

EDUC 104: Applied Academic Literacies (1 credit) Syllabus Fall 2019

11:00 – 11:50AM, Mondays
Room 018F, Tutoring Learning Center

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Office Location: By Appt

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Your performance in this class is very important to me. Please feel free to contact me concerning any problems you are experiencing in this course or anything generally affecting your UWSP life.

Course Description

This course assists students with developing skills, knowledge, and behaviors necessary for optimal academic success at UWSP. Students will learn and apply the appropriate strategies to tackle and overcome obstacles to effective learning, time management, test-taking, self-efficacy, and confidence.

Course Learning Outcomes

By the end of the course, students should be able to:

- Know why a university education is important to them
- Identify personal barriers to academic success and develop ways to overcome them
- Identify and apply the appropriate study strategies to any learning situation to achieve positive outcomes
- Set and monitor goals effectively
- Identify and utilize UWSP programs, resources, and services that will support their studies and co-curricular involvement
- Demonstrate behaviors of self-management and motivation, interdependence, and personal responsibility

Instructor Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any activities or assignments

- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar includes any activities or assignments with due dates
- Arrange to meet with individual students before and after class as required

Evaluation/Course Requirements

Assignment	Points
Class Attendance (14)	28 points
Class Participation (14)	28 points
Journal Entries (12)	12 points
Assignments (9)	18 points
Attend Events (2)	6 points
Use TLC services (4)	8 points
Total	100 points

Required Course Materials

There is no required textbook for this course. Course materials will be provided by the instructor in class or in Canvas for download.

Canvas Learning Management System

This section of EDUC 104 uses Canvas for course assignments, activities, and assessments. In most cases, you will be required to submit assignments online or in class. Please check in Canvas or the course syllabus to know when assignments are due and where they are to be submitted. If you are not sure, please ask me.

Classroom Etiquette

- No non-educational use of mobile phones in class. Unless you are instructed to use your phone during a class activity, please switch your phone to silent and put your phone away.
- Please pay undistracted attention to your instructor and classmates when they are addressing the class or participating with you in group activities
- Do not use or direct disrespectful language to your instructor or classmates
- Do not be tardy once class has begun at 11:00am
- Do not prepare to leave class until class had ended at 11:50am

Confidentiality

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

Inclusivity Statement

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it at <https://www.uwsp.edu/dos/Pages/Bias-Hate-Incident.aspx> link. You may also contact the Dean of Students office directly at dos@uwsp.edu.

Grading Scale

94 – 100 % = A
90 – 93% = A-
87 – 89% = B+
84 – 86% = B
80 – 83% = B-

77 – 79% = C+
74 – 76% = C
70 – 73% = C-
67 – 69% = D+
64 – 66% = D

60 – 63% = D-
<60 % = F

Attendance

Class attendance will likely be the most important actor in determining your performance and grade in this course, so plan for success. If you are to miss a class, notify me by email well in advance. Otherwise, I will consider your absence as unexcused. Each unexcused absence will cost two (2) points. If you are absent for more than two classes, you will lose a half a letter grade for each additional absence.

Please refer to the "Absences due to Military Service" and "Religious Beliefs Accommodation" below. Additionally, below are attendance guidelines as outlined by the *UWSP registrar* (<https://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx>)

Changes in class enrollment will impact your tuition and fee balance, financial aid award and veterans educational benefit.

During the first eight days of the regular 16-week term, I will take attendance. If you are not in attendance, you may be dropped from the class. You are responsible for dropping any of your enrolled classes.

Late Work

If you think you are going to submit your work late, please call or email me and we will discuss.

Course Calendar (subject to change)

Week/Date		Topics	Readings/Activities	Assignments	Due Dates
1	2 Sep	Labor Day – no class meeting			
2	9 Sep	Course introduction Why college?	Syllabus, ice-breaker	Reflection post 1: The essentials for college success Assignment 1: Scavenger hunt	Canvas 15 Sep In class 16 Sep
3	16 Sep	Challenges & Successes	Guest speaker In-class video & discussion	Reflection post 2: A past failure & upcoming challenge Assignment 2: Three proposed events and/or clubs	Canvas 22 Sep In class
4	23 Sep	Creating a Support System	Needs assessment activity & discussion	Reflection Post 3: Your team Assignment 3: Your support system map	Canvas 29 Sep
5	30 Sep	Personal Responsibility	Guest speaker – TBD Making the right choices	Reflection post 4: Responsibility & choices	Canvas 6 Oct
6	7 Oct	Active Listening & Note-taking	Note-taking activities	Fifth week attendance grade	Canvas 13 Oct
7	14 Oct	Active Listening & Note-taking	Note-taking activities	Reflection Post 6: Your strategies toolkit	Canvas 20 Oct
8	21 Oct	Reading & Annotating	Reading speed & annotating activities	Assignment 4: Annotating an article	In class
9	28 Oct	Successful Test-taking	Test-taking strategies activities	Reflection Post 7: Your strategies toolkit II	Canvas 3 Nov

10	4 Nov	Your Learning Style	Guest speaker – TBD LS activities & discussion	Reflection Post 8: Learning style Assignment 5: Learning style assessment	Canvas 10 Nov
11	11 Nov	Motivation & Resilience	Motivation activity & discussion	Assignment 6: Your motivation 10th week attendance grade	In class
12	18 Nov	Time & Energy Management	Time management activity & discussion	Reflection post 9: Your time Assignment 7: 11 things to do before graduation	Canvas 17 Nov In class
13	25 Nov	Career Goal-setting	Goal setting activity & discussion	Reflection Post 10: Career Goals Feedback Assignment 8: Summary of attended event or club 1	Canvas 1 Dec Canvas 1 Dec
14	2 Dec	Wellness & Stress Relief	Stress relief plan activity	Reflection Post 11: Wellness & stress relief methods Assignment 9: Summary of attended event or club 2	Canvas 8 Dec Canvas 8 Dec
15	9 Dec	Planning for Success	Class reflection discussion	Reflection Post 12: Letter to a family member, friend or yourself Last weeks attendance grade	Deliver it on your own

Campus Policies

Emergency Procedures

- In the event of a **medical emergency call 9-1-1** or use campus. Offer assistance if trained and willing to do so. Guide emergency responders to

victim.

- In the event of a **tornado warning, proceed to the lowest level interior room** without window. See www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans.aspx for floor plans showing severe weather shelters on campus. Avoid wide-span structures (gyms, pools or large classrooms).
- In the event of a **fire alarm, evacuate the building** in a calm manner. Notify instructor or emergency response personnel of any missing individuals.
- **Active Shooter – RUN. HIDE. FIGHT.** If trapped, hide, lock doors, turn off lights, spread out and remain quiet. Call 9-1-1 when it is safe to do so. Follow instructions of emergency responders.

See UW-Stevens Point Emergency Procedures at www.uwsp.edu/rmgt/Pages/em/procedures for details on all emergency response at UW-Stevens Point.”

Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility *not to exceed two (2) weeks* (<https://www.uwsp.edu/veteran-services/Pages/short-term-leave.aspx>) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to <https://www.uwsp.edu/veteran-services/Pages/Call-Up-Guidelines.aspx>

Religious Beliefs Accommodation

It is UW System policy, UWS 22

(https://docs.legis.wisconsin.gov/code/admin_code/uws/22) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or

dates that you will request relief from an examination or academic requirement.

- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

Equal Access for Students with Disabilities*

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor and contact the **Disability and Assistive Technology Center***

(<https://www.uwsp.edu/datc/Pages/default.aspx>) to complete an Accommodations Request form. Phone: 346-3365 or Room 609 Albertson Hall.

Help Resources

Tutoring	Advising	Safety and General Support	Health
Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. 018 Albertson Hall, ext 3568	Academic and Career Advising Center, 320 Albertson Hall, ext 3226	Dean of Students Office, 212 Old Main, ext. 2611	Counseling Center, Delzell Hall, ext. 3553. Health Care, Delzell Hall, ext. 4646

UWSP Service Desk

The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk

via email at techhelp@uwsp.edu or at (715) 346-4357 (HELP) or <https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx>

Care Team

The University of Wisconsin-Stevens Point is committed to the safety and success of all students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As your instructor, I may contact the Office of the Dean of Students if I sense you are in need of additional support which individually I may not be able to provide. You may also share a concern if you or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success or the safety of others, by reporting to <https://www.uwsp.edu/dos/Pages/Anonymous-Report.aspx>

Academic Honesty

Academic Integrity is an expectation of each UW-Stevens Point student. Campus community members are responsible for fostering and upholding an environment in which student learning is fair, just, and honest. Through your studies as a student, it is essential to exhibit the highest level of personal honesty and respect for the intellectual property of others. Academic misconduct is unacceptable. It compromises and disrespects the integrity of our university and those who study here. To maintain academic integrity, a student must only claim work which is the authentic work solely of their own, providing correct citations and credit to others as needed. Cheating, fabrication, plagiarism, unauthorized collaboration, and/or helping others commit these acts are examples of academic misconduct, which can result in disciplinary action. Failure to understand what constitutes academic misconduct does not exempt responsibility from engaging in it.

UWSP 14.03 Academic misconduct subject to disciplinary action.

- (1) Academic misconduct is an act in which a student:
 - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
 - (b) Uses unauthorized materials or fabricated data in any academic exercise;
 - (c) Forges or falsifies academic documents or records;
 - (d) Intentionally impedes or damages the academic work of others;
 - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
 - (f) Assists other students in any of these acts.
- (2) Examples of academic misconduct include, but are not limited to:
 - Cheating on an examination

- Collaborating with others in work to be presented, contrary to the stated rules of the course
- Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another
- Submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas
- Stealing examinations or course materials
- Submitting, if contrary to the rules of a course, work previously presented in another course
- Tampering with the laboratory experiment or computer program of another student
- Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in the *University System Administrative Code, Chapter 14*

(http://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf)

FERPA

The *Family Educational Rights and Privacy Act* (FERPA)

(<https://www.uwsp.edu/regrec/Pages/ferpa.aspx>) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll.

Title IX

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the *Dean of Students webpage* (<https://www.uwsp.edu/DOS/sexualassault/Pages/default.aspx>) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the *Title IX page* (<https://www.uwsp.edu/hr/Pages/Affirmative%20Action/Title-IX.aspx>).

Clery Act

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1st in our *Annual Security Report* (<https://www.uwsp.edu/dos/clery/Documents/ASR-ASFR.pdf>) Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our *Jeanne Clery Act* (<https://www.uwsp.edu/dos/clery/Pages/default.aspx>) page.

Drug Free Schools and Communities Act

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances. *Center for Prevention – DFSCA* (<https://www.uwsp.edu/dos/aoda-ipv/Pages/dfsca.aspx>)

Copyright infringement

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit <http://libraryguides.uwsp.edu/copyright?hs=a>