College of Science Success Seminar: COS 1100 - Section 008

Instructor Contact Information

Name: Nancy Sierra (M.Ed.)
Pronouns: she/her/hers
Office Location: Hickory Hall 254B
Office Hours: Monday, Tuesday, Thursday and Friday from 12-1pm by appointment only. To schedule an appointment email nancy.sierra@unt.edu

Communication Expectations:

The best way to reach me will be via my UNT email. I will do my best to respond within 48 hours. I appreciate your understanding that at times there will be circumstances that may not allow me to respond within this timeframe. Additionally, be aware that unless it is deemed an emergency by the instructor, I will not respond to emails late at night. When emailing me, please do so via your official UNT email and include helpful information such as your Name, Student ID Number, and Section Number (008).

I recommend you review these Online Communication Tips from the Division of Strategic and Educational Alliances (https://digitalstrategy.unt.edu/clear/online-communication-tips.html) before sending any communication with me, other faculty, or staff member.

Course Description

COS 1100 is a first-year seminar course designed to support and enhance success in the College of Science and UNT by teaching and practicing healthy academic habits, connecting students to campus resources, and building a support network of peers, faculty, and staff.

Course Structure

This class meets once a week at **LANG 202** for 50-minute. In addition to in-person class time, this course will have Canvas assignments.

Learning Outcomes

After successful completion of this course:

1. Students will be able to identify learning strategies that foster academic success while maintaining academic integrity.
2. Students will have developed their degree knowledge and career readiness.
3. Students will be able to identify and utilize campus resources and opportunities.
4. Students will develop a strong, cohesive support system within the UNT community by embracing curiosity, humility, and an assets-based approach to life-long learning

Course Technology & Skills

Minimum Technology Requirements

- Computer w/speakers and microphone
- Reliable Internet Connection

- Microsoft Office Suite - free to UNT students (Office365 | University of North Texas; https://it.unt.edu/helpdesk/office365.html)
- Canvas Technology Requirements(Technology Requirements | University of North Texas; https://informationscience.unt.edu/students/resources/technology-requirements.html)

Computer Skills & Digital Literacy

- Using Canvas
- Using Outlook with attachments
- Downloading and installing software
- Using Microsoft Office Suite Programs (especially Word & PowerPoint)
- Using presentation and graphics programs

UNT Help Desk

Email: helpdesk@unt.edu
Live Chat: https://it.unt.edu/helpdesk/chat.html
Phone: 940-565-2324
In Person: Sage Hall, Room 330
Hours and Availability: Visit https://it.unt.edu/helpdesk/index.html for up-to-date hours and availability

For additional support, visit https://www.instructure.com/support/canvas-support-faq

Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will NOT be tolerated.
- **Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.**
- Ask for and use the correct names and pronouns for your instructor and classmates.
- Speak from personal experiences. **Use "I" statements to share thoughts and feelings.** Try not to speak on behalf of groups or other individuals' experiences.
- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING".
- Be cautious when using humor or sarcasm in email or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor.
- Proofread and fact-check your sources
- Keep in mind that online spots can be permanent, so think before you type.

Course Grading

Below is the grading scale for this course. Grades will not be rounded up (a 599.5 is an F, a 799.9 is a B)

A= 1,000-900	C= 799-700	F= ≤599
B= 899-800	D= 699-600	

Tentative Course Schedule

Week	Topic	Assignment	Assignment Possible Pts.
Week1 (8/19)	Introductions and Expectations	In class: Quiz #1	25 points
		Tell Me Your Why Due: Wed. Aug. 26 by 11:59pm on Canvas	100 points
Week2 (8/26)	Goal Setting & Motivation	Get Involved! Due: Wed. Sept. 2 by 11:59pm on Canvas	50 points
Week3 (9/2)	Time Management *(Choosing Campus Resource)*	Semester-at-a-Glance Due: Wed. Sept 9 by 11:59pm on Canvas	100 points
Week5 (9/9)	Study Skills	Extra Credit: Make an appointment with the Learning Center	15 points
		VARK Assessment Due: Wed. Sept 16 by 11:59pm on Canvas	50 points
Week4 (9/16)	Professionalism 101	Quiz #2: Email Etiquette Due: Wed. Sept 23 by 11:59pm on Canvas	25 points
Week6 (9/23)	Academic Advising Pt I ***Bring Laptop/Tablet to Class***	Spring 2027 Planning Due: Wed. Sept. 30	25 points
Week7 (9/30)	Academic Advising Pt II ***Bring Laptop/Tablet to Class**	Campus Resources PPT Upload Campus Resources PPT on Canvas on Tue. Oct 7. by 11:59pm on Canvas	150 points
Week8 (10/7)	Campus Resources PPT	Quiz #3 Due: Wed. Oct. 14 by 11:59pm on Canvas	25 points
Week9 (10/14)	Networking 101 Broaden Your Scope	Broaden Your Scope Reflection Due: Wed. Oct. 21 by 11:59pm on Canvas	25 points
Week10 (10/21)	Major & Career Exploration Pt 1	Assessment & Exploration Due: Wed. Oct. 28 by 11:59pm on Canvas	50 points
Week11 (10/28)	Major & Career Exploration Pt 2 ***Bring Laptop/Tablet to Class**	Extra Credit: Make an appointment with a COS Career Coach, Exploring Majors, or the Office of Health Professions	15 points
		Parallel Planning Due in class: Wed. Oct. 28	25 points
Week12 (11/4)	Financial Planning 101	Extra Credit: Make an appointment with Money Management	15 points
		Reality Check Due: Wed. Nov 11 by 11:59pm by Canvas	25 points
Week13 (11/11)	Life Skills 101	Game of Life Reflection Due in class: Wed. Nov. 11	25 points
Week14 (11/18)	Stress Management	Self-Care Plan Due: Wed. Dec. 2 by 11:59pm on Canvas	25 points
Week15 (11/25)	**FALL BREAK – NO CLASSES**		
Week16 (12/2)	3-C Plan: Courses/Co-curricular/Career	3-C Plan: Due in class: Wed. Dec. 2	25 points
Finals (12/9)	A Continuous Journey	Final Reflection Due: Tues. Dec 8 by 11:59pm on Canvas	100 points

	Attendance & Participation	Show up ready to engage! (10 points weekly)	150 points

Course Policies

Attendance/Participation

Attendance/Participation will be taken every day (10 points). I also understand that unforeseen life events happen. If an issue may affect your attendance, please communicate with me as early as possible. I will review situations individually; however, students should not assume that an alternative assignment or make-up opportunity will be available for every absence.

Additionally, class participation is essential to this course. Because the class is highly interactive, active engagement will make your learning experience more meaningful and rewarding.

Late Work

All assignments are due at the indicated time to receive full points. However, I understand that sometimes things happen. Late work will generally receive the following penalty:

- Up to 1 week late: 10% deduction
- 1- 2 weeks late: 20% deduction
- 2- 3 weeks late: 30% deduction
- 3+ weeks late: assignments will not be accepted

That said, **communication matters**. If you know you are going to miss a deadline, or if something unexpected has affected your ability to complete an assignment, please reach out as soon as possible. If you are upfront and forthcoming about what happened and can propose a reasonable plan for completing the work, I am happy to have an open discussion about the situation and determine an appropriate course of action.

Extra Credit

Extra credit assignments are available throughout the semester. Extra credit points may help you bump your grade up. However, if you are at perfect points, extra credit will not bump you above the max possible points.

Instructor Responsibilities & Feedback

Because this course is meant to help you grow and establish a good foundation at UNT, I am dedicated to providing you with enough feedback and guidance to help you succeed in this course. If you have any questions about feedback or directions, please communicate with me.

Syllabus Change Policy

This syllabus is subject to change at the instructor's discretion.

UNT Policies

Academic Integrity Policy

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

The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course.

You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the Office of Disability Access website (https://studentaffairs.unt.edu/office-disability-access).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

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.

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 individual 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. 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 (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is 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 (http://spot.unt.edu/) 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 University of North Texas by emailing 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.

Important Notice of F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G). The paragraph reads: (G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or

computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student's responsibility to do the following: (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course. (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose. Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses. See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) one 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

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event I record a students presentations, I must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video.
4. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Academic Support & Student Services

Student Support Services

Mental Health

UNT provides mental health resources to students to help ensure there are numerous 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/index.html)
- 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/clinic-services/psychiatry.html)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/services/individual-counseling.html)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records (https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
- UNT ID Card (https://studentaccounting.unt.edu/idcards
- UNT Email Address (https://it.unt.edu/helpdesk/eagleconnect.html)
- Legal Name (https://studentaffairs.unt.edu/dean-of-students/programs-and-services/student-legal-services/index.html)

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc. Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?