

UGS 1010: Your Path for a Successful Start at the U of U
Spring 2021
University of Utah Asia Campus
Tuesdays from 1:00-1:50

Instructor: Kevin D'Arco, Ed.D.

Email: kevin.darco@utah.edu

Email expectations: My goal is to answer all course related e-mails/Canvas messages within 24 business hours. If an e-mail is sent on the weekend or during a holiday, I will reply by end of business on the day after the break. I rarely check my university e-mail after business hours. Please plan accordingly.

Office Hours: My door is always open, but it's best to make an appointment to make sure I'm available. I am available to meet in-person or via Zoom; let me know your preference when setting up the time.

Office Location: U805

Zoom virtual office (different link than classroom): <https://utah.zoom.us/j/6723553263>

Zoom Expectations

Zoom Classroom for IVC: <https://utah.zoom.us/j/94901416934>

Meeting ID: 949 0141 6934

Passcode: UGS1010

The University of Utah Asia Campus requires that all students turn on their cameras during the entire course and post their full name in English. If a student has financial difficulty obtaining the appropriate equipment for online courses, the UAC can help provide resources.

Students in UGS 1010 will be expected to unmute themselves throughout breakout group conversations in order to simulate in-person class discussion. Zoom sessions will not be recorded.

Required Materials

All readings will be available via the course Canvas page. No textbooks are required for this course.

Course Description

This course is a continuation of the UAC Orientation to assist students with a successful time at the UAC. Topics will include a review of skills required for academic success at UAC and also skills required for social, emotional, and physical well-being during your time in college. The class will explore campus resources, adult development theories, and learning styles. You will also be given the opportunity to improve classroom skills such as presenting, speaking in class, and working with your professors to find success in each class.

Course Objectives

1. Develop and enhance skills for academic success:
 - become familiar with campus resources
 - practice speaking and presenting in a classroom setting
 - develop critical thinking skills
 - learn time management strategies and skills
 - understand professional communication and interaction expectations on campus
2. Develop and enhance skills related to personal development:
 - learn stress management strategies
 - explore leadership opportunities on campus
 - understand theories of adult development
 - appreciate and respect diversity and develop cultural awareness

- plan for career development and life goals

Engagement Expectations

This is a course that is designed to be simple but also practical. While the assignments in this class are not difficult, there is a high level of engagement expected. Think of this course as a place to practice and learn how to reach your highest potential as a student.

My expectations for engagement in this course:

- Students come to class prepared (finished the Read/Watch content and weekly assignment) and willing to contribute to discussions.
- Each student should speak during each class meeting, either to ask authentic questions or make thoughtful comments.
- Students support each other when speaking in class by being good listeners and non-judgemental.
- Student faces are visible in the Zoom window, camera is on and microphone is available. If you are not visible on the screen you will not be counted present for the day.
- Students communicate about any anticipated absences with the instructor before missing class, not after.
- **Cell phones should not be used during class** unless they are part of our activity or there is an emergency. If there is an emergency and you need your cell phone out in class, let the instructor know before class starts. Students using laptops or cell phones in class will be asked to put them away.

Assignments

Weekly Assignments

There are weekly assignments during the semester. You must complete 21 of the 24 assignments to pass the course. You can find assignment descriptions for each assignment, along with due dates, on Canvas.

Campus Events

Three times during the semester you must attend a campus event. You will submit a short review of each of these events to me for credit. One campus event assignment will be due at the end of March, April, and May, but the events can happen anytime during the semester before the due date. (For example: you could attend two events in March and submit them for March and April)

Writing Center/English Speaking Lab

Twice during the semester, you must schedule a visit to the Writing Center to get help on a writing assignment. At your appointments, you must ask for a stamped receipt of your visit and submit a photo of that to me in Canvas before the last day of class.

OR

Instead, you may choose to visit the Writing Center once and also visit the English Speaking Lab once. Submit a screenshot or other proof of your visits in Canvas before the last day of class.

Grading

This course is pass or fail. You will not receive a letter grade for this class. It is assumed that all students will pass the course who are engaged. To pass the class you must:

1. Complete at least 20 of the 23 course assignments. You can miss any 3 of the assignments with no problem.
2. Miss no more than 2 days of class without an official excuse from the university. If you come late to class 3 times, that will equal one absence.
 - a. The following will qualify as "late"
 - i. Arriving more than 5 minutes after the start of class.
 - ii. Leaving more than 5 minutes before the end of class.

- iii. Not showing your full face on Zoom.
- iv. Not having a working microphone.
- b. The following will qualify as “absent”
 - i. Not turning on your camera during class.
 - ii. Two or more of the “late” behaviors in the same week.

If you fail to meet EITHER one of these expectations, you will not pass the course or receive the credit for the course.

I will do my best to notify you if you are at risk of failing the course, but it is ***YOUR RESPONSIBILITY*** to keep track of your own missing assignments and absences.

University Policies

1. ***The Americans with Disabilities Act.*** The University of Utah Asia Campus seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the UAC Office of the Dean of Students – randy.mccrillis@utah.edu. The UAC Office of the Dean of Students will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the UAC Office of the Dean of Students.
2. ***Sexual Misconduct.*** Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran’s status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the UAC Office of the Dean of Students – randy.mccrillis@utah.edu. For support and confidential consultation, contact the UAC Mental Health Counseling, 3052 Multi-complex Building, 032-626-6142.
3. ***Student Code of Conduct.*** All students are expected to maintain professional behavior in the classroom setting as outlined in the Code of Student Rights and Responsibilities, Policy 6-400 of the University Regulations Library (<http://www.regulations.utah.edu/academics/6-400.html>).
4. ***Wellness Statement.*** Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student’s ability to succeed and thrive at the University of Utah Asia Campus. For helpful resources, contact the UAC Mental Health Counseling Center; asiacampus.utah.edu/mental-health-counseling-center/; 0326266142. You can make an appointment using this link:
<https://appointmentwithjan.as.me/schedule.php>.
5. ***Language Policy.*** The University of Utah Asia campus is committed to providing and fostering an environment that is safe and free from prohibited discrimination. The following language policy applies to all academic and administrative units of the University and to all members of the University community, including faculty, staff, and students. English is recognized as the official language of instruction, assessment, and curriculum. In addition, English is the official language for all administrative and business related matters of the University.

COURSE POLICIES

If you are absent from class for an excused absence (as defined in the Student Code) you are encouraged and allowed to make up any missing work or content from the class period missed.

Official Excused Absences – Official excused absences can be obtained with proper documentation through the Assistant Dean of Students (kevin.darco@utah.edu).

COVID-19 Statement

If you have COVID-19 symptoms, including fever or respiratory symptoms such as cough, phlegm, sore throat, and nasal congestion, you should notify your instructor immediately, call the KCDC for

testing guidance, and stay home based on the KCDC's directive. You can return to class if you are clear from COVID-19 symptoms. In order to be excused from your courses, you will need an official medical certification.

Self-quarantine Statement

The University of Utah Asia Campus expects regular attendance at all class meetings. Given the current situation with COVID-19, we have created the following guidelines.

1. If a student has completed less than 50% of the course and is required to self-quarantine, we suggest that the student withdraw from the course. In this situation, all tuition will be refunded with appropriate medical documentation
2. If a student has completed 50-75% of the course and is required to self-quarantine, the Assistant Dean of Students Office will work with the faculty and student to determine the best scenario. If the decision is to withdraw from a course, all tuition will be refunded with appropriate medical documentation.
3. If a student has completed over 75% of the course and is required to self-quarantine, the student and faculty will work together to ensure that the student is able to complete the course. If the student is unable to finish all coursework during the course, a student may receive the mark "I" (incomplete) and work to complete all remaining coursework in consultation with the instructor.

Academic Misconduct

Academic Misconduct includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

1. "Cheating" involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.
2. Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work, or submitting the same work in more than one course without prior permission of both faculty members.
3. "Plagiarism" means the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.
4. "Fabrication" or "falsification" includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.

Please refer to the University of Utah Student Handbook and University of Utah online catalog (<http://regulations.utah.edu/academics/6-400.php>) regarding policies and procedures for grading, attendance, course incompletes, and academic honesty.

UGS 1010 Spring 2021 Course Schedule

Don't forget your "Do Anytime" assignments, you can turn them in anytime during the semester!

✓ 2 visits to the Writing Center or English Language Lab ✓ Campus Event Reviews

Week	Topic, Speakers	Assignments Due
Week 1: Feb 23	Introductions	Purchase a notebook for a handwritten journal Assignment 1: (Completed in Class) How to use Canvas
Week 2: March 2	Share What You Know Presentations	Assignment 2: Share What You Know Presentation Assignment 3: Visit Me During Office Hours (Due March 16 th) Journal Entry A
Week 3: March 9	Campus Resources and Activities	Assignment 4: IGC Photo Scavenger Hunt (Group Assignment) Assignment 3: Visit Me During Office Hours (Due March 16 th) Journal Entry B
Week 4: March 16	Stress Management	Assignment 5: Create Something New Assignment 3: Visit Me During Office Hours (Due March 16 th) Journal Entry C
Week 5: March 23	Culture and Diversity	Assignment 6: Journal Check #1 (A-D) Assignment 7: My Multicultural Self Worksheet Journal Entry D
Week 6: Spring Recess March 30	NO CLASS	Assignment 8: (Optional) Expand Your Circle (Due April 2nd) Assignment 9: Campus Event Review #1 (Due April 2nd) Journal Entry E
Week 7: April 6	Academic Honesty and Professional Student Behavior	Assignment 10: Plagiarism Journal Entry F
Week 8: April 13	Career Center and Working on Campus Speaker: John Woo	Assignment 11: Create a Resume or Cover Letter Journal Entry G
Week 9: April 20	Time Management	Assignment 12: Engagement and Participation Assignment 13: Journal Check #2 (E-H) Journal Entry H
Week 10: April 27	Mental Health Speaker: Jan Lee	Assignment 14: Mental Health Perceptions, 3 Questions Assignment 15: Campus Event Review #2 (Due by Apr 30 th) Journal Entry I
Week 11: Children's Day May 4	NO CLASS	Work on Assignment 16 Journal Entry J
Week 12: May 11	Real Campus Life	Assignment 16: Story About Real Campus Life Journal Entry K
Week 13: Buddha's Birthday May 18	NO CLASS Critical Thinking	Assignment 17: Read "Critical Thinking as a Social Activity" Journal Entry L
Week 14: May 25	Leadership Speaker: Molly Kinder	Assignment 18: Leadership Assessment Assignment 19: Journal Check #3 (I-M) Journal Entry M
Week 15: June 1	Semester Review Speaker: Anna Yacovone	Assignment 20: Semester Evaluation Inventory Assignment 21: Campus Event Review #3 (Due by June 3 rd) Assignment 22: Visit the WC/Speaking Lab 1 (Due June 3 rd) Assignment 23: Visit the WC/Speaking Lab 2 (Due June 3 rd)