

# UK 101-008: ACADEMIC ORIENTATION SYLLABUS, FALL 2013

**Class Time: MW 12-12:50 PM**

**Location: SCA, Rm. 0231**

## **Instructor**

Name: Albert Kalim

Phone: 859-806-5809 (call or text for appointment)

Email Address: [albertkalim@uky.edu](mailto:albertkalim@uky.edu)

## **Peer Instructor**

Name: Hannalore Clause

Phone: 270-227-8797 (call or text for appointment)

Email Address: [hannalore.clause@uky.edu](mailto:hannalore.clause@uky.edu)

## **Course Description**

This course is designed to assist undergraduates in adjusting to the academic life of the University. Through lectures, discussions, exercises, and out-of-class assignments, UK 101 helps students reach the student learning outcomes listed in this syllabus.

## **Required Materials**

Common Reading book, *Where Am I Wearing?*, by Kelsey Timmerman

K Book

## **Student Learning Outcomes**

Students will:

1. Articulate the purpose and nature of a college education at a research university.
2. Explain the purpose and goals of the University of Kentucky's general education student learning outcomes.
3. Apply learning strategies for achieving academic success such as study skills and information literacy.
4. Locate and use designated campus resources.
5. Recognize personal and social issues (e.g., alcohol, diversity, stress) that first-year students often face in a college environment and be able to identify and select appropriate campus resources.
6. Evaluate various campus activities (one campus event, one cultural event, one lecture) for academic, social, and professional development.

## **Course Requirements**

1. Class participation is critical to the success of students, and it adds to the success of the course. Participation includes attending and being prepared for class, involving yourself in class discussions and activities, assuming responsibility for your own learning, and contributing to the learning of others.
2. Complete and submit, as directed (electronically or hard copy), all assignments by designated dates and times.

## **Grading Criteria and Assignments**

Grades for UK 101 will be assigned based upon assignment points and attendance points.

<u>Assignments</u>	<u>Points Possible</u>
Common Reading Experience 3-Page Paper (or project)	100
Self-Portrait Oral Presentation	25
Professor Interview	25
5 Library Tutorials and Quizzes	25
Reworked Notes (from all of your classes)	25
Calendar/Planner Assignment	20

Weekly Time Plan	20
Reworked Textbook Reading	20
APEX Online Tutorial and Quiz	20
Cultural Event Attendance	20
Lecture Attendance	20
Student Organization or Club Meeting/Event Attendance	20
Mid-term Grade Assignment	20
Reflection Entry – About Me and Why College	15
Reflection Entry – How Is It Going?	15
Academic Advisor Information	<u>10</u>
TOTAL	400

### Attendance Points

Attendance will be tracked by an attendance question asked during each class session. Points will be awarded or deducted according to the following point scale:

-If you answer the question correctly, you will receive +1 bonus point.

-If you answer the question incorrectly, you will not be penalized.

-If you are absent, without an excused absence, your overall point total will be deducted by 10 points.

### Late Assignments

Assignments turned in late, without an excused absence, will receive a maximum of 50% credit.

### Grading Scale

A 90% and higher

B 89 – 80%

C 79 – 70%

D 69 – 60%

E 59% and below

### Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/registrar-academic-calendar>).

### Final Exam

There is not a final exam.

### **Attendance Policy**

Students are expected to attend **ALL** class sessions unless their absence is excused. Attending class is an important part of succeeding in any course, especially a discussion-based course like UK 101.

### **Excused Absences**

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found by the professor to fit “reasonable cause for nonattendance.”

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per University policy.

## **Verification of Absences**

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence.

## **Academic Integrity**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on his or her record, more serious penalties, up to suspension from the University, may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (<http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else’s work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student’s assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

**Please note:** Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

## **Accommodations Due to Disability**

If you have a documented disability that requires academic accommodations, please see me as soon as possible. To receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities.

## TENTATIVE COURSE SCHEDULE

<u>DATE</u>	<u>CLASS TOPIC</u>	<u>ASSIGNMENT DUE</u>
Wednesday, August 28:	Introducing UK 101	None
Monday, September 2:	Academic Holiday	None
Wednesday, September 4:	Library Tour	About Me
Monday, September 9:	Academic Expectations	Library Tutorials
Wednesday, September 11:	Reading & Study Groups	Calendar/Planner
Monday, September 16:	Goal & Time Management	Weekly Time Plan
Wednesday, September 18:	Class Notes & Lecture	Reworked Reading
Monday, September 23:	Campus Safety	Reworked Notes
Wednesday, September 25:	UK Core & Exam Prep.	How Is It Going?
Monday, September 30:	Univ. Health Service	Academic Advisor
Wednesday, October 2:	Substance Education	Campus Lecture
Monday, October 7:	Professors	None
Wednesday, October 9:	Academic Integrity & Money Education	Professor Interview
Monday, October 14:	Diversity	Portrait Presentation
Wednesday, October 16:	Education Abroad & Campus Involvement	APEX Assignment
Monday, October 21:	Stress Management & Suicide Prevention	None
Wednesday, October 23:	Bystander Intervention	None
Monday, October 28:	Career & Resume & Student Employment	Mid-Term Assignment
Wednesday, October 30:	Academic Advising	Organization Meeting
Monday, November 4:	Common Reading	Cultural Event
Wednesday, November 6:	Scholarships & Research	None
Monday, November 11:	Campus Resources & End of UK 101	3-page CRE paper

## ASSIGNMENTS

**Due: Mon., 9/4. Minimum: ½ page**

**Reflection Entry – About Me and Why College**

This assignment will allow us to get to know you a little better. Tell us about yourself and why you decided to attend college. Also, why is a university education important to you? Include the following information: your hometown and family background, your interests and hobbies, your possible major, why you decided to attend UK, what do you expect to accomplish in your first year, your birthday, and anything else you would like to share. Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Wed., 9/9**

**Library Assignment – Online Tutorials and Quizzes**

Complete the **five** online library tutorials and quizzes found at <http://libguides.uky.edu/infolit101>. Turn in the quizzes in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Mon., 9/11**

**Calendar/Planner**

Transfer all of your exam dates and major assignments (e.g. papers) due dates from your syllabi into electronic or paper academic calendar/planner. Bring the calendar/planner to class and show it to the instructor.

**Due: Wed., 9/16**

**Weekly Time Plan**

Bring in and show us your completed weekly time plan form given in class previously.

**Due: Wed., 9/18**

**Reworked Reading**

Bring in and show us reworked reading from one of your textbooks.

**Due: Wed., 9/23**

**Reworked Notes**

Bring in and show us reworked notes from all of your classes.

**Due: Mon., 9/25. Minimum: ½ page**

**Reflection Entry – How Is It Going?**

Please write a reflection on your UK experience thus far.

1. How has your experience at UK fit with your expectations of college?
2. What has been your biggest adjustment?
3. What have been some of the difficulties?
4. What has been your favorite part of attending UK thus far?
5. Are there any questions or concerns we can help you address at this time?

Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Wed., 9/30**

**Academic Advisor Information**

Please obtain the following information:

**Your academic advisor's name, phone number, office location, email address, and what you plan to discuss during the next advising appointment.** You should be able to find your advisor's name on [myUK](#). You can also use the campus directory (will be shown in class). Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Wed., 10/2**

**Campus Lecture**

You are required to attend one campus lecture during UK101. An example list of options will be available on the [UK101 website](#) under Student Resources. Click on Announcements/Upcoming Events. Announcements of such events will also be shared by the Peer Instructor at the beginning of each class session, and descriptions will be posted as Blackboard announcements as well. Approval of what qualifies as a campus lecture lies with the Instructor, so if you are unsure if an event qualifies please ask before submitting your assignment.

**To earn credit, you must submit a reflection entry.** Include the following information: name of the event, date, location, and a brief overview of the event. Also, indicate why you chose the event, how you felt about it, and whether or not you will attend a similar event in the future (why or why not?). Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Wed., 10/9. Minimum: ½ page**

**Professor Interview**

Interview one of your professors **in person** (not through e-mail) during office hours and write a reflection entry about what you learned from the interview experience. Did it change your view of professors? Were you surprised by any responses to your questions? Why or why not? *Sample* interview questions that you may wish to use are:

- What schools did you attend?
- What part of your job do you enjoy the most?
- Do you have a favorite research project, past or present?
- What advice would you give a first-year student?
- What was your experience like during your first year of college?
- What kind of music do you like?
- What do you enjoy doing when you are away from your job?

Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Mon., 10/14**

**Self-portrait oral presentation**

Create a mask representing yourself. Remember to include ethnic background and educational goals. Then present it briefly in class. Submit in class.

**Due: Mon., 10/16**

**APEX Online Tutorial and Quiz**

Complete the "Getting Started" APEX tutorial. Visit [myUK](#), login with your linkblue ID and password, and click on Student Services, then Degree Planner (APEX) tab. Students then complete, print, and turn in the APEX quiz found at [www.uky.edu/UK101](http://www.uky.edu/UK101) under student resources tab. Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Wed., 10/28**

**Mid-term Grades Assignment**

Visit [myUK](#) and list your midterm grades. Then, using the [GPA calculator](#), calculate your mid-term GPA. Include your GPA in your submission. If you find that you have not received a mid-term grade for a course, you are expected to talk with your professor/instructor to obtain one. It is appropriate to ask for this information in person. Plan to meet with your professor/instructor before or after class, or during his/her office hours. Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Wed., 10/30**

**Student Organization/Club Meeting**

You are required to attend one student organization/club meeting during UK101. A list of UK student organization can be found on the Student Involvement [website](#). There you can find the contact information for each organization so that you can find out when meetings are. You can also schedule an appointment with a member of the Peer Resource Team (PRT) in the CSI (106 Student Center) to learn more about student organizations of interest to you.

**To earn credit, you must submit a reflection entry.** Include the following information: name of the organization, date, meeting location, and a brief overview of the meeting. Also, indicate why you chose the organization, how you felt about it, and whether or not you will attend the organizations meetings in the future (why or why not?). Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Wed., 11/4**

**Campus Cultural Event**

You are required to attend one campus cultural event during UK101. Cultural events can range from visiting an art museum, attending a musical or theatrical performance, attending a lecture on a cultural topic, or participating in an event that promotes diversity and inclusion at UK. An example list of options will be available on the [UK101 website](#) under Student Resources. Click on Announcements/Upcoming Events. Announcements of such events will also be shared by the Peer Instructor at the beginning of each class session. Approval of what qualifies as a campus cultural event lies with the Instructor, so if you are unsure if an event qualifies please ask before submitting your assignment.

**To earn credit, you must submit a reflection entry.** Include the following information: name of the event, date, location, and a brief overview of the event. Also, indicate why you chose the event, how you felt about it, and whether or not you will attend a similar event in the future (why or why not?) Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**Due: Mon., 11/11. Minimum: Three pages**

**Common Reading Paper**

Write a three-page paper (minimum 750 words, Arial, 12-point font, double spaced) on any topics or your reflections based on the CRE book. Submit in class or email [albertkalim@uky.edu](mailto:albertkalim@uky.edu).

**CAMPUS RESOURCES AND SERVICES**

<b>The Study</b>	3 <sup>rd</sup> floor of Commons	<a href="http://www.uky.edu/AE">www.uky.edu/AE</a>
Provides free tutoring and other services; tutoring schedule on website.		
<b>The Hub</b>	Basement of Young Library	<a href="http://www.uky.edu/Libraries/Hub">www.uky.edu/Libraries/Hub</a>
Comfortable place to study; helpful reference librarians; technology support; computer labs; vending food.		
<b>Writing Center</b>	5 <sup>th</sup> floor of Young Library	<a href="http://wrd.as.uky.edu/writing-center/">http://wrd.as.uky.edu/writing-center/</a>
Receive free writing help; make appointments online or call 257-1368.		
<b>Mathskeller</b>	63 Classroom Building (Basement)	<a href="http://www.mathskeller.com/">www.mathskeller.com/</a>
Open 9 a.m. to 5 p.m., Monday – Friday. Offers free tutoring and help with 100-level math classes.		
<b>Chemistry Help Center</b>	25 Chemistry-Physics (Basement)	
Open 8 a.m. to 5 p.m. Monday-Thursday, and 8 a.m. to 4 p.m. Friday; receive help from Chemistry graduate students.		
<b>Center for Academic Resources and Enrichment Services (CARES)</b>	104 McVey Hall	<a href="http://www.uky.edu/diversity/cares">www.uky.edu/diversity/cares</a>
Offers academic support services and enrichment opportunities that enhance the student’s undergraduate experience. The overall program goals are to increase the retention and graduation rates of students traditionally underrepresented in post-secondary education, including African American, Latino, and Native American students. Services include tutoring, study groups, academic planning/monitoring, career exploration and networking opportunities, personal development workshops, graduate school information and preparation and the Freshman Summer Program (FSP), a six-week academic enrichment program. For additional information, call (859) 323-6347; follow us on Twitter @UK_CARES, or Like Us on Facebook.		
<b>Student Support Services</b>	6 Alumni Gym	<a href="http://www.uky.edu/Diversity/SSS/">www.uky.edu/Diversity/SSS/</a>
Provides a holistic approach to working with students who are first generation, low income, or have a documented disability. Services include but are not limited to the following: tutoring, mentoring and limited computer use. You must come in and complete an application to receive services.		

<b>Financial Ombud Services</b>	18 Funkhouser	<a href="http://www.uky.edu/financialaid/financial-ombud-services">www.uky.edu/financialaid/financial-ombud-services</a>
Resolves financial problems; contact Mary Marcum, Financial Ombud, at 257-3406 x 262 or mmarcum@uky.edu.		
<b>University Health Service</b>	830 South Limestone	<a href="http://ukhealthcare.uky.edu/uhs">http://ukhealthcare.uky.edu/uhs</a>
When you are sick, this is the place to go. To make an appointment, call 323-2778 (APPT).		
<b>Counseling Center</b>	201 Frazee Hall	<a href="http://www.uky.edu/StudentAffairs/Counseling">www.uky.edu/StudentAffairs/Counseling</a>
Provides academic, personal, and career counseling; free and confidential; call 257-8701 to schedule an appointment. Open 8 a.m. to 4:30 p.m. Monday-Friday.		
<b>Undergraduate Research</b>	211 Funkhouser	<a href="http://www.uky.edu/UGResearch">www.uky.edu/UGResearch</a>
Connects students to undergraduate research, scholarship, and creative opportunities; call 257-6322 for information.		
<b>Student Employment Office</b>	103 Scovell Hall	<a href="http://www.uky.edu/HR/studentjobs">www.uky.edu/HR/studentjobs</a>
Helps students find jobs on and off campus; visit website to get started.		
<b>Academic Scholarships</b>		<a href="http://www.uky.edu/AcademicScholarships">www.uky.edu/AcademicScholarships</a>
Information and applications for University and departmental scholarships available on this site.		
<b>Campus Calendar</b>		<a href="http://uknow.uky.edu/calendar">http://uknow.uky.edu/calendar</a>
Visit this website to find out about everything happening across campus.		
<b>"Multiple Final Exams" Information</b>		<a href="http://www.uky.edu/Faculty/Senate/rules_regulations/">www.uky.edu/Faculty/Senate/rules_regulations/</a>
<i>University Senate Rule 5.2.4.7. "Any student with more than two final examinations scheduled on any one date shall be entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate Instructor of Record or his/her designee two weeks prior to the last class meeting."</i>		
<b>SAFECATS and After-Hours On-Demand Bus Service</b>		<a href="http://www.uky.edu/Police/escort.html">www.uky.edu/Police/escort.html</a>
SAFECATS provides free safety escort service on campus from 8:30 p.m.–1:30 a.m. Sun – Thurs.; after-hours on-demand bus service provides on call bus services at varying hours Sunday-Thursday. Call 257-SAFE (7233) for both services.		
<b>VIP Center</b>	1 Frazee Hall (Basement)	<a href="http://www.uky.edu/StudentAffairs/VIPCenter/">www.uky.edu/StudentAffairs/VIPCenter/</a>
Works with the campus to help fight acts of sexual assault, partner violence, and stalking. Home of the Green Dot.		
<b>Stuckert Career Center</b>	408 Rose Street	<a href="http://www.uky.edu/CareerCenter/">www.uky.edu/CareerCenter/</a>
Receive help with career exploration, resumes, internships, and job search.		
<b>APEX Degree Audit</b>		<a href="http://www.uky.edu/degreeaudit/">www.uky.edu/degreeaudit/</a>
Online tool where you can evaluate your progress toward degree attainment; allows you to explore different majors.		
<b>Academic Ombud</b>	109 Bradley Hall	<a href="http://www.uky.edu/Ombud/">www.uky.edu/Ombud/</a>
Helps students work through and resolve academic problems and conflicts; stop by Bradley Hall, call 257-3737, or email <a href="mailto:Ombud@uky.edu">Ombud@uky.edu</a> with questions.		
<b>Education Abroad</b>	310 Bradley Hall	<a href="http://www.uky.edu/international/educationabroad">www.uky.edu/international/educationabroad</a>
There are hundreds of programs to match every academic interest and budget; make an appointment, and they'll tell you everything you need to know.		
<b>Campus Recreation</b>	Johnson Center	<a href="http://www.uky.edu/StudentAffairs/CampusRec/">www.uky.edu/StudentAffairs/CampusRec/</a>
Offers numerous workout opportunities; coordinates intramural competitions; offers over 60 group fitness classes. Need Student ID to enter.		