Instructor: Marjorie Ludwig
Office: C107
E-Mail: mludwig@sar.usf.edu
Office Telephone: 941-359-4644
Office Hours: By appointment only

PREREQUISITES: none

COURSE DESCRIPTION: This lower-level elective is designed to develop the skills required for success in university courses. The competencies students will acquire include effective use of campus resources, community engagement, critical thinking, writing skills, and academic and career planning. The course seeks to assist students toward self-actualization and integration into the life of the campus community.

COURSE TOPICS:
This course will cover the following content areas:
1. Library Resources and Information Technology
2. Wellness and Time Management
3. Community Engagement and Diversity
4. Critical Thinking
5. Communication
6. Leadership and Ethics
7. Financial Planning
8. Academic and Career Planning

COURSE OBJECTIVES: This course is designed to develop skills necessary to succeed in university courses and programs at USFSM. The competencies acquired include time management, critical thinking and communication, effective use of campus technology, study skills, and career planning skills. This course also introduces students to the University Core which includes the Pillars of Intellectual Engagement. The Pillars of Intellectual Engagement express qualities every student graduating from USFSM should possess. These qualities include knowledge of and the ability to demonstrate critical thinking, communication, ethics, leadership, community engagement, and diversity.

COURSE STUDENT LEARNING OUTCOMES:
Upon completion of this course, successful students will demonstrate the ability to:
1. Perform searches and obtain academic literature from the USF library databases.
2. Navigate the CANVAS course management system and perform functions typically expected in USFSM courses.
3. Read and understand articles published in the academic literature.
4. Demonstrate financial management strategies using examples from personal finances.
5. Identify how their personal interests relate to majors offered at USFSM and potential careers.
6. Engage in self-reflection throughout the semester on personal development and its interaction with educational and career goals.
7. Develop a respect for the role and responsibility that each individual plays as a connected and engaged citizen of diverse communities.
8. Present ideas clearly and precisely, supporting claims with adequate evidence.
9. Accurately and consistently employ the elements of standard written English in each of their assignments.
10. Convey complex arguments for a variety of audiences and context.

USFSM PILLARS OF INTELLECTUAL ENGAGEMENT LEARNING OUTCOMES:
1. Community Engagement: Students will provide evidence of community engagement and discuss their civic identity.
2. Leadership: Students will exemplify effective and authentic leadership through planning, achieving goals, collaboration, and influential communication.
TEXT AND MATERIALS
A. Materials: You will also be required to have a laptop with regular access to the Internet.
B. Required materials will be provided in-class or on CANVAS by the professor.

CANVAS USE:
The class syllabus is posted in CANVAS, an online course management system. In this class CANVAS will be used for course announcements, grading, assignment information and submission, and some assessments.

Canvas Support is available through USFSM E-Learning staff from 9am to 5pm Monday through Friday. Please call or email Kendi Judy at 941-359-4638 (or kjudy@sar.usf.edu) or Carlos Montoya at 941-359-4295 cmmontoya@sar.usf.edu.

The USF Tampa IT Helpdesk provides 24 hour support for CANVAS. Please call 813-974-1222 or email: help@usf.edu if you need assistance outside of USFSM’s E-Learning hours.
Additionally, CANVAS tutorials can be found in the Student Quickstart Guide at http://guides.instructure.com/m/8470.

GRADING, EVALUATION AND ATTENDANCE POLICIES:
Grades are issued based on the total points earned for class attendance, participation, and completion of the assignments. Grades will not be negotiated or curved. This means you should invest time in preparing for class and submitting your best effort on all assigned work. Since this is a college-level course, you are expected to write in a scholarly manner using proper grammar, punctuation, and sentence structure. Research sources are to be properly cited using MLA or APA format. All assignments must be typed unless otherwise indicated, and some must be submitted electronically through CANVAS. Specific instructions for each assignment will be posted on CANVAS and discussed in class.

The table below shows how points for each course component will be distributed for your final grade. The table also includes the plus/minus system that will be used for this course:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage of grade</th>
<th>Overall Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance/Participation</td>
<td>10%</td>
<td>97 - 100%</td>
<td>A+</td>
</tr>
<tr>
<td>Reflection Essays</td>
<td>20%</td>
<td>94 - 96%</td>
<td>A</td>
</tr>
<tr>
<td>Other Assignments</td>
<td>20%</td>
<td>90 - 93%</td>
<td>A-</td>
</tr>
<tr>
<td>University Resource Project</td>
<td>30%</td>
<td>87 - 89%</td>
<td>B+</td>
</tr>
<tr>
<td>Community Engagement Event</td>
<td>20%</td>
<td>84 - 86%</td>
<td>B</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td>80 - 83%</td>
<td>B-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>77 - 79%</td>
<td>C+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>74 - 76%</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>70 - 73%</td>
<td>C-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>67 - 69%</td>
<td>D+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>64 - 66%</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60 - 63%</td>
<td>D-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>59 or below</td>
<td>F</td>
</tr>
</tbody>
</table>
Class Attendance/Participation - 10%
This is a discussion-based course; therefore, it is critical that you are present and prepared to participate in class each week. Credit for participation includes but is not limited to, contributing to in-class activities and discussions, participating in outside of class activities, and completing assignments. All assignments should be completed prior to the class. Be advised that full participation in class activities and discussions will be required in order to achieve a passing grade in this class.

Students are required to attend all class meetings. A student who misses a class will forfeit the points for activities conducted during that course period. Students may only make up work in the case of emergencies. If you have an emergency, please contact your instructor by phone immediately to explain the circumstance that requires you to be absent (ie, illness, family emergency, etc.). In order to obtain an excused absence, please be prepared to provide documentation of why you were absent.

Reflection Essays – 20%
Almost every week you will write a reflection essay based on a topic we cover in class. These essays must be typed and uploaded to CANVAS. These essays will be 2 pages, 1.5-spaced, and 12-point font. Please use correct grammar. The writing center has tutors available who can help you proofread your papers; however you will need to make an appointment in advance.

Community Engagement Service Event – 20%
One weekend during the course of this class you will participate in a community engagement activity. There will be four different opportunities for you to choose from. After you participate in this activity you will write about your experience. This activity can be added to your Student Involvement Portfolio to count toward one of your campus events. Details about this project will be provided in class.

Other Assignments- 20%
Details regarding assignments for this category will be provided in class and on CANVAS.

University Resource Project- 30%
You and your group are asked to interview an important individual on campus and conduct a presentation to the class. Groups will be assigned by the professor as well as a list of approved individuals to interview. The presentation needs to be 15 minutes long. Be as creative as you like. A document containing more information and requirements will be available to the class later in the semester.

In order to receive full credit the following items must be included in your project!
1. A presentation covering the interview and information gathered
2. Individual reflections
3. A 4 page paper (double spaced) including the following items…
   a. Who you are interviewing
   b. What is their role
   c. How do students benefit from this person
   d. How would a regular student interact with this individual
   e. What you took away from the interview

Late work
Late work will be penalized 10% of the total points per day (weekends, i.e., Saturday and Sunday, are counted as two days and USFSM recognized holidays are not counted). NOTE: The weekends proceeding and following Semester Break holidays will be counted.

Disputing a Grade
Every student has two weeks after receiving a graded assignment to dispute the actual grade. Specific or detailed grading issues are not discussed over email due to FERPA regulations. If you need to discuss a grade on an assignment please make an appointment with your instructor to meet on campus. Prepare an explanation for why you believe there is an error before coming to this meeting. Also, make sure to bring the graded assignment with you to the meeting.
PLAGIARISM SOFTWARE
Instructors are encouraged to use the “TURNITIN” application via CANVAS whenever possible to assist students in avoiding plagiarism. If used, instructors must include the following statement in the course syllabus:

The University of South Florida has an account with an automated plagiarism detection service which allows student assignments to be checked for plagiarism. I reserve the right to ask students to submit their assignments to Turnitin through CANVAS. Assignments are compared automatically with a database of journal articles, web articles, and previously submitted papers. The instructor receives a report showing exactly how a student’s paper was plagiarized.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality as a way to keep their personal contact information (i.e. name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to Turnitin.

USFSM AND USF SYSTEM POLICIES
A. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog, the US System Academic Integrity of Students, and the USF System Student Code of Conduct.

B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog: USFSM Undergraduate Catalog or USFSM Graduate Catalog, US System Academic Integrity of Students, and the USF System Student Code of Conduct.

C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: CANVAS, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor CANVAS site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Safety Preparedness Website for further information.

D. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a Memo of Accommodation. Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://www.usfsm.edu/students/disability/

E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

F. Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes.

G. Web Portal Information: Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and CANVAS course information via that address.

H. Instructor Copyright: Students may not sell notes or other course materials.
COURSE SCHEDULE:
The following course schedule is subject to change. Please pay attention to updates delivered in class and on CANVAS. Items in **bold** indicate assignments that are due. **Please read all reading assignments for each week before coming to class.**

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Assignments / Important Dates</th>
</tr>
</thead>
</table>
| Aug. 25th | **Managing your Time**  
- Taking Control of your Time  
- Creating a Workable Class Schedule  
- Organizing Your Day  
- Overcoming Procrastination and Respecting Others’ Time | 8/29: Last Day to Drop/Add a course without record or payment liability  
Begin Weekly Planner Assignment  
Plan for Final University Resource Project/Assign Groups |
| Sept. 1st | No Class this week | 9/1: Labor Day Holiday - USFSM campus closed |
| Sept. 8th | **University Technology**  
- OrgSync  
- Social Media | Read:  
- “Building a Professional Image with Social Media” Article  
- “Don’t Touch That ‘Send’ Button” Article  
- USFSM: Technology Presentation  
Reflection Essay #1 – “What practices demonstrate civility and professionalism in electronic communications (i.e. Facebook, Twitter, e-mail, etc.), and why are these practices important?”  
Weekly Planning Activity DUE |
| Sep. 15th | **Library Resources** | Library Presentation/Field Trip |
| Sept. 22nd | **Giving back to your Community**  
- What is community engagement?  
- How do I get involved?  
- Student Clubs  
**Appreciating Diversity**  
- Understanding and Experiencing Diversity  
- Forms of Diversity  
- Seeking Diversity on Campus  
Discrimination, Prejudice, and Insensitivity on College Campuses | - Begin Financial Planning Activity  
- USFSM: Service Learning Presentation  
Reflection Essay#2 – “Please provide three examples of how community engagement impacts student success in higher education. How might you become involved during your freshman year to ensure you experience these effects?” |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Read:</th>
</tr>
</thead>
</table>
| Sept. 29th| **Thinking Critically**                                    | - Becoming a Critical Thinker  
- Being Aware of Logical Fallacies  
- Thinking Critically about Arguments  
- Critically Evaluating Sources  
**Taking Exams & Tests**  
- Preparing for Tests  
- Strategies for Understanding, Remembering, and Studying  
- Taking Tests and Exams  
- Academic Honesty and Misconduct |
|           | **Read:**                                                  | - How to Read the Textbook worksheet  
- Processing Styles Questionnaire to be completed before class  
- USFSM: Support Services Presentation |
| Oct. 6th  | **Communicating Clearly**                                  | - Understanding the Basics of Writing  
- Taking the Steps to Better Writing  
- Electronic Feedback  
- Becoming a Better public Speaker |
|           | **Read:**                                                  | - “Your Speaking Voice”  
- Toastmaster exercises in class |
| Oct. 13th | **Leadership and Ethics**                                  | - Characteristics of Successful Leaders  
- Group Dynamics  
- What are ethics?  
- Ethics Case Studies/Discussion |
|           | **Read:**                                                  | - Kolberg’s Theory  
- USFSM: Professional Ethics Faculty Panel  
- Case Studies  
Reflection essay #3 – “Discuss why ethical leadership is important, in what situations, and by whom it should be practiced.” |
| Oct. 20th | **Managing Money**                                         | 11/2: Last day to drop with a “W”; no refund & no academic penalty for Fall 2014  
- Financial Planning Presentation  
Reflection essay #4 – “Discuss how the financial decisions you make now (student loans, credit cards, etc.) can impact your ability to purchase a home, a car, or other expensive items in the future.”  
Financial Planning Activity DUE  
- Complete MyPlan assignment before class next week. |
| Oct. 27th | **Staying Healthy**                                        | Counseling and Wellness Presentation |
|           |                                                            | - Managing Stress  
- Nutrition and Weight Management  
- Sexual Health  
- Substance Abuse |
<table>
<thead>
<tr>
<th>Nov. 3rd</th>
<th>Majors &amp; Career Choices</th>
<th>Please bring in your assessment codes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Careers and the New Economy</td>
<td>- USFSM: Careers and Resume Presentation</td>
</tr>
<tr>
<td></td>
<td>- Aligning your sense of Purpose and your Career</td>
<td>Community Engagement Project DUE</td>
</tr>
<tr>
<td></td>
<td>- Exploring Your Interests</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Working While in College</td>
<td></td>
</tr>
<tr>
<td>Nov. 10th</td>
<td>No Class this week</td>
<td>11/11: Veteran Day Holiday - USFSM campus closed</td>
</tr>
<tr>
<td>Nov. 17th</td>
<td>Final Presentations</td>
<td>University Resource Project DUE</td>
</tr>
<tr>
<td>Nov. 24th</td>
<td>No Class this week</td>
<td>11/26 &amp; 11/27: Thanksgiving Holiday – USFSM campus closed</td>
</tr>
<tr>
<td>Dec. 1st</td>
<td>Final Presentations</td>
<td></td>
</tr>
</tbody>
</table>

Week of December 8th – End of course celebration