—**both online and on-campus academic assistance; (501) 450-3125; [www.uca.edu/studentsuccess/academic-success-workshops/](http://www.uca.edu/studentsuccess/academic-success-workshops/)

**UNIVERSITY POLICIES:**

* **Conditional and Conditional-Prep Status Policy: Conditions for Continuing Enrollment**
	+ *Conditionally admitted students or Conditional-Prep Status students must enroll in ACAD 1300 during their first semester at the university. Conditionally admitted students or Conditional-Prep students must attain at least a 2.0 GPA on at least 12 hours of academic core subjects and complete any necessary developmental courses within the first 30 credit hours attempted as a degree-seeking student at the university, including developmental course hours. Concurrent or transfer credit hours do not count towards the first 30 hours attempted.*
	+ *Conditionally admitted students or Conditional-Prep Status students who do not attain at least a 2.0 GPA on at least 12 credit hours of academic core subjects within the first 30 credit hours attempted will be placed on first academic suspension as defined by the Undergraduate Bulletin in Academic Records Section [8.4] Academic Suspension.*
	+ *Any student who fails to complete any developmental requirement within the first 30 credit hours, 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 Section [7] Transfer of Credit, and a transcript provided to the Office of the Registrar.*
* **Disability Accommodations Policy:** The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need an accommodation under this Act due to a disability, please contact the UCA Office of Disability Services (Student Health Building, Room 212; 450-3613).
* **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.
* **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.
* **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.
* **Course Evaluation Policy:** Student evaluations of a course and its professor are a crucial element in helping faculty achieve excellence in the classroom and the institution in demonstrating that students are gaining knowledge. Students may evaluate courses they are taking starting on the Monday of the twelfth week of instruction through the end of finals week by logging in to myUCA and clicking on the Evals button on the top right.