



# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

## Course Syllabus

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### Division of University Studies

#### UNST 100: UNIVERSITY EXPERIENCE

##### Course Description

This course will emphasize the role of the University Studies (UNST) program and present a broad overview of the curriculum structure and rationale, including an introduction to a variety of interdisciplinary themes within the UNST program. Introductory discussions on critical thinking, communication, skills, ethics, diversity, civic engagement, and globalization will be included.

The course will also provide students with an introduction to study skills, career exploration, University policies, and procedures, as well as University support services. Students should leave the course with an appreciation of how to successfully cope with the demands of college, to overcome the challenges of college life, and to take advantage of opportunities at the University.

##### Student Learning Objectives/Outcomes

Based on UNST Learning Objectives, the student will be able to:

###### Communication

#1: Effectively use information technology to find, interpret, evaluate, and use information discerningly, specifically, familiarity with the use of Blackboard, A&T's website, A&T e-mail, Aggie Access, and the Bluford Library System.

###### Ethics and Social Responsibility

#14: Understand and apply ethical reasoning principles to resolve moral, social, and professional issues.

###### Health, Lifestyles, and Behavior

#16: Understand and promote principles of wellness that include nutrition, exercise, avoidance of mind-altering chemicals, development of healthy relationships, and personal growth.

#17: Recognize behaviors that place individuals, families, and communities at risk.

###### Additional Learning Objectives

After working through our readings and completing scheduled tasks, you will be able to:

- Describe the UNST program curriculum structure and rationale, explaining how these relate to critical thinking, interdisciplinary inquiry, and potential professional careers.
- Explain the meaning of diversity and civic engagement in the context of the University.
- Demonstrate knowledge of policies and practices of academic integrity, as well as appropriate academic behavior in various campus contexts using the Aggie Pride Compact as a benchmark.
- Evaluate effective study skills, time management, and test-taking practices.

##### Required Textbook and Material

###### *Required Texts*

*University Experience 100: 2009-2010 North Carolina Agricultural & Technical State University* (2009). (Robyn Greenberg, Ed.). Littleton, MA: Tapestry Press. (ISBN #1-59830-341-4)

###### *Required Materials*

*2009-2010 A&T Planner* (Free: Available from 104 Murphy Hall)

###### *Suggested Materials*

1" Loose Leaf Binder

Serious scholarship requires procurement of essential course materials. Students will purchase all books and materials required for UNST courses within the first two weeks of the semester. Sharing of books thereafter is prohibited. Sharing of personal response devices (Clickers) constitutes academic dishonesty.

## Assignments and Academic Calendar

Topics, Reading Assignments, Due Dates, Exam Dates

These descriptions and timelines are subject to change at the discretion of the Professor

WEEK	IN-CLASS DISCUSSIONS, READINGS, ASSIGNMENTS, QUIZZES	IMPORTANT DATES
<u>Week 1</u> Aug. 17	<ul style="list-style-type: none"> <li>• In-Class: Course Introduction, Overview of Bb Course Shell, and Review Syllabus</li> <li>• <u>Read for Week 2: Chapter 1: NC A&amp;T State University</u></li> <li>• <u>Assignment Due Week 2: Scavenger Hunt and signed information page and attendance contract from textbook</u></li> </ul>	<ul style="list-style-type: none"> <li>• Friday, Aug. 21 – Last day to add or drop a course</li> </ul>
<u>Week 2</u> Aug. 24	<ul style="list-style-type: none"> <li>• In-Class:</li> <li>• <u>Read for Week 3: Chapter 2: Preparing for Success in College and Chapter 3: Becoming a Successful Student</u></li> <li>• <u>Chapter 1 Mini Quiz on Bb: Complete before next class meeting</u></li> <li>• <u>Assignment Due Week 3: 1<sup>st</sup> Advisor Signature</u></li> </ul>	
<u>Week 3</u> Aug. 31	<ul style="list-style-type: none"> <li>• In-Class: Pre-Test, Bring #2 pencil and Banner ID#</li> <li>• <u>Read for Week 4: Chapter 4: Making Time Work for You</u></li> <li>• <u>Chapter 3 Mini Quiz on Bb: Complete before next class meeting</u></li> </ul>	<ul style="list-style-type: none"> <li>• Monday, Sept. 7: Labor Day – <u>University Closed</u></li> </ul>
<u>Week 4</u> Sept. 7	<ul style="list-style-type: none"> <li>• Scavenger Hunt results discussed</li> <li>• In-Class: Discuss Time Management and Weekly-Schedule Assignment</li> <li>• <u>Read for Week 5: Chapter 5: Making the Classroom Work for You</u></li> <li>• <u>Assignment Due for Week 5: Weekly Schedule</u></li> <li>• Get a free A&amp;T planner from Murphy Hall, Room 104</li> </ul>	
<u>Week 5</u> Sept. 14	<ul style="list-style-type: none"> <li>• <u>Library Presentation: All UNST 100 Classes Meet in Bluford Library, 2<sup>nd</sup> floor seminar room #258 (do not come late)</u></li> <li>• <u>Read for Week 6: Chapter 8: Developing Test-Taking Skills</u></li> <li>• <u>Chapter 5 Mini Quiz on Bb: Complete before next class meeting</u></li> <li>• <u>Assignment Due Week 6: 2<sup>nd</sup> Advisor Signature</u></li> </ul>	
<u>Week 6</u> Sept. 21	<ul style="list-style-type: none"> <li>• In-Class: Chapter 8 PowerPoint Presentation and 10-Question Assessment Assignment</li> <li>• <u>Read for Week 7: Chapter 6: Improving Your Memory and Learning Skills</u></li> <li>• <u>Assignment Due for Week 7: 10-Question Assessment</u></li> </ul>	
<u>Week 7</u> Sept. 28	<ul style="list-style-type: none"> <li>• Office of Career Services Classroom Visit</li> <li>• In-Class: Discuss Outlining</li> <li>• Midterm Exam Review Sheet Posted to Bb</li> <li>• <u>Read for Week 8: Chapter 7: Listening Actively and Taking Good Notes and View PowerPoint Presentation on Bb</u></li> <li>• <u>Assignment Due Week 8: Outline Textbook Chapter 5</u></li> </ul>	

<u>Week 8</u> Oct. 5	<ul style="list-style-type: none"> <li>In-Class: Discuss Group Project</li> <li><u>Assignment Due Week 9</u>: 3<sup>rd</sup> Advisor Signature</li> </ul>	
<u>Week 9</u> Oct. 12	<ul style="list-style-type: none"> <li>In-Class: Midterm Examination, Bring #2 Pencil</li> <li><u>Chapter 6 Full Quiz on Bb</u>: Complete before next class meeting</li> <li><u>Read for Week 10: Chapter 9: Learning to Think Critically</u></li> <li><u>Assignment Due Week 10</u>: Page 302</li> </ul>	
<u>Week 10</u> Oct. 19	<ul style="list-style-type: none"> <li><u>Chapter 9 Mini Quiz on Bb</u>: Complete before next class meeting</li> <li><u>Read for Week 11: Chapter 10: Making Healthy Choices</u></li> </ul>	<ul style="list-style-type: none"> <li>Monday-Tuesday, Oct. 19-20 FALL BREAK – <u>University Closed</u></li> <li>Thursday, Oct. 22: Midterm Grades Due</li> </ul>
<u>Week 11</u> Oct. 26	<ul style="list-style-type: none"> <li><u>Read for Week 12: Chapter 11: Sharing Your World</u></li> <li><u>Chapter 10 Full Quiz on Bb</u>: Complete before next class meeting</li> </ul>	<ul style="list-style-type: none"> <li>Thursday, Oct. 29: Fall Convocation (classes suspended from 10:00am—Noon)</li> <li>Friday, Oct. 30: Last day to withdraw (W) from a course without a grade evaluation</li> <li>Saturday, Oct. 31: Homecoming</li> </ul>
<u>Week 12</u> Nov. 2	<ul style="list-style-type: none"> <li><u>Assignment Due Week 13</u>: Completed Group Project</li> </ul>	<ul style="list-style-type: none"> <li>Monday, Nov. 2: Spring/Summer 2010 Advisement &amp; Registration Begins</li> </ul>
<u>Week 13</u> Nov. 9	<ul style="list-style-type: none"> <li>Final Exam Review Sheet Posted to Bb</li> <li><u>Chapter 11 Mini Quiz on Bb</u>: Complete before next class meeting</li> <li><u>Read for Week 14: Chapter 12: Leadership, Ethics, and Responsibility</u></li> <li><u>Complete for Week 14</u>: Take Home Post Test and Scantron Form</li> </ul>	
<u>Week 14</u> Nov. 16	<ul style="list-style-type: none"> <li>In-Class: Post-Test, Bring #2 pencil and Banner ID#</li> <li><u>Assignment Due Week 16</u>: Proof of registration with Career Services</li> <li><u>Chapter 12 Mini Quiz on Bb</u>: Complete before next class meeting</li> </ul>	
<u>Week 15</u> Nov. 23		<ul style="list-style-type: none"> <li>Wednesday-Friday, Nov. 25-27: Thanksgiving Holiday <u>University Closed</u></li> </ul>
<u>Week 16</u> Nov. 30	<ul style="list-style-type: none"> <li>In-Class: Final Examination, Bring #2 pencil</li> </ul>	<ul style="list-style-type: none"> <li>Friday, Dec. 4: Classes End</li> <li>Saturday, Dec. 5: Reading Day</li> </ul>
<u>Week 17</u> Dec. 7-11	<ul style="list-style-type: none"> <li>Final Exams Week</li> <li>Check the final exams schedule for locations and times</li> </ul>	<ul style="list-style-type: none"> <li>Dec. 14: Final Grades Due</li> </ul>

*Note: Instructors may make additions or changes to this schedule at any time. It is the student's responsibility to check Blackboard for the most complete and up-to-date information.*

### Week 1 to Week 9

Scavenger Hunt	20 Points	<ul style="list-style-type: none"><li>• Assignment in textbook: Chapter 1</li></ul>
Weekly Schedule with explanation paragraph	20 Points	<ul style="list-style-type: none"><li>• Assignment in textbook: Chapter 4 <u>or</u> use electronic schedule in Bb</li><li>• Explanation must be typed</li></ul>
Chapter 5 Outline	20 Points	<ul style="list-style-type: none"><li>• Must be Typed</li><li>• Submit Through Bb Assignment Manager</li></ul>
10-Question Assessment	20 Points	<ul style="list-style-type: none"><li>• Assignment Instructions in Textbook: Chapter 8</li><li>• Must be Typed</li><li>• Submit Through Bb Assignment Manager</li></ul>
3 Advising Signatures	30 Points	<ul style="list-style-type: none"><li>• Page 39 in textbook</li></ul>
Chapter 1 Mini Quiz	5 Points	<ul style="list-style-type: none"><li>• Complete in Blackboard</li></ul>
Chapter 3 Mini Quiz	5 Points	<ul style="list-style-type: none"><li>• Complete in Blackboard</li></ul>
Chapter 5 Mini Quiz	5 Points	<ul style="list-style-type: none"><li>• Complete in Blackboard</li></ul>
Chapter 6 Full Quiz	20 Points	<ul style="list-style-type: none"><li>• Complete in Blackboard</li></ul>
Midterm Examination	100 Points	<ul style="list-style-type: none"><li>• In Class</li><li>• Bring #2 Pencil</li></ul>
Semester Midterm Points Total and Distribution	245 Points	245-220.5 = A <220.5-196 = B <196-171.5 = C <171.5-147 = D <147 = F

### Week 10 to Week 16

Page 302	10 Points	<ul style="list-style-type: none"><li>• Assignment in Textbook</li><li>• Handwritten is acceptable</li></ul>
Group Project	50 Points	<ul style="list-style-type: none"><li>• TBA</li></ul>
Chapter 9 Mini Quiz	5 Points	<ul style="list-style-type: none"><li>• Complete in Blackboard</li></ul>
Chapter 11 Mini Quiz	5 Points	<ul style="list-style-type: none"><li>• Complete in Blackboard</li></ul>
Chapter 12 Mini Quiz	5 Points	<ul style="list-style-type: none"><li>• Complete in Blackboard</li></ul>
Chapter 10 Full Quiz	20 Points	<ul style="list-style-type: none"><li>• Complete in Blackboard</li></ul>
Instructor's Choice	10 Points	<ul style="list-style-type: none"><li>• TBA</li></ul>
Participation	20 Points	<ul style="list-style-type: none"><li>• 10 Points at Discretion of Instructor</li><li>• 10 Points for Completing End-of-Semester Bb Survey</li></ul>
Final Examination	100 Points	<ul style="list-style-type: none"><li>• In Class</li></ul>
Second Half of Semester Points Total	225 Points	
Total Course Points Distribution	470 Points	470-423 = A <423-376 = B <376-329 = C <329-282 = D <282 = F

### **Grading Policy**

This course will be evaluated on a letter grade basis. Your grade will be determined according to the evaluation criteria above.

## Course Policies

### *Makeup Coursework and Exams*

The administration, faculty and staff recognize that there are circumstances and events that require students to miss classes and required course work due on the day of the absence. Also, they recognize that required course work is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (and more specifically described below), students should be allowed to make up required work. Instructors should schedule make-up work at a time that is convenient to both the instructor and the student.

### *Policy Regarding Makeup of Required Coursework*

- Student may petition an instructor to make up required coursework whenever the student has a permissible reason for requesting make up of required coursework.
- Student will be required to present documentation, which verifies absence constituting permissible reason.
- Whenever possible, a student should consult with the instructor prior to an absence that will involve the failure of submission of coursework. Arrangements for makeup should be discussed and agreed upon at this time.
- A student must petition for makeup of required coursework on the first day that he/she returns to class.
- If permission is granted to make up required coursework, the instructor and the student should agree on an acceptable date for accomplishing the makeup of missed required coursework.

Failure to comply with the above may result in the denial to make up required coursework.

### *Required Documentation*

- Verification of Illness: Requires signed statement of a physician or a duly authorized staff member of the Sebastian Health Center.
- Verification of Death: Requires signed statement from the Minister or Funeral Director.
- Verification of Participation in University-Related Activities: Requires signed statement/letter from the Office of the Vice-Chancellor for Academic Affairs.
- Verification of Other reasonable Circumstance (e.g., court appearance, family emergency, etc.): Requires a signed statement from an appropriate official (e.g., Court Official, parent or guardian, etc.).

### *Late Work*

All assignments are due on the dates indicated in your syllabus. **No late work will be accepted in any UNST course.** Exceptions will be made only in cases of documented medical or family emergency or religious observance. Please notify your instructor by e-mail before the assignment is due should an acceptable absence occur. Employment, child care, or other academic pressures do not constitute a valid excuse for late work. There is no provision for additional assignments or extra credit to substitute for missed course requirements.

### *Class Attendance*

University Studies strives to professionalize its students; therefore, regular attendance and punctuality are mandatory in all UNST courses. Attendance will be taken at the beginning of each class. Tardiness will not be tolerated. Absent or tardy students are responsible for any missed class work, including any changes to the syllabus or assignments announced in class. In short, absences and tardiness can/will diminish your grade. If you suffer prolonged illness or misfortune, you should consider dropping the course. Persistent tardiness and failure to observe established classroom etiquette will lead to failure of the course. Student athletes must submit a schedule of days they will be absent within the first week of classes.

Students will automatically receive an "F" for missing beyond the equivalent of two weeks of class:

- M, W, F Schedule: Six (6) unexcused absences
- T, R Schedule: Four (4) unexcused absences
- 1-Class Per Week Schedule: Two (2) unexcused absences

At half the allotted absences (three (3) absences for M, W, F schedule; two (2) for T, R schedule; and one (1) for 1-class per week schedule), students are required to meet with their instructor(s) for a mandatory one-on-one conference concerning his/her performance in class.

Absence or tardiness is only excused for emergency situations. Students are responsible for submitting acceptable documentation for the excused absence within one week of the absence. Examples of acceptable documentation include:

### *Required Documentation*

- Verification of Illness: Requires signed statement of a physician or a duly authorized staff member of the Sebastian Health Center.
- Verification of Death: Requires signed statement from the Minister or Funeral Director.
- Verification of Participation in University-Related Activities: Requires signed statement/letter from the Office of the Vice-Chancellor for Academic Affairs.
- Verification of Other reasonable Circumstance (e.g., court appearance, family emergency, etc.): Requires a signed statement from an appropriate official (e.g., Court Official, parent or guardian, etc.).

### *Student Athletes (and other school group participants)*

Students participating in school athletics are held to the same attendance and performance expectation as non-athletes. Hence, they should coordinate their course schedules so that team practices and games do not conflict with class meetings and group work. Student-athletes should identify themselves to their instructors, submit a schedule of days you will miss class as well as the name and contact information for their coach within the first week of classes.

#### *Classroom Citizenship*

All cell phones, pagers, and personal communication devices must be **turned off** for the duration of the class period. Students who fail to comply with this rule will be asked to leave the class and will be marked absent. Campus security will be asked to escort from the classroom those students who fail to leave as requested.

There will be no eating or drinking in class (other than bottled water). Students will be respectful of their professor and colleagues. Any behavior that distracts (i.e., eating, talking while others are talking, etc.) or is disrespectful (i.e., personal attacks, studying for other courses during class, etc.) is unacceptable. Differences of opinion should be met with intellectual curiosity and rigor rather than insult, contumely, or discord.

Student success in this course depends upon the development of scholarly habits. Participation in class discussion and group work is mandatory. Collegial responsibility and respect are also compulsory.

#### **Technical Support**

If you experience any problems with your A&T account you may call Aggie Tech Support (formerly Help Desk) at 336.334.7195.

#### **Field Trip Policies/Off-Campus Instruction and Course Activities**

- Student Affairs Website: [www.ncat.edu/~staffair/](http://www.ncat.edu/~staffair/)
- Student Handbook: [www.ncat.edu/~deanofst/Handbook.htm](http://www.ncat.edu/~deanofst/Handbook.htm);
- Student Travel Procedures and Student Travel Activity Waiver: [businessfinance.ncat.edu/policies%20and%20procedures%20index.htm](http://businessfinance.ncat.edu/policies%20and%20procedures%20index.htm)

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at [businessfinance.ncat.edu/policies%20and%20procedures%20index.htm](http://businessfinance.ncat.edu/policies%20and%20procedures%20index.htm).

Additional information is available from the office of Student Affairs: [www.ncat.edu/~staffair/](http://www.ncat.edu/~staffair/)

#### **Other Policies (e.g., copyright guidelines, confidentiality, etc.)**

- Student Handbook: <http://www.ncat.edu/~deanofst/Handbook.htm>
- Family Educational Rights and Privacy Act: [www.ncat.edu/~registra/ferpa\\_info/index.htm](http://www.ncat.edu/~registra/ferpa_info/index.htm)

#### **Student Conduct & Discipline**

- North Carolina A&T State University has rules and regulations that govern student conduct and discipline meant to ensure the orderly and efficient conduct of the educational enterprise. It is the responsibility of each student to be knowledgeable about these rules and regulations.
  - Undergraduate bulletin: [www.ncat.edu/~acdaffrs/Bulletin\\_2008-2010/2008-2010\\_Undergraduate\\_Bulletin.pdf](http://www.ncat.edu/~acdaffrs/Bulletin_2008-2010/2008-2010_Undergraduate_Bulletin.pdf)
- For detailed information about specific policies such as academic dishonesty, cell phones, change of grade, disability services, disruptive behavior, general class attendance, grade appeal, incomplete grades, make up work, student grievance procedures, withdrawal, etc.
  - Student Handbook: [www.ncat.edu/~deanofst/Handbook.htm](http://www.ncat.edu/~deanofst/Handbook.htm)

#### **E-mail Policy**

Instructors will reply to student e-mail within 48 hours, **Monday-Friday only**. In order to ensure a reply, students **must** only use NCAT e-mail accounts (no hotmail, gmail, AOL, etc.). Each e-mail message must include the course number and section (if sent through Bb, it will be added automatically) as well as a concise and clear statement of purpose in the subject line (i.e., UNST 100:17 – Death in Family). You must include your name, as it appears on the course roster, at the end of your message. All messages must be conveyed using standard English.

Please make sure you consult the course syllabus, other handouts, and the course website **BEFORE** submitting inquiries by e-mail. When a question cannot be easily or briefly answered by e-mail, please visit your instructor during their office hours.

#### **Disabilities**

Students with documented learning disabilities should identify themselves to their instructor and present appropriate documentation during the first week of classes. The Office of Veterans and Disability Support Services is located in Murphy Hall, Suite 01, and the contact number is (336) 334-7765.