University of North Texas

College of Applied and Collaborative Studies

Applied Arts and Sciences

BAAS 3000, Section: 401/450, 3 Credit Hours

**Pathways to Civic Engagement**

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

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# Course Structure

This is an **online 16-week** 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](http://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](https://deanofstudents.unt.edu/) for support. Please notify me if you are comfortable doing so. This will enable me to provide any resources that I may possess.

## 

# Communication

* **Instructor:** Dr. Miranda Williams, *Clinical Assistant Professor*
* **Email:** [miranda.williams@unt.edu](mailto:miranda.williams@unt.edu)
* **Office hours:** Phone and Zoom meetings are available by appointment.

## Communication Expectations

**Important:** Only send emails from your official UNT email address or Canvas. Messages from other platforms may not be answered.

## Communication Resources

* [Online Communication Tips](https://clear.unt.edu/online-communication-tips)
* [Advice for Emailing Professors](https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay)

# Course Description

Promotes understanding of self in relation to theory and practice of civic engagement. Topics include the history of civic engagement and civil society, earning and spending social capital, voluntary sector engagement, trends in civic engagement in the U.S. and social issues. This course has a service-learning requirement.

Additional Information

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.

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# Course Objectives

**Having completed this course, students will:**

1. Evaluate and utilize diverse or contradictory points of view to address a social problem or issue.

*(Critical Thinking)*

1. Demonstrate effective written and oral communication skills during a civic engagement activity.

*(Communication)*

1. Effectively collaborate with others through tailoring strategies to express, listen, and adapt in order to enhance the team process.

*(Teamwork)*

1. Generate solutions to a social problem or issue; reflect on and evaluate outcomes.

*(Innovation)*

# Prerequisites

Declaration of the [Applied Arts and Sciences major](https://baas.unt.edu/) as the program of study at UNT.

# Required Materials

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1. There is one required text, which is **available as an e-book for free through the library.** All other materials for this course will be available through Canvas. Course materials include, but are not limited to, e-books, websites, articles, and videos.
   1. [Cress, C. M., P. J. Collier, V. L. Reitenauer, & Associates (2013). Learning through serving. ISBN: 9781461951902](https://discover.library.unt.edu/catalog/b6099282)

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# 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.
* Commitment to spend at least 9 hours a week on the course. Some students may need more time than that to do well in the course.

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# 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.

## Service-Learning

Service learning is integrated throughout this course, which means that you will be required to work with a community organization throughout the semester on a specific project with a specified output. Options for community engagement are provided on Canvas. Although there may be individual components, each service learning project will be completed collaboratively 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](http://www.vanderbilt.edu/oacs/wp-content/uploads/sites/140/faculty-toolkit-for-service-learning.pdf)

# Assessment and Grading

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## Assessment Overview

This course provides various ways for students to learn, including discussions, quizzes, group projects, reflective writing, readings, and videos. **Students who fail to complete any assessment by the due date will receive a “0”** - **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. 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 consider the topics deeply.

## Use of Canvas

Copies of the syllabus, assignments, grades, instructor contact information, calendar, and other important course documents can be found on the course Canvas site. Assignments will be submitted via Canvas. Written work may be submitted using a plagiarism detection software program. Look for details on how to submit those assignments on the Canvas class site.

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## Use of AI

**You may use AI programs (e.g., ChatGPT) to help generate ideas, brainstorm, and better understand course content.** However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use of AI tools may also stifle your own independent thinking and creativity.

**You may not submit any work generated by an AI program as your own.** If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor), otherwise, it will be considered cheating and dealt with according to UNT policy.

If any part of this is confusing or you’re uncertain whether you can use a source, please reach out to me for a conversation before submitting your work.

## 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 can 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 will go back to review the module content and 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 | 2.3% |
| Course Orientation Quiz | 20 | 2.3% |
| Quizzes (best 11 out of 12 @ 20 points each) | 220 | 26% |
| Discussion Boards (best 11 out of 12 @ 24 points each) | 264 | 30.9% |
| Social Issues Campaign | 230 | 26.9% |
| Reflections (2 @ varying points each) | 60 | 7% |
| Final Exam | 40 | 4.6% |
| TOTAL | **854** | **100%** |

The **Social Issues Campaign** is a team-based service-learning project comprised of several assignments across the semester. See Canvas for assignment details and the timeline of the project.

***Contribution Policy:*** All team members are expected to contribute to project-related assignments. If a team member is not contributing, please notify me as soon as possible. I will reach out to them. If the team member does not respond to my email within 24 hours, they will be removed from the group.

If participation issues continue after my email, the group will be given the option to “fire” the non-participating member, which may result in a grade of “0” on project-related assignments moving forward.

## Grading

Final grades will be determined using a point system. 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 possible points = 854 | | | | |
| **Points** | | | **Percentage** | **Grade** |
| **854** | **-** | **769** | 100-90% | A |
| **768** | **-** | **684** | 89-80% | B |
| **683** | **-** | **598** | 79-70% | C |
| **597** | **-** | **513** | 69-60% | D |
| **512** | **-** | **0** | 59-0% | F |

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## 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 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 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.**

# Technical Requirements & Skills

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## Minimum Technology Requirements

* Computer
* Reliable internet access
* Speakers
* Microphone
* Webcam
* Microsoft Office Suite
* Web browser
* [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)

## Computer Skills & Digital Literacy

* Using Canvas
* Sending and receiving email
* Downloading and installing software
* Creating, sending, and receiving Microsoft Word, PowerPoint, and Google Doc documents
* Posting to discussion boards
* Opening PDF files

# Success in an Online (or Hybrid) 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](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online).

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## 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 their 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 INTERPRETED AS YELLING.
* 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 others).
* Do not send confidential information via e-mail.

# Getting Help

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## Technical Assistance

Part of working in an 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 technical issues.

[**UIT Help Desk**](http://www.unt.edu/helpdesk/index.htm)

**Email**: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) **Phone**: 940-565-2324 **In Person**: Sage Hall, Room 130

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328).

For help with **TEAMMATES**, contact their support team at [teammates@comp.nus.edu.sg](mailto:teammates@comp.nus.edu.sg)

For help with **Google Docs**, access their Help Center at <https://support.google.com/docs>

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## Student Support Services

UNT provides mental health resources to students to ensure there are outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

## Academic Support Services

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/)
* [Writing Lab](http://writingcenter.unt.edu/)

## Other student support services offered by UNT include:

* [Registrar](https://registrar.unt.edu/)
* [Financial Aid](https://financialaid.unt.edu/)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services)
* [Career Center](https://studentaffairs.unt.edu/career-center)
* [Multicultural Center](https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://edo.unt.edu/pridealliance)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry)

# Appendix 1: Course Policies

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## Attendance Policy

## Much of the work in BAAS 3000 is collaborative in nature. As such, it is important that you are in class to work with your teammates. If you are unable to be there, it is your responsibility to touch base with your group (and me) ahead of time and get missed notes from a classmate.

## While I do not deduct points for absences, you should note that excessive absences often result in missed assignments and extra credit opportunities, as well as lower team evaluation scores and test scores.

## 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 calendar, and Canvas modules. Assignments and assignment instructions can be found in Canvas. **Assignments should be submitted as .doc or .docx files unless otherwise noted.** For assignments in which *Turnitin* plagiarism software is used, you can check your Turnitin 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](mailto: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 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.

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## 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 before the exam or an officially documented

lack of ability to complete the exam is provided within one week of the student’s 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 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 “0” unless the student has a [university-excused absence](https://policy.unt.edu/policy/06-039) and provides documentation within 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 the 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](https://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/dropping-courses](https://registrar.unt.edu/dropping-courses). 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 and Canvas. In the rare case that a date is

changed for an assignment or another syllabus change is made, the instructor will notify students through an announcement in Canvas.

# Appendix 2: UNT Policies

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## 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](https://policy.unt.edu/policy/06-003), Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to, **cheating** (**including the use of AI programs to pass off work as your own**), 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 accommodations 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 the 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 before implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/).

## 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 Canvas for contingency plans for covering course materials.

## Course Safety Procedures

Students enrolled in this course are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, and handling chemical solutions and hot and cold products. Students should be aware that UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

## 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. Coursework 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 records; however, information about students’ 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 classrooms, labs, discussion groups, field trips, etc. Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/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](https://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 to [Eagle Connect](https://it.unt.edu/eagleconnect).

## 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 provides 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](http://spot.unt.edu) at or email [spot@unt.edu.](mailto: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 based on 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 victims’ 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](mailto: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](mailto: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

By 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.](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>.