COS 1100-Science Success Seminar

Instructor Contact

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Communication Expectations: Email is the best way to contact me. I will do my very best to respond within 24 hours or the next business day, but with unforeseeable circumstances being a possibility; I will do my best to respond promptly. Please utilize your student email provided by UNT to email me, as this will allow for more open and effective communication. Include your Name, ID Number, and Section number in your email. CLEAR has a webpage for students that provides Online Communication Tips (https://clear.unt.edu/online-communication-tips). I would recommend you review these before hitting send on any communication with me, another faculty or a staff member.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to being part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

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 is an in-person course but will have many online aspects. Each week we will cover a topic with an associated assignment; roughly one module per week on Canvas.

Course Prerequisites or Other Restrictions

The following skills are required to succeed in this course:

1. Effort

Learning Outcomes

At the conclusion of this class, students will be able to:

- 1. Implement techniques to enhance preparation for exams and assignments.
- 2. Interpret and evaluate career information.
- 3. Identify resources to address common student concerns.
- 4. Utilize faculty, staff, and peer knowledge to address academic, career, and social/emotional concerns.
- 5. Develop and enhance an understanding of cultural competency to promote a safe and inclusive campus.

Course Objectives

Students will be able to, amongst many other things:

- Develop and advance a comprehensive understanding of cultural competency, specifically focusing on diversity and inclusion practices, to foster a safe and inclusive campus environment.
- Demonstrate proficiency in implementing effective time management principles tailored to the demanding schedule of a college student, while optimizing academic success and personal growth.
- Employ advanced mathematical skills and leverage available campus support resources, including faculty, staff, and other supporters, to enhance academic performance and problem-solving abilities.
- Master a diverse range of techniques aimed at augmenting exam and quiz preparation, while also cultivating a holistic approach to academic excellence and overall achievement.
- Analyze and critically evaluate career information platforms, such as ONet, to make informed decisions and strategic career choices.
- Formulate a comprehensive and strategically planned full-time schedule for Spring, ensuring fulfillment of individual requirements while maximizing academic potential.
- Establish meaningful connections with faculty members beyond the classroom setting, demonstrating a strong sense of comfort and engagement in academic and professional interactions.
- Harness the power of peer knowledge, identify essential resources, and employ effective techniques to proactively address academic, career, and social/emotional concerns.
- Investigate and articulate a wide array of career options, conducting comprehensive self-assessments and aligning personal strengths and interests with potential career paths.
- Engage in thorough self-reflection and critical review of the semester's experiences to devise effective strategies for personal and academic growth, thereby optimizing future performance and achievements.

Materials

There are no textbooks required for this class. Please bring the following every day to class:

- Effort
- A positive and disciplined attitude
- Something to write with and something to write on
- **On occasion, you may need a smart device (phone, laptop, etc.) that can connect to the internet*

Teaching Philosophy

I truly believe all people are students in some capacity. For my students, I aspire to provide a challenging, unique, and stimulating educational experience where they can grow emotionally, mentally, physically, and socially. I desire to create this type of atmosphere where students can visualize their potential and exceed it.

Course Technology & Skills

Minimum Technology Requirements

The minimum technology requirements for students are as follows:

- Computer/Comparable Device
- Reliable internet access
- Speakers and Microphone
- Plug-ins for webpages
- Microsoft Office Suite
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Computer Skills & Digital Literacy

Technical skills learners will need to succeed in the course, such as:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using Microsoft Office Suite programs
- Using presentation and graphics programs

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 technical issues.

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 330
Walk-In Availability: 8 am-5 pm
Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8 am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

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

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 name and pronouns for your instructor and classmates.
- Speak from personal experiences. **Use "I" statements to share thoughts and feelings.** Do your best, 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 emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk" unless explicitly permitted by your instructor in a particular situation.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

Course Requirements

Assignment	***Points Possible***	***Percentage of Final Grade***
Time Journal	150 points	15%
What is Your Why? Essay	150 points	15%
Campus Resource Presentation	150 points	15%
Spring Planning Worksheet	125 points	12.5%
Future Plan	125 points	12.5%
Career Assessment	120 points	12%
4 Quizzes, 25 points ea.	100 points	10%
4 Discussion Posts, 20 points ea.	80 points	8%
Total Points Possible	**1,000 points**	**100%**

Grading

Below is the grading scale for the course. Grades will not be rounded up. (a 597.5 is an F, a 797.99 is a C)

A = 900 – 1,000
B = 800 - 899
C = 700 - 799
D = 600 - 699
F = ≤ 559

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. **The SPOT evaluation will open from November 17th until December 1ST.** For more info, please visit https://vpaa.unt.edu/spot/.

Tentative Course Schedule

Week	Assignment	Possible Pts
Week 1: What is College?	**Quiz #1**	**25 points**
Week 2: Effective Learning	**What is Your Why?** **& Discussion Post #1**	**150 points** **20 points**
Week 3: Time Management	**Time Journal**	**150 points**
Week 4: Motivation	**Discussion Post #2**	**20 points**
Week 5: Campus Resources	**Campus Resource PPT**	**150 points**
Week 6: Academic Advising Part I	**Spring Planning Worksheet**	**125 points**
Week 7: Academic Advising Part II	**Quiz #2**	**25 points**
Week 8: Midterm Motivation	**Discussion Post #3**	**20 points**
Week 9: Campus Resource Presentations	**Quiz #3**	**25 points**
Week 10: Campus Resource Presentations	**Quiz #4**	**25 points**
Week 11: Faculty & Staff Engagement	**Career Assessment**	**120 points**
Week 12: Orientation to Graduation	**Future Plan Assignment**	**125 points**
Week 13: It All Makes Sense…	**Discussion Post #4**	**20 points**
Week 14: The Walking Debt		
Week 15: Fall Break		
Week 16: The Rest of Forever	**Extra Credit**	**?? points**
Finals Weeks	**Final Exam**	

Course Policies

Attendance Policy

Attendance will be taken every day. I understand life happens and things come up; please notify me 24hrs in advance if you will not be able to attend class and I will work with you on an individual basis to determine further action. You must communicate with me so that you and I can discuss and mitigate the impact of the absence on your attainment of course learning goals.

Here is the link to the Policies of UNT regarding Student Attendance and Authorized Absences; https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf

Class Participation

Class Participation is very much required. This class is built on interaction and engagement. You will get exactly what you put in when it comes to this class.

Late Work

UNT instructors have the prerogative to accept or not to accept late work- I don't. However, I understand that life happens, and I will work with you on an individual basis to determine further action if you are forthcoming and proactive.

Assignment Policy

All assignments will be posted on Canvas with a set due date. I believe it is vital that students learn and develop strong time management skills; you will have ample time to complete assignments therefore they should not be turned in late.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time-sensitive assessment activity, I may extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the students to resolve any issues at the earliest possible time.

Instructor Responsibilities and Feedback

- I am determined to help you grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide grading rubrics, and review and in some cases update or change course content to ensure you can succeed in this, and every class you enroll in
- I understand the various challenges many college students face which is why I harp on effective and open communication; please don't hesitate to reach out if you are in need

Syllabus Change Policy

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

Unauthorized Aids During Examinations and Assessments

Students may use only those materials and resources that are expressly authorized by the instructor for a particular examination or assessment. Touching, holding, or accessing any unauthorized aid during the examination period constitutes a violation of the Student Code of Conduct, regardless of whether the aid is used.

Any item that may be considered an unauthorized aid must be kept out of view and in a closed container (e.g. zipped backpack, buttoned purse, etc.) during the entirety of the examination or assessment.

Unless specifically authorized in writing by the instructor, prohibited aids include, but are not limited to:

· Mobile phones and smartphones

· Smartwatches and fitness trackers with communication, recording, or internet capabilities

· Tablets, laptops, and other computing devices

· Earbuds, headphones, and other audio devices

· Smart glasses, cameras, recording devices, and wearable technology

· Artificial intelligence (AI) tools, chatbots, and other generative AI technologies

· Notes, textbooks, study guides, formula sheets, or reference materials

· Any other device, material, or resource not expressly permitted by the instructor

Students are responsible for clarifying any questions about permitted materials before the examination begins.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. 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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

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 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 (https://disability.unt.edu/).

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 investigations 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 students 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 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 [insert administration dates] 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 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 for 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 student's 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. 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)
- 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)

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
- UNT ID Card
- UNT Email Address
- Legal Name

**UNT EUIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

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.

I encourage you to 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?

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- 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)

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/)