



University of North Texas
New College
Applied Arts and Sciences
BAAS 3000, Sections: 070/900, 3 Credit Hours
Pathways to Civic Engagement

COURSE INFORMATION

Welcome to Pathways to Civic Engagement! Please carefully read all information contained in this syllabus.

This is an online course. All coursework is delivered asynchronously in Canvas.

If You're Struggling

If you're facing a financial challenge that could affect your ability to stay at UNT, we're here to help you - www.unt.edu/staygreen.

If you're having difficulty affording groceries or accessing sufficient food to eat every day, or if you lack a safe and stable place to live, I urge you to contact the [Dean of Students](#) for support. Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources that I may possess.

Instructor Contact Information

- **Instructor:** Dr. Kara Fulton, *Clinical Assistant Professor*, kara.fulton@unt.edu
- **Office hours:** In order to accommodate your busy schedules, office hours are by appointment and virtual (phone or Zoom).

As much as some of us may hate to admit it, we have very little (if any) control over most of the things that happen in our lives. Most mornings we arise and think we have a good idea of how our day will unfold. Enter: Life! There is always something that will not go how we want and, if we allow it, will throw us into survival mode instead of our normal thrive mode. It can be minor things that start to pile up, or it can be a giant life-altering event. Either way, when you see yourself starting to stress out, remember to just breathe. When life happens, just send me an email. I am here to help and will try my best to support you.

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Course Prerequisites

Declaration of the [Applied Arts and Sciences major](#) as the program of study at UNT.

Being Successful in this Course

- Pay close attention to due dates, deadlines are firm.
- Cite sources, giving credit to where you obtain information.
- Collaborate respectfully with others.
- This is a 3-credit course conducted in an 8-week time frame. Meaning, you will complete a similar amount of work as compared to a 3-credit course in a full 16-week semester, but in an abbreviated time frame. **You should expect to spend more time each week on this course than you would if you were taking it in a 16-week semester.** Please prepare your study time accordingly.

Course Catalog Description

This course will examine the various ways that individuals engage in a democratic society during the 21st century. Students reflect on their involvement, and sense of responsibility to something beyond individual pursuits, and how they can make a difference within the various contexts of neighborhoods, communities, nationally and globally. Exploration of relevant social problems, critical examination and reflection on what it means to be a citizen within these various contexts as well as an examination of personal values and assumptions, assist students in gaining a deeper understanding of themselves relative to the larger social context. This course also provides opportunities for the development of civic skills and values to enhance the student's capacity to positively impact their community.

Course Objectives

Having successfully completed this course, students will:

1. evaluate and utilize diverse or contradictory points of view to address a social problem or issue.
(Critical Thinking and Reasoning)
2. demonstrate effective written and oral communication skills during a civic engagement activity.
(Written and Oral Communication)
3. effectively collaborate with others through tailoring strategies to express, listen and adapt to others in order enhance the team process.
(Collaboration)
4. generate solutions to a social problem or issue, reflect on and evaluate final outcomes.
(Innovation)

Teaching Philosophy for BAAS 3000

This course will take a highly interactive and facilitative approach to teaching and learning in which learning opportunities are created, and students are expected to be actively engaged. The goals of utilizing these approaches include developing student competencies in the areas of collaboration, communication, and problem solving as well as gaining a deeper understanding of social problems. Students will be expected to actively participate in small group dialogues, group learning projects, and large class discussions. As this is an [online](#) course, students will need to use effective time management to complete assignments.

Required Materials

All materials for this course will be available through Canvas. Course materials include, but are not limited to, e-books, websites, articles, and videos. You are responsible for purchasing a license (\$15) to use Packback for several assignments. See Canvas for details.

Service-Learning

This course aims to emphasize hands-on, experiential learning in the form of a service-learning experience. The **Social Issues Campaign** is a large team-based service-learning assignment on which you will be working throughout the semester. You will be required to work with a community organization throughout the semester on a specific project with a specified output. Details about this project are on Canvas. Although there may be individual components, each **Social Issues Campaign** will be completed by a student team.

Service-learning is not simply volunteering – it is “a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.”* In other words, service-learning provides you an opportunity to apply course content in a real-world context while reflecting on the impact of this experience on yourself and the community.

*www.vanderbilt.edu/oacs/wp-content/uploads/sites/140/faculty-toolkit-for-service-learning.pdf

ASSESSMENT & GRADING

Assessment Overview

This course provides various ways for students to learn including discussions, group projects, service-learning, reflective writing, readings, and lectures. Students who fail to complete any assessment by the due date will receive a zero - no late work is accepted.

Discussion is essential to the course. You will be asked to share your ideas, opinions, and experiences with others in the class, both in large and small groups. While no one is forced to talk about issues that create discomfort, all students are expected to participate in the discussions by sharing ideas and comments that help the class to consider the topics in a deeper way.

Course Assignments

The table below is a brief overview of the assessments in this course. See Canvas for specific details on dates, requirements, and grading. You may take quizzes TWO times before the due date - Canvas will record the best attempt. The idea is that after taking the quiz the first time, you can go back to the module content to review what you did not understand, then take the quiz again. All quizzes and exams are timed, so it is essential that you study each module completely before beginning the assignment.

Assignment	Possible points	Approx. percent of grade
Getting Started Quiz	20	4%
Course Orientation Quiz	20	4%
Quizzes (best 5 of 6 @ 24 points each)	120	24%
Packback Discussions (5 @ 24 points each)	120	24%
Social Issues Campaign	170	33%
Reflections (2 @ varying points each)	60	12%
Final Exam	100	20%
TOTAL	510	100%

1. **Getting Started Quiz:** The Getting Started Quiz covers the syllabus and the "Getting Started" part of the first module which serves as a basic overview of the course.
2. **Course Orientation Quiz:** The Course Orientation Quiz covers the "Course Orientation" part of the first module which serves to introduce you to the major goals of the course, the B.A.A.S. program, and UNT as well as how these goals connect to skills important to employers.
3. **Quizzes:** Except for the first and last week, each module will have a weekly quiz administered on Canvas that covers the assigned materials in the module. Each quiz may contain multiple choice and true/false questions. Your lowest quiz score will be dropped.
4. **Packback Discussions:** The Packback Questions platform (**\$15 cost**) will be used for online discussion about class topics. Packback Questions is an online community where you can be fearlessly curious and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications.
5. **Social Issues (SI) Campaign:** The SI Campaign is a team-based, multi-part project. Your team will educate the community and raise awareness about a social issue through building and executing a fundraising campaign around your chosen social issue. Your team will choose your topic/organization from several choices, identify specific roles for each member, develop a timeline for completion, and implement your campaign.

Lack of Participation Policy: If a member of a team is not contributing sufficiently to the work of the team, the other members have the right to:

- Notify the team member by writing a formal email to that person documenting the specific problems, **copying the professor and all other team mates on that email message (using UNT email addresses)**.
 - The email must document the exact efforts the team has made to communicate the problems to the affected team members and what has been done to attempt to solve the problems.
- Give the team member 7 days to improve and update the professor on the status.
- If the contribution has not improved sufficiently, the member may be removed from the team which will result in a score of zero on Service-Learning Project assignments moving forward.

6. **Reflections:** Reflection is an important component of any service-learning course. Students who take the time to reflect on service-learning experiences will get more from those experiences. Reflection will help you thoughtfully process your community work. It will help you critically assess and understand what you are seeing and doing and link it to your classroom experience and learning. There are two reflection assignments throughout the semester - one at the beginning of your SI Campaign and one at the end.
7. **Final Exam:** There will be one exam at the end of the semester administered on Canvas covering all material from the modules. The exam will consist of multiple choice, true/false, short answer, and/or essay questions.

Grading

Final grades will be determined using a point system. The maximum value of each assessment along with the range of points associated with each letter grade are listed in the previous section. Students are expected to keep up with their grades and point totals by regularly reviewing them on Canvas.

*A grade of C or higher in BAAS 3000, BAAS 3020, and BAAS 4100 is needed for credit within the Bachelor of Applied Arts and Sciences degree.

Letter Grade Point Range

Total points possible for semester = 510

Points	Percentage	Grade
510 - 459	100-90%	A
458 - 408	89-80%	B
407 - 357	79-70%	C
356 - 306	69-60%	D
305 - 0	59-0%	F

Grade Disputes

You are required to wait 24 hours before contacting me to dispute an assignment grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting (I cannot discuss grades over email). You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute.

COMMUNICATING WITH YOUR INSTRUCTOR

The primary tool for communication in this course is email or Canvas messages. If you have questions or concerns, please send them to kara.fulton@unt.edu **using your UNT email address** or use the message feature in Canvas. **Emails from non-UNT email addresses may end up in the spam folder and thus not receive a reply.** You should expect a reply from me within 2 business days. Please do not expect a response over the weekend. Note that I cannot respond to questions about grades or other personal concerns or issues you might have to a non-UNT email address because it violates federal law on student privacy.

TECHNICAL REQUIREMENTS & SKILLS

Minimum Technology Requirements

- Computer
- Speakers
- Microsoft Office Suite
- [Canvas Technical Requirements](#)

Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Using presentation and graphics programs

Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and knowledge that any dedicated student can learn. See this website for tips and resources for successful online learning: [How to Succeed as an Online Student](#).

Netiquette

Netiquette, or online etiquette, refers to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☺.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail.

See these [Netiquette Guidelines](#) for more information.

GETTING HELP

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

[UIT Help Desk](#)

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

For additional support, visit [Canvas Technical Help](#). For Packback help, see their [Student Support page](#).

Student Support Services

- [Registration](#)
- [Financial Aid](#)
- [Student Legal Services](#)
- [Career Center](#)
- [Multicultural Center](#)
- [Counseling and Testing Services](#)
- [Student Affairs Care Team](#)
- [Student Health & Wellness Center](#)
- [Pride Alliance](#)

Academic Support Services

- [Academic Resource Center](#)
- [Academic Success Center](#)
- [UNT Libraries](#)
- [Writing Lab](#)

COURSE POLICIES

Assignment Policy

Copies of the syllabus, assignments, instructor contact information, the course calendar, other important documents, and grades can be found on Canvas. Assignments will be submitted via Canvas unless otherwise noted. Written work will be submitted using a plagiarism detection software program called *Turnitin*.

Official due dates can be found on the course schedule, Canvas Modules, and Canvas Calendar. Assignments and assignment instructions are found in Canvas. Assignments should be submitted as .doc or .docx files unless otherwise noted. For assignments which *Turnitin* plagiarism software is used, you can check your turn it in report ahead of time and resubmit if indicated to do so.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected **university** server outage the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Any problems should be reported to the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324.

Individual technical issues are the responsibility of the student. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. **Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions.** Plan ahead to ensure you have reliable internet service and have addressed any Canvas compatibility issues.

Canvas Calendar

While the Canvas calendar with alerts is an additional organizational tool, it is not always accurate. In other words, students should not rely solely on the Canvas calendar and/or alerts to complete assignments. Rather, students are expected to meet deadlines according to the provided course schedule.

Extra Credit

If an opportunity for extra credit presents itself, it will be announced and available to the entire class at the discretion of the instructor. There will be no individual opportunities for extra credit.

Examination Policy

All exams and quizzes are timed and administered online via Canvas. No make-up exams will be given unless a university-approved excuse has been provided prior to the exam or officially documented lack of ability to complete the exam is provided within one week of the students return to class. **Please note that computer and Internet functionality is the responsibility of the student. Computer and/or internet malfunction does not constitute a retake or make-up exam.** Check all connectivity in advance and plan accordingly. All quizzes and exams are to be taken without assistance from anyone else.

Instructor Responsibilities and Feedback

The role of the instructor in this BAAS 3000 course is to provide opportunities for students to develop and use critical thinking and reasoning skills, improve written and oral communication, build collaboration skills both in class and in the community, and engage in creative problem solving to address community problems. All assignment information, grading rubrics, quizzes, and exams are provided in Canvas. Written feedback on assignments will be provided through the grading rubrics in Canvas.

Late Work

I will not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence](#) and provides documentation with 48 hours of the missed deadline.

Requests for an Incomplete

Students may request a grade of incomplete ("I") only if he/she meets all of the following conditions:

- The request occurs on or after the date designated by university for the given semester (see the "Important Dates" section of this syllabus)
- The student is passing the course;
- There is a justifiable and documented reason beyond the control of the student (i.e., serious illness or military service) for not completing the course on schedule; and,
- The student has the approval of the instructor and the faculty director.

Students meeting these criteria must arrange with the instructor to finish the course at a later date (no longer than 12 months after the I grade was reported) by completing specific requirements outlined by the instructor. These requirements must be listed on a "Request for Grade of Incomplete" form signed by the instructor, student, and faculty director. More information on UNT's incomplete grade policy is available at registrar.unt.edu/grades/incompletes.

Dropping the Class

I want you to succeed in this class and at UNT! If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact me as soon as possible. I want to help you make sure that dropping the course is your best or only option. There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at registrar.unt.edu/registration/dropping-class. If you absolutely must drop a course, you may do so through my.unt.edu.

Syllabus Change Policy

Due dates for assignments can be found in the course schedule (in this syllabus) and in Canvas. In the rare cases that there is a date change for an assignment, exam, or any other syllabus change, the instructor will notify students through an announcement in Canvas.

UNT POLICIES

Academic Integrity Policy

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, UNT promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](#).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](#) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](#).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14, and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](#) at or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission. Download the UNT System Permission, Waiver and Release Form found at https://dlit.untDallas.edu/sites/default/files/approval_form_permission_waiver_and_release.pdf

Campus Carry

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT's concealed handgun policy at <https://campuscarry.unt.edu>.

Important Dates

Important dates for the semester are available on UNT's Registration Guides:

<https://registrar.unt.edu/registration-guides-by-semester>.

Deadline	8W2
Any time before the first day of class a student may cancel their courses for the upcoming session through myUNT . See the link for complete instructions on canceling classes https://registrar.unt.edu/registration/canceling-classes	
Classes Begin	Oct 19
Census	Oct 26
Beginning this date a student may drop a course with a grade of W by completing the Request to Drop Class form and submitting it to the Registrar's Office. See link for complete instructions Dropping a Class .	Oct 27
Last day for change in pass/no pass status	Nov 6
Mid-semester	Nov 13
Last day for a student to drop a course. Grades of W are assigned.	Nov 23
Beginning this date, a student who qualifies may request an Incomplete, with a grade of I.	Nov 23
Last day to withdraw (drop all classes). Grades of W are assigned.	Dec 4
Thanksgiving Break (no classes, university closed)	Nov 26 - 27
Pre-Finals Days	N/A
Last Regular Class Meeting	Dec 10
Reading Day (no classes)	Dec 4
End of term	Dec 11

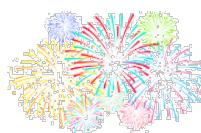
SCHEDULE

Notes: All time are listed in Central Time (CT).

The course schedule is subject to change. Any changes will be posted on Canvas.

Key: [Social Issues Campaign](#) [Individual Reflection](#) [Packback Discussion](#)

DATES	WEEK WITH TOPIC	DUE THU. @ 11:59 PM	DUE SUN. @ 11:59 PM
Oct. 19-25	--WEEK 1-- Getting Started & Course Orientation		1. Getting Started Quiz 2. Course Orientation Quiz 3. Packback Registration & Optional Discussion
Oct. 26- Nov. 1	--WEEK 2-- What is civic engagement and why does it matter?	✓ Week 2 Quiz	1. Week 2 Packback Discussion 2. Introduce Yourself to Your Team 3. Pre-Reflection
Nov. 2-8	--WEEK 3-- How can diverse people best collaborate to improve community outcomes?	✓ Week 3 Quiz	1. Week 3 Packback Discussion 2. Team Equity Charter
Nov. 9-15	--WEEK 4-- How can civic engagement address homelessness, poverty, and food insecurity?	✓ Week 4 Quiz	1. Week 4 Packback Discussion 2. Midway Team Evaluations
Nov. 16-22	--WEEK 5-- How can civic engagement address immigration, refugees, disabilities, and mental health?	✓ Week 5 Quiz	1. Week 5 Packback Discussion 2. Launch Your Campaign
WEEK 6 Nov. 23-29	--WEEK 6-- What are the effects of declining civic engagement and how can we be participatory citizens?	✓ Week 6 Quiz Due Wed. instead of Thu.	<i>Happy Thanksgiving!</i> 
WEEK 7 Nov. 30 - Dec. 6	--WEEK 7-- How can we be civically engaged problem solvers and innovators?	✓ Week 7 Quiz	1. Week 7 Packback Discussion 2. End of Campaign
Dec. 7-11	--WEEK 8-- Final Exam (Open Mon. Dec. 7 – Tue. Dec. 8)		Due Mon: Final Team Evaluations Due Tue: Post-Reflection



Congratulations – you made it!

