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Syllabus &amp; Schedule

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## Syllabus & Schedule

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### Fall 2014 UNI 100 Freshman First Class

#### Instructor

**Sherri L. Stepp**

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Office Hours: M - F, 8:00am - 5:00pm

*A note from your instructor:*

*I have been a part of the Marshall Community as a student or a staff member since 1983. Part of my role as the instructor of this course is that of a mentor. In addition to your questions about this course, please feel free to contact me with any questions you might have about Marshall or the surrounding community. If I don't know the answer, I will try to find someone who does. I want to see each of you succeed in your first semester and persist to graduation in a few years. Please let me know how I can help you.*

*I welcome students who visit me in my office; however, my job responsibilities often require that I am out of the office for meetings, events, and conferences. Please call or email if you would like to schedule an appointment to meet in person.*



### Course Requirements

**Prerequisites:** None required.

**Restrictions:** Course is open to freshmen only.

**Textbook:** None required

**Software:** Blackboard, Internet Explorer, Microsoft Office, Internet Service Provider

**Hardware:** File storage

**Technical Skills:** Students should be familiar with basic computer and email skills, word processing, and browser navigation.

### Course Description

UNI 100 Freshman First Class is an introduction to the academic structures and expectations of Marshall University. Students will learn about the many opportunities for Marshall University students. Students will learn about academic expectations, policies, and support services available to promote student success. Students will also learn about the history of Marshall University, her traditions, and opportunities to become involved in student organizations.

UNI 100 is a credit/no credit (CR/NC) course. Successful completion of the course will earn one credit hour of elective course credit.

This course includes eight learning modules:

1. Classroom Expectations, Academic Policies
2. Student Health & Wellness, Sexual Assault Prevention
3. Academic Support Services, Library & Information Technology Services
4. Student Rights & Responsibilities, Financial Responsibility
5. Time Management
6. Marshall Traditions, Campus Involvement
7. Majors & Career Development, DegreeWorks
8. Registration, Assessment

### Course Objectives (Add Additional Assignment Information for Modules 1-2, 4-8)

Successful students in UNI 100 will be able to meet the following course objectives:

Course Objectives	Course Lessons and Activities Promoting Learning Outcomes
Describe what it means to be a responsible member of the Marshall University community.	Modules 1, 2, 4, 6
Locate and demonstrate an understanding of important academic procedures and policies of the University.	Modules 1, 3, 4, 8
Identify and give examples of services, campus resources, and technologies that will aid in student success.	Modules 2, 3, 4, 6, 7, 8

Give examples of student success strategies.	Modules 1, 2, 3, 4, 5, 6, 7, 8
Synthesize the information about campus resources and create a plan to utilize resources to meet specific individual needs.	Modules 1, 2, 3, 4, 5, 6, 7, 8

### Attendance Policy

This class meets online only. There are no live class meetings; therefore, your attendance will be judged by your participation in online course activities.

### Assignments and Grades

Assignments are posted within each weekly learning module. Due dates for assignments are noted in each individual assignment and on the schedule included in this syllabus. Assignments should be completed by the due dates given and in the order assigned. Contact the instructor immediately if you experience technical difficulties or foresee the need for additional time. Points may be deducted for late work.

Grading for the course will include the following types of assignments. Specific assignments and point values are noted in the Course Schedule listed below.

- Viewing video content in each learning module
- Completion of reading and related assignments
- Participation in online discussions
- Content quizzes
- Writing assignments

UNI 100 is a Credit/No Credit (CR/NC) Course.

The **grading scale** is as follows:

**CR = 75-100%**

**NC = 0 - 74%**

## Time Expectations

### Student Expectations

UNI 100 is a one credit hour course lasting 8 weeks. You should plan to spend approximately two hours each week completing the tasks expected in this course. This class is intended to be a transition course assisting you in the transition from high school or other life experiences to college life at Marshall University. It is not intended to be a work-intensive class; however, you are expected to read the required material, participate in classroom activities as directed, and complete assignments on time.

### Instructor Expectations

The instructor will access the course daily, when possible, but no less than twice per week. Responses to in-course messages will typically be within 24-48 hours. Feedback for assignments should be expected within one week of the assignment deadline.

## Online Course Etiquette

Online courses can be challenging because there is no face-to-face interaction. The written word can sometimes be misunderstood when standing alone without facial expressions or body language; therefore, it is extremely important to be cautious about the things you write and share with your classmates and your instructor. These are some things to remember:

- In any classroom, whether face-to-face or online, you should always respect the opinions of your classmates.
- If a classmate writes something that you find offensive, stop and think. Do not hastily respond. Carefully think about a tactful response that expresses your disagreement in a manner that is respectful and contributes to the learning environment. If you cannot be respectful or contribute to the learning environment, do not respond. Consider notifying your instructor if you are offended.
- Do not post offensive material.
- Do not share private information in a public forum. The class discussion forums are not the appropriate place to discuss grades, accommodations for disabilities, personal illnesses, or other sensitive issues. If you have questions or concerns about these or similar issues, address them in a course message to your instructor.
- Discussions should remain on topic.
- Do not post inappropriate content in any format.
- Post in a timely manner that allows your classmates time to respond before the due date.
- Proofread before you post.

## University Policies

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to [Academic Affairs](#) and clicking on "Marshall University Policies" or access the policies directly by going to [Academic Affairs Policies](#).

- Academic Dishonesty
- Excused Absence Policy for Undergraduates
- Computing Services Acceptable Use
- Inclement Weather

- Dead Week
- Students with Disabilities
- Academic Forgiveness
- Academic Probation and Suspension
- Academic Rights and Responsibilities of Students
- Affirmative Action
- Sexual Harassment
- Plagiarism Policy

**Students with Disabilities**

Marshall University is committed to equal opportunity education for all students, including those with physical, learning, and psychological disabilities. University policy (linked above) states that it is the responsibility of students with disabilities to contact the Office of Disability Services in Prichard Hall 117 (304-696-2271) to provide documentation of their disability. Following this, the Coordinator will send a letter to each of the student's instructors outlining the academic accommodation the student needs to ensure equality in classroom experiences, outside assignments, testing, and grading. The instructor and student will meet either in person or communicate electronically to discuss how the approved accommodation(s) will be provided within the online course structure.

**Academic and Student Support Services**

The nature of this course is to help you learn more about the academic and student support services available to Marshall University students. For now, it is important to know that these services are available and how to access them. Click on each link for more information.

- [Career Services Center](#)
- [Center for African-American Students](#)
- [Counseling Services](#)
- [Lesbian-Gay-Bisexual-Transgender Outreach](#)
- [Office of Disability Services](#)
- [Student Affairs](#)
- [Student Financial Aid](#)
- [Student Health](#)
- [Student Resource Center](#)
- [Tutoring Services](#)
- [Women's Center](#)
- [Writing Center](#)

**Course Schedule (Add Additional Assignment Information for Modules 1-2, 4-8)**

A new course module will be introduced each week. All modules will contain a link to a video (or two) that you are expected to watch introducing course material related to that week's learning module. Modules may include additional reading, links to additional information on the Marshall University website and/or other websites, a short quiz, an online class discussion, or a short writing assignment. All module assignments will be due at the end of the each week. *Please note that Week 8 is a short week because the academic calendar concludes our 8-week course mid-week.*

Week	Date	Module	Module Name	Assia
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Week 1	8/25 - 8/30	Module 1	Start Here Classroom Expectations Academic Policies	<b>Due 8/31</b> Start He
Week 2	8/31 - 9/6	Module 2	Student Health & Wellness Sexual Violence Prevention	
Week 3	9/7 - 9/13	Module 3	Academic Support Services Libraries & Information Technology Services	<b>Due 9/1:</b> Academi Marshall
Week 4	9/14 - 9/20	Module 4	Student Rights & Responsibilities Financial Responsibility	
Week 5	9/21 - 9/27	Module 5	Time Management	
Week 6	9/28 - 10/4	Module 6	Marshall Traditions Campus Involvement	
Week 7	10/5 - 10/11	Module 7	Majors & Career Development DegreeWorks	
Week 8	10/12 - 10/14	Module 8	Registration Assessment	<i>NOTE:</i>



| [Marshall University](#) | [Library](#) | [IT Service Desk](#) |  
**Welcome to Marshall University!**