



Welcome to Orientation to College and Beyond

UNV 101; UC 204; TR 12:15-1:30



Required to be stated exactly on Syllabus

University 101 is designed to help you make a smooth transition to the NKU community as you interact with your instructors and classmates. In class, we will engage in discussions and activities related to your academic, social and personal growth and development, especially as it relates to your college experience. Work outside of class will involve visiting various campus resources, practicing college success skills, reflecting upon your own strengths and areas for improvement, and exploring majors and careers that complement your skills, interests and values. The skills and knowledge you gain from this class will provide a firm foundation upon which to build success throughout your college experience, and beyond.

Revise with own quote/language

“The more that you read, the more things you will know. The more that you learn, the more places you’ll go.” ~Dr. Seuss

I’m sure you have places you want to go, and I believe in your ability to get there! My door is always open to talk about how your semester is going, answer any questions you might have, talk about where you want to go and how engaging at NKU can get you there. Let’s build your success and college experience together!

YOUR
PICTURE
HERE

Please come visit me!

Your Name

Your Email

Your Office Location and Phone Number

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What will I learn in this class? Student learning outcomes (SLO's) summarize what you can expect to learn from your course. Every syllabus should list the SLO's for that course and you should be able to connect the assignments for the course to the SLO's.

Self-Awareness

1. Students will appropriately use motivational strategies that impact their success.
2. Students will take steps to achieve a healthy balance in their life (work, school, personal).
3. Students will identify ways in which they have taken responsibility for their own learning
 - a. in the classroom.
 - b. out of the classroom.

Required to be stated exactly on Syllabus

Awareness of Others, Resources and Expectations

1. Students will take advantage of opportunities to engage with diverse populations.
2. Students will create achievable academic goals.
3. Students will increase their awareness of what is needed to earn a degree in a major.
4. Students will use three available campus resources.
5. Students will use at least 3 NKU computer tools such as myNKU, email, Canvas, NKU website, electronic library sources.
6. Students will employ at least two academic skills discussed in class.
7. Students will identify examples of academic integrity/lack of academic integrity.

Connection with Campus and Peers

1. Students will engage in campus events/co-curricular programs.
2. Students will expand their support network to include campus connections.
3. Students will begin to build a support network by connecting with at least one NKU faculty/staff member.
4. Students will utilize campus networks (resources and connections) to enhance their college success.

Required to be on syllabus

What books and other materials do I need?

Cornerstones for College Success, 7th Edition, Sherfield and Moody

Day Planner or Electronic Calendar

The loose leaf (1½-2 inch) binder and section dividers, paper and pen



ASSIGNMENTS

Preparing for Class and Learning Opportunities

What will we be doing to prepare for class? The course calendar outlines the assignments due for each class. The goal is to have many opportunities to learn and earn the grade you want in this class. In order to learn, it is important to prepare for class so that you can be actively involved and apply the course material during class.

1. Reflection Papers/Book Exercises/In Class Assignments/Quizzes

- **170 Total Points**

A list of Assignments is Required to be on syllabus

We will be reading about and discussing a variety of issues and your opinions, thoughts, ideas about what we do inside and outside of class are very important. You will have the opportunity to reflect upon topics and discussions through writing about them. The purpose is to help you clarify and explore what **you** think about the issues and topics discussed in class. Reviewing material in a timely manner is very important in this process and in becoming an active learner. Evaluating and applying material will hone your critical and creative thinking skills.

2. Campus Engagement

- **50 Points per Event/250 Total Points**
- **10 Additional Points Possible***

UNV 101 Requires all students to attend **at least 5 campus events**. All sections must include the Book Connection Conversation as a campus event.

The purpose of these assignments is to provide opportunities to engage on campus, connect with your peers and develop a network at NKU by getting involved in campus events outside of class. Choose events that interest you and then write a well thought out reflection discussing the impact each event has on your college experience. You are encouraged to attend events with your classmates and friends. In addition to the speakers and events we have for class, you need to attend 5 **NKU** campus engagement events from the options below – **engage, listen, learn and report**.

Two engagement events are **REQUIRED** and arrangements must be made to attend them. The other three events may be chosen from three of the remaining options. Use the process guide on p. 10 to write your reflection.

- *Orientation event or Event attended during the first 3 weeks* – Choose an event attended during orientation or an event attended during the first 3 weeks of classes and submit an event reflection.
- *Academic Event* – Attend an event sponsored by an academic department or attend a meeting of a student club or organization for a major/minor that interests you.
- *Fine Arts Event* – Choose any fine arts event on NKU’s campus – a theater production, an instrumental music performance, a dance or vocal performance or an art exhibit. You may choose to do a visual art project, with a brief artist explanation, instead of a reflection paper if you choose a Fine Arts Event.
- *Experiential/Service Event* – Attend an NKU sponsored service event that is meaningful to you. Up ‘til Dawn and Service on Saturday are two of many service event options.
- *Athletic Event* – Participate in intramurals or an exercise class at the Campus Rec Center. Go to an intercollegiate athletic event.
- *Networking* – Write about a meeting with a staff member or student that enhanced your ability to be successful at NKU; interview a staff member or student to be in her/his network.

3. Major/Career Project

○ 300 Total Points

The Major/Career Project is **Required** for all UNV 101 sections and should be at least 30% of the total grade.

The purpose of this project is to provide an opportunity to explore and research majors and careers. It will help you plan and make informed decisions about the academic direction you take at NKU, whether you have declared your major or are undecided. This is an extensive project and will be completed throughout the semester, some in class and some out of class. You will have the opportunity to share what you learned in a final presentation at the end of the semester. More details will be introduced early in the semester.

4. Workbook and Organization

- 50 Points for Workbook Introduction
- 30 Points for Workbook Organization

It is important to help students develop organizational skills. This is an **example** of what some have done in their classes.

Organization is just one study skill that will get you on the road to college success! Begin organizing your binder the first day of class and file your work appropriately throughout the semester. Considering the variety of topics discussed in this class and the information shared by your classmates, occasional references to your workbook should be beneficial to you now and in the future. Save everything! I will be reviewing your binder during the semester – so keep it current!

Section 1 – Syllabus

Section 2 – Workbook Introduction – 50 points; 10 Additional Points Possible*

(Complete near the end of the semester)

The goal of this introduction is to reflect on your semester's experiences. It needs to be in narrative form, follow the Written Assignment policy and be 3 pages in length. Some things you might address (these are just suggestions to get you started):

- What would you tell a new student about being a freshman? About this class?
- How have you changed over these three and a half months?
- What were some the challenges you faced?
- What were some of your most positive experiences?
- Who has had the greatest impact on you? In what way? Explain.
- What would you do differently?
- What were the highlights for you this semester both in and out of class?
- What is your greatest accomplishment? Most stunning revelation?

Whether part of the workbook or a separate assignment, **it is important that students reflect** on what they have learned and experienced during their semester.

Section 3 – Reflection Papers/Book Exercises/In Class Assignments

Section 4 – Campus Events

Section 5 – Career/Major Project

Final project with all notes, handouts and additional information filed logically behind it.

Section 6 – Class Notes and Campus Resources

***10 Additional Points Possible** – If you turn in your Campus Engagement and/or your Introduction to Workbook papers **three class** periods before the deadline, I will review it and, if needed, make recommendations for change. If the paper is revised and turned in by the due date, you will earn an additional 10 points for the assignment.

POLICIES

How to be Successful and Meet College Expectations

Grading – A plus (+)/minus (-) grading system is used at NKU. The grading scale is as follows:

A = 4.000	93-100% of all possible points	C = 2.000	73-76.99% of all possible points
A- = 3.667	90-92.99% of all possible points	C- = 1.667	70-72.99% of all possible points
B+ = 3.333	87-89.99% of all possible points	D+ = 1.333	67-69.99% of all possible points
B = 3.000	83-86.99% of all possible points	D = 1.000	60-66.99% of all possible points
B- = 2.667	80-82.99% of all possible points	F = 0.000	Below 60% of all possible points
C+ = 2.335	77-79.99% of all possible points		

Attendance and Class Participation

See *Attendance and Late Work Policies* handout for ideas

You can also check out the Syllabus Bank for ideas:

<https://access2.nku.edu/SyllabusBankApp/login.php>

Grading, Attendance/Participation, Courtesy, Missed/Late Assignment Policies are Required to be on syllabus, you decide what the policy should be.

Courtesy

It is important to have a classroom environment where open, honest discussions of the day's topics can occur in a supportive environment. We all need to be respectful and courteous in class. This includes minimizing distractions by arriving on time, or early, to class; not leaving during class; listening when others are speaking; etc. It is important to turn off cell phones, laptops, iPads/tablets, etc. so you can fully engage in class learning experiences. If you are expecting an emergency phone call, you need to notify me before class begins, put your phone on vibrate, sit close to the door and quietly leave when your emergency call comes in.

Missed/Late Assignments

See *Attendance and Late Work Policies* handout for ideas. You can also check out the Syllabus Bank for ideas:

<https://access2.nku.edu/SyllabusBankApp/login.php>

Written Assignments

- Assignments need to be **word processed. Some assignments are submitted via Canvas and others will require a paper copy turned in at the beginning of the class period** on the day it is due.
- The format for written assignments is 12 pt., double spaced, Times New Roman font; 1 inch margins all around the page. Headings do **not** count toward satisfying the page length of any assignments. Headings should not exceed four lines (can include name, date, class, and title of assignment).
- All written assignments must be submitted using appropriate language. If inappropriate language is used in an assignment, you may earn a zero for the assignment.

All policies, beginning with the Credit Hour Policy Statement through p. 7 are Required to be stated exactly on Syllabus

Credit Hour Policy Statement

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a typical student to complete course expectations are as follows (Total of 135 hours – 1 hour in class, 2 hours out of class)

Class Time	45 hours
Textbook Reading	31 hours
Book Connection Reading	6 hours
Campus Events Attendance	7 hours
Campus Event Reflection Papers	5 hours
Major/Career Project	11 hours
Mid-Term Check In	1.5 hours
Assessments	3.5 hours
Additional Out of Class Assignments	25 hours

Student Honor Code

This Student Honor Code [the “Honor Code”] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code. Academic dishonesty on any major assignment could result in a failing grade for the entire course. Students may view the complete honor code at <https://inside.nku.edu/scra/information/students/rights-responsibilities.html>.

Academic dishonesty on any assignment could result in a substantial reduction of the course grade, or if the situation is substantial or repeated, a failing grade for the course.

Academic dishonesty includes, but is not limited to:

1. Taking, paraphrasing, or re-writing someone else’s work, and submitting it for credit under your own name;
2. Submitting the same work for more than one course without **both** professors’ approval;
3. Quoting, paraphrasing, or borrowing ideas from a source without fully citing that source;
4. Allowing someone else to write any part of an assignment for you.

NOTE: You may have someone else read or comment on a draft of your work. However, to ensure honesty, you should avoid letting them write on your draft, tell you what to write or do any editing for you.

Accommodations due to Disability

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <https://inside.nku.edu/disability.html>.

Mid-term Grades

Mid-term grades will be posted in myNKU by the deadline established in the Academic Calendar: <https://inside.nku.edu/registrar/calendars.html>. All students receive midterm grades from their instructors. It is an important time in the semester to make sure you are checking your grades and using your campus resources to make good decisions about completing the semester successfully. If you are not doing well in a class, I encourage you to talk with me, your advisor or your professor to discuss ways to successfully complete the semester. Please note the federal financial aid can be impacted if you withdraw from or fail too many classes in an academic year.

Student Evaluation of Instructor and Course

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two-week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations, go to <https://inside.nku.edu/eval.html>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation or specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

The syllabus and course calendar are subject to change if a class need arises and/or at the discretion of the instructor. Changes will be announced in class and posted on Canvas. You are responsible for these changes.

CAMPUS RESOURCES

Great Places to Connect Early and Often

Learning PLUS: UC 170, 859-572-5475, <https://inside.nku.edu/plus.html>

Free, one-on-one, peer-led learning for writing, academic content, and success skills such as time management. Book face-to-face and online appointments at <http://tutortrac.nku.edu>.

Writing Center: Steely Library 3rd floor, 859-572-5424, <http://inside.nku.edu/plus/tutoring/wc.html>

Writing Center Consultants will assist you with any part of your writing process. Our clients include first-year students, upper division students, and graduate students. We help students get started, come up with good topics, organize their ideas, evaluate research sources, analyze challenging readings, master formatting and citation styles, write effectively for particular audiences, and make their writing clear and smooth. You can stop by our new location in Steely Library to see if a consultant is available or make an appointment at <https://tutortrac.nku.edu>. Follow us on Facebook and Twitter.

FUEL NKU UC 142, <https://inside.nku.edu/fuelnku.html>, email: fuel@nku.edu

OPEN: Monday and Thursday 10:00 a.m.-2:00 p.m.

Any student who has difficulty affording groceries is encouraged to contact FUEL NKU, the campus food pantry for students. Any student who is experiencing challenges with accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students for support. Our Dean of Students is Arnie Slaughter, and he may be reached at slaughtera@nku.edu.

Furthermore, please notify the instructor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

University Connect and Persist (UCAP): UC 120, phone 859-572-7527, <https://inside.nku.edu/ucap.html>

Assists students with creating action plans and support networks that promote personal responsibility, academic achievement and advancements toward graduation. Students may also borrow a book for FREE if it is in the UCAP lending library.

Career Services UC 225, phone 859-572-5680, <https://inside.nku.edu/careerservices.html>

Learn about yourself, explore career options, make career decisions, and put your plans into action. We are here to help with your career-related needs at every step of your college career.

- Assist you with choosing a major, finding a co-op/internship, planning for graduate school, or finding your first full-time professional position.
- Teach you skills in resume writing, interviewing, and job-search strategies.
- Connect you with employers through career fairs, on-campus interviews, and the online HireNKU job-posting database.

Norse Advising Center: UC 210, phone 859-572-6900, <https://inside.nku.edu/norseadvising.html>

Advisors discuss majors and career options with you. They guide you through your individual degree plan, serve as a primary resource for campus information, and help you register for classes. A student's advising center depends on his or her major, but the Norse Advising Center can help you connect with your advisor, regardless of where your advisor is located. Not sure who your advisor is? Stop by the Norse Advising Center. Those students who are advised through the Norse Advising Center (generally undeclared or Pathfinder students) should schedule an appointment with a peer coach for September and an appointment with a staff advisor in October. The first week of classes is not too early to set up an appointment with your advisor!

Norse Tech Bar: UC 252, phone 859-572-6911, <https://inside.nku.edu/it/service-catalog/supporttraining/ntb.html>

The Norse Tech Bar is the new student-centered destination for technology on campus. Technology experts are there to answer questions and troubleshoot computers, tablets, and smart phones. PCs and Macs are available in the lab. Collaboration Spaces are equipped with LCDs with hookups for laptops and/or tablets.

Health, Counseling and Student Wellness: UC 440, phone 859-472-5650, <https://inside.nku.edu/hcsw.html> Campus nurse, confidential personal counseling, sexual health clinic. Some services are free of charge.

Center for Student Inclusiveness: SU 309, 859-572-6684, <https://inside.nku.edu/csi.html>

The center includes African-American Programs and Services, Disability Programs and Services, Latino Programs and Services, and LGBTQ Programs and Services. These departments will keep their strong brand and identity with the Center for Student Inclusiveness serving as catalyst for inclusion, diversity, collaboration and innovation. The Center for Student Inclusiveness is a progressive and transformative approach that places inclusive excellence at the center of student life and provides student centered programming You can stop by the Center to see the resources available and discover ways you can get involved on campus.

Steely Library: myLIBRARIAN, Leslie Hammann, hammannl1@nku.edu

myLIBRARIAN is a service offered by Steely Library that puts you in touch with Ms. Hammann, the first year experience librarian. Ms. Hammann is available to assist you with resources and services available through the library. If you are working on a project that requires library research, Ms. Hammann is available to meet with you one-on-one, and via phone, email, or chat.

Email and Canvas: Check your email and our class Canvas site regularly. Occasionally, I will post announcements through email or our Canvas site. If you need assistance with email and/or Canvas, please let me know as soon as possible.