

SAMPLE SYLLABUS

UK 101 ACADEMIC ORIENTATION SYLLABUS, FALL 2016

Section:
Class Time:
Location:

Instructor

Name:
Office Address:
Phone:
Email Address:
Office Hours:

Peer Instructor

Name:
Phone:
Email Address:

Course Description

This course is designed to assist undergraduates in adjusting to the academic life of the University. Through lectures, discussions, exercises, and out-of-class assignments, UK 101 helps students reach the student learning outcomes listed in this syllabus.

Required Materials

Common Reading book, *Orphan Train*, by Christina Baker Kline
[K Book](#)

Student Learning Outcomes

Students will:

1. Articulate the purpose and nature of a college education at a research university.
2. Explain the purpose and goals of the University of Kentucky's general education (UK Core) student learning outcomes.
3. Apply learning strategies to maximize academic success.
4. Understand University policies.
5. Locate and use designated campus resources.
6. Recognize personal and social issues (e.g., alcohol, diversity, financial wellness) that first-year students often face in a college environment and be able to identify and select appropriate campus resources.

Course Requirements

1. Class participation is critical to the success of students, and it adds to the success of the course. Participation includes attending and being prepared for class, involving yourself in class discussions and activities, assuming responsibility for your own learning, and contributing to the learning of others.
2. Classroom decorum is important to a conducive learning environment. Being respectful of your classmates and instructors includes engaging in civil discourse when we discuss topics that have a diversity of perspectives; silencing your cell phone; not texting; and other behaviors outlined in class.
3. Complete and submit assignments as directed (via Canvas, email, or hard copy—whichever instructor chooses) by designated dates and times.

Grading Criteria and Assignments

Grades for UK 101 are based upon the following:

Assignment and Attendance* Points

Classroom Participation and Decorum	50
Calendar/Planner Assignment	20
About Me	20
Library/CRE Assignment	40
Self-Portrait Oral Presentation	30
How Is It Going Reflection	20
Reworked Notes from One of Your Classes	20
Mid-term Grades, GPA, and Reflection	20
Cultural Event and Reflection	<u>30</u>
TOTAL	250

*If you miss class due to an unexcused absence, your overall course point total will be deducted by 10 points per unexcused absence.

Late Assignments

Students with an excused absence may submit assignments the class period following their absence without any penalty. Assignments turned in late, without an excused absence, will receive a maximum of 50% credit.

Grading Scale

A	90% and higher	(225-250 points)
B	80-89%	(200-224 points)
C	70-79%	(175-199 points)
D	60-69%	(150-174 points)
E	59% and below	(149 points or below)

Mid-term Grade

Your mid-term grade will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/registrar/registrar-academic-calendar>).

Final Exam

There is not a final exam.

Attendance Policy

Students are expected to attend **ALL** class sessions unless their absence is excused. Attending class is an important part of succeeding in any course, especially a discussion-based course like UK 101. Refer to the "Grading Criteria and Assignments" section for information on deduction of points due to unexcused absences.

Excused Absences and Verification (University Senate Rule 5.2.4.2)

"Students need to notify the professor of absences prior to class when possible. A student shall not be penalized for an excused absence. The following are defined as excused absences:

- A. Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification.
- B. The death of a member of the student's household (permanent or campus) or immediate family. The Instructor of Record shall have the right to request appropriate verification. For the purpose of this rule, immediately family is defined as spouse or child or parent (guardian) or sibling (all of

the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent.

- C. Trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, including club sports registered with the university as well as varsity sports. When feasible, the student must notify the Instructor of Record **prior to** the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors of Record may request formal notification from appropriate university personnel to document the student's participation in such trips.
- D. Major Religious Holidays. Students are responsible for notifying the Instructor of Record **in writing** of anticipated absences due to their observance of such holidays no later than the last day for adding a class.
- E. Any other circumstances which the Instructor of Record finds reasonable cause for absence.”

Title IX Information

Students who have experienced sexual harassment (including sexual assault, dating violence, and stalking) or gender based discrimination may file a report with the Office of Institutional Equity and Equal Opportunity. If a student discloses sexual harassment to a UK employee (staff, faculty, and some student leaders such as RA's, UK 101 and UK 201 Peer Instructors, TA's, etc.), the employee is obligated to report the incident to the Office of Institutional Equity and Equal Opportunity (859-257-8927). Students are not required to report incidents to the Office of Institutional Equity and Equal Opportunity in order to utilize University support services. Students may contact the Counseling Center (859-257-8701) and/or Violence Intervention and Prevention Center/VIP (859-257-3574) to obtain assistance confidentially.

Academic Integrity

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on his or her record, more serious penalties, up to suspension from the University, may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty.

Part II of Student Rights and Responsibilities

(<http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when

the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations Due to Disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible. To receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (location: 407 Multidisciplinary Science Building; phone: 257-2754; email: dtbeac1@uky.edu) for coordination of campus disability services available to students with disabilities.

TENTATIVE COURSE SCHEDULE

Date	Topic	Assignment Due
Thursday 8/25	Introduction & Importance of Syllabi and Canvas	
Tuesday 8/30	Academic Expectations & Introduction to Campus Resources	Planner/Calendar Assignment
Thursday 9/1	Young Library Tour: <i>Meet in main floor lobby of W.T. Young Library</i>	About Me
Tuesday 9/6	Growth vs. Fixed Mindset & Undergraduate Research	
Thursday 9/8	Goal Setting & Task Management	
Tuesday 9/13	Alcohol, Other Drugs, & Tobacco	Library/Common Reading Assignment
Thursday 9/15	Bystander Intervention	
Tuesday 9/20	Self-Portrait Presentations	Self-Portrait PPT or Poster
Thursday 9/22	Self-Portrait Presentations	
Tuesday 9/27	Self-Portrait Presentations & UK Core	How Is It Going Reflection
Thursday 9/29	Financial Wellness	
Tuesday 10/4	Academic Advising	
Thursday 10/6	Reworking Notes & Assigned Readings	
Tuesday 10/11	Exam Preparation & Education Abroad	Reworked Notes
Thursday 10/13	<i>Orphan Train</i> Discussion	Common Reading Author Lecture, 7 p.m., Memorial Coliseum
Tuesday 10/18	Academic Integrity	
Thursday 10/20	Professors & Classroom Decorum	
Tuesday 10/25	Diversity	
Thursday 10/27	Diversity	Mid-Term Grades Assignment
Tuesday 11/1	Student Involvement	
Thursday 11/3	Campus Resources Mini-Presentations	

Tuesday 11/8	No Class—Presidential Election—Vote!	
Thursday 11/10	Question, Persuade, Refer (QPR)	
Tuesday 11/15	Visitors from English as a 2nd Language	
Thursday 11/17	Career Preparation	Cultural Event Reflection

ASSIGNMENT DESCRIPTIONS

1. **Reading** — You should have already completed reading *Orphan Train*, UK’s Common Reading.
2. **Calendar/Planner Assignment** — Go through all of your syllabi and transfer all exam dates and major assignment dates into electronic or paper academic calendar/planner. Bring calendar/planner to class and show peer instructor.
3. **About Me Assignment** — Complete the About Me assignment as directed by instructor.
4. **Library/CRE Online Assignment** — Visit the following link to view and complete the library/CRE assignment: <http://libguides.uky.edu/UK101>. You will learn about scholarly sources, conduct a small research assignment on a topic related to this year’s Common Reading book *Orphan Train*, and complete reflection questions related to your topic and the CRE book.
5. **Self-Portrait PPT/Poster Presentation** — Following the directions given in class, create your self-portrait. Include the history of you (ethnic background and family); the education of you (educational goals; why a university education is important to you); the social you (friends and interests); and the spirit of you (values, beliefs). Look back at your “About Me” assignment for some of this information.

You will give a 3-minute presentation using your PPT or Poster, and then the class will have 2 minutes to ask you questions about the presentation.

6. **How Is It Going Reflection** — Looking back over the past several weeks, how has your experience at UK fit with your expectations of college? What have been some of the adjustments?
7. **Reworked Class Notes** — Using one of the methods discussed in class, rework your class notes from one of your courses and bring notes to class to show peer instructor.
8. **Mid-Term Grade Assignment** — List all of your courses and mid-term grades (found in myUK); calculate your GPA using the GPA calculator found at www.uky.edu/registrar/GPAcalc.htm. If you haven’t received a mid-term grade for a course, talk with the professor of that course to obtain it. How do you plan to maintain or improve your grades?
9. **Campus Cultural Event** — By the end of the UK 101 course, attend an approved cultural event. (Options will be announced during class.) Write a reflection about the event, answering the following questions:
 - Describe the event. What happened? Who was involved?
 - What impact did it have on you? What did you learn about yourself, others, or a topic?

CAMPUS RESOURCES AND SERVICES

The Study & The Study North	TBA and Champions Court 1	www.uky.edu/AE or e-mail thestudy@uky.edu
Provides free tutoring by peers, study smarter seminars, academic coaching, etc.; visit their website for tutoring hours based on subject. Call (859) 257-1356 for more information. Follow on Twitter @TheStudyScoop or like them on Facebook.		
The Hub	Basement of Young Library	www.uky.edu/Libraries/Hub
Comfortable place to study; helpful reference librarians; technology support; Writing Center; computer labs; vending food.		
Writing Center	B108B Young Library, in The Hub	http://wrd.as.uky.edu/writing-center/
Graduate and undergraduate student peer consultants assist with the process of composing and communicating in all media, including essays, reports, posters, visuals, websites, slide presentations, and videos. Open Monday-Thursday from 9 a.m. – 9 p.m.; Friday from 9 a.m. – 3 p.m.; and Sunday (online only) from 7 p.m. – 11 p.m. Make appointments online or call (859) 257-1368. Like them on Facebook and visit Wordpress site at ukwrite.wordpress.com .		
Mathskeller	63 Classroom Building (Basement)	www.mathskeller.com/
Open 9 a.m. to 5 p.m., Monday – Friday. Offers free tutoring and help with 100-level math classes.		
General Chemistry Learning Center	219 Academic Science Bldg. (ASB) 331 ASB for Organic Chemistry	http://chem.as.uky.edu/general-chemistry-learning-center
Receive help from chemistry graduate students for 100-level chemistry courses. Open Monday – Thursday from 9 a.m. until 5 p.m. and on Friday from 9 a.m. until 4 p.m.		
Presentation U! @ The Hub Presentation U! North @ CC1	The Hub at Young Library and Champions Court 1	http://www.uky.edu/UGE/pres-u
Get help with honing any aspect of your multimodal communication skills and/or projects (e.g., public speeches, group presentations, computerized slideshows, digital projects, etc.). Schedule a tutoring appointment via website or drop-in.		
Center for Academic Resources and Enrichment Services (CARES)	104 McVey Hall	www.uky.edu/diversity/cares
The overall program goals are to increase the retention and graduation rates of students traditionally underrepresented in post-secondary education, including African Americans, Latinos, and Native Americans. Services include tutoring, study groups, academic planning/monitoring, career exploration and networking opportunities, personal development workshops, graduate school information/preparation. Call (859) 323-6347, follow on Twitter @UK_CARES, or Facebook.		
Student Support Services	Suite 443, Multidisciplinary Science Bldg. (MDSB), 725 Rose St.	www.uky.edu/Diversity/SSS/
Provides a holistic approach to working with students who are first generation, low income, or have a documented disability. Services include but are not limited to the following: tutoring, mentoring, and limited computer use. You must come in and complete an application to receive services. Visit website or call (859) 257-9797 for more information.		
Financial Ombud Services	6 Funkhouser	www.uky.edu/financialaid/financial-ombud-services
The Financial Ombud works 1-on-1 with students/parents to identify/resolve financial problems affecting payment of tuition & fees and enrollment. Contact Holly Sandlin, Financial Ombud, at (859) 218-1360, or email Financialombud@lsv.uky.edu .		
University Health Service	830 South Limestone	http://ukhealthcare.uky.edu/uhs
If sick, this is the place to go. Full-time UK students see clinicians without charge. To make an appointment, call (859) 323-2778 (APPT). Check out University Health Service's Facebook page, You Tube space, and follow on Twitter @UHSPaws.		
Counseling Center	106 Frazee Hall	www.uky.edu/StudentAffairs/Counseling
Provides academic, personal, and career counseling; free and confidential; call (859) 257-8701 to schedule an appointment. Open 8 a.m. to 4:30 p.m. Monday-Friday. Like them on Facebook, and follow on Twitter @UKCounselingCtr.		

The Academic Exploration Tool	Desktop, mobile, tablet	http://www.uky.edu/academics/ and http://www.uky.edu/majors
The Academic Exploration Tool (AET) helps unlock your potential, taking your passions, interests and career aspirations and connecting you with UK majors that suit your goals. With AET, explore the many majors offered at UK!		
Martin Luther King Center	313 Blazer Hall	www.uky.edu/MLKCC
Strives to achieve a more diverse and inclusive environment, increase retention of students generally underrepresented in the student body, and enhance student achievement. Serves campus by exposing students, faculty, and staff to cultural, educational, and social activities. Visit the website for more information, or call (859) 257-4130.		
Undergraduate Research	211 Funkhouser	www.uky.edu/UGResearch
Promotes high quality undergraduate student-faculty collaborative research and scholarship in all disciplines across campus. For more information, call (859) 257-6322, like them on Facebook, and follow on Twitter @UKUGR.		
Student Employment Office	112 Scovell Hall	www.uky.edu/HR/studentjobs
Helps students find jobs on and off campus; visit website to get started, or call (859) 257-9555 for more information.		
Academic Scholarships		www.uky.edu/AcademicScholarships
Information and applications for University and departmental scholarships available on this site.		
Calendar of Events		www.calendar.uky.edu
Visit this website to find out about everything happening across campus.		
Academic Calendar		www.uky.edu/registrar/content/academic-calendar
"Multiple Final Exams" Information		www.uky.edu/Faculty/Senate/rules_regulations/
<i>University Senate Rule 5.2.4.7. "Any student with more than two final examinations scheduled on any one date shall be entitled to have the examination for the class with the highest catalog number rescheduled at another time during the final examination period. In case this highest number is shared by more than one course, the one whose departmental prefix is first alphabetically will be rescheduled. The option to reschedule must be exercised in writing to the appropriate Instructor of Record or his/her designee two weeks prior to the last class meeting."</i>		
National Student Exchange Program	109 Miller Hall	http://www.uky.edu/US/nse.html
Attend one of nearly 200 colleges and universities throughout the U.S., Guam, Puerto Rico, the U.S. Virgin Islands, and Canada, and pay only UK tuition. Call (859) 257-3383 or email nse@uky.edu to learn more.		
SAFECATS and After-Hours On-Demand Bus Service		www.uky.edu/Police/escort.html
SAFECATS provides free safety escort service on campus from 8:30 p.m.–1:30 a.m. Sun – Thurs.; after-hours on-demand bus service provides on call bus services at varying hours Sunday-Thursday. Call 257-SAFE (7233) for both services. Hearing impaired students may request a SAFECATS escort by e-mailing SAFECATS at uksafecats@uky.edu .		
VIP Center	1 Frazee Hall (Basement)	www.uky.edu/StudentAffairs/VIPCenter/
Works with the campus to help fight acts of violence, including sexual assault, partner violence, and stalking. Home of the Green Dot. For more information call (859) 257-3574 (confidential) or e-mail VIP at vipcenter@uky.edu (not confidential). Like them on Facebook and follow their blog at viptrueself.wordpress.com .		
VIP Center Bias Incident Support	1 Frazee Hall (Basement)	www.uky.edu/StudentAffairs/VIPCenter/support_bi.php
The VIP Center provides support and advocacy to those who have experienced acts of hate, bias or identity-based violence. Services include support at the time of crisis, academic and housing advocacy, and assistance navigating reporting systems both on and off campus. Services can be accessed by contacting the Bias Incident Response Coordinator at carol.taylor@uky.edu , calling 257-3189, or walking into the VIP Center. An appointment is not required.		

Stuckert Career Center	408 Rose Street	www.uky.edu/CareerCenter/
Receive help with career exploration, resumes, internships, and job search. Open Monday – Friday from 8 a.m. until 5 p.m. Visit their website, call (859) 257-2746, or e-mail at ukcareercenter@uky.edu . Like them on Facebook and follow on Twitter @UKCareerCenter.		
MoneyCats	1523 Patterson Office Tower	www.uky.edu/wise/moneycats
Provides financial wellness education, resources, and 1:1 financial coaching to students enrolled at the University of Kentucky. Contact them by email at moneycats@uky.edu .		
Student Financial Aid	127 Funkhouser Building	www.uky.edu/financialaid/
Assists students with the financial aid application process, responsible for the awarding and disbursement of federal, state, and institutional grants, loans, and scholarships.		
<i>Financial Aid Counselors</i>	<i>Student Name</i>	<i>Contact</i>
Amy Stiltner	A, B	Email: aestil0@uky.edu Voice: 859-218-1267
Kelly Yodanis	C, D	Email: kyo227@uky.edu Voice: 859-218-1764
Nicholas Barnes	E, F, G, HA	Email: nicholas.barnes@uky.edu Voice: 859-218-1293
Beth Mekus	HB, I, J, K	Email: beth.mekus@uky.edu Voice: 859-218-1263
Lynda Green	L, M	Email: lgreen@uky.edu Voice: 859-218-1301
Stephen Furnish	N, O, P, Q, R	Email: stephen.furnish@uky.edu Voice: 859-218-1430
Kaarla Stamper	S, T	Email: kmcomb2@uky.edu Voice: 859-218-1432
Lexie Foellger	U, V, W	Email: lexie.foellger@uky.edu Voice: 859-218-1284
David Prater	X, Y, Z	Email: dprater@uky.edu Voice: 859-257-6554
Academic Ombud	109 Bradley Hall	www.uky.edu/Ombud/
Helps students work through and resolve academic problems and conflicts. Stop by Bradley Hall, call 257-3737, or email Ombud@uky.edu with questions.		
Education Abroad	310 Bradley Hall	www.uky.edu/international/educationabroad
There are hundreds of programs to match every academic interest and budget; make an appointment, and they'll tell you everything you need to know. For more information, visit their website, call (859) 323-2106, or e-mail them at EducationAbroad@uky.edu . Like them on Facebook and follow on Twitter @EAatUK.		
Office of LGBTQ* Resources	302 Blazer Hall	http://www.uky.edu/Diversity/LGBTQ/index.html
This is the central hub for accessing information, groups, and services related to diverse sexualities and gender identities. Staffed by a full-time director, the office serves all students, faculty and staff at the university. The staff also seek to connect and collaborate with LGBTQ* community groups and friends across the city of Lexington and the Commonwealth of Kentucky. Although the office is structured to be adaptable in support of our constantly evolving mission of being radically inclusive, our work generally focuses on three core pillars: community building, education, and advocacy.		
Disability Resource Center	407 Multidisciplinary Science Building	www.uky.edu/StudentAffairs/DisabilityResourceCenter
Students with documented physical, learning, or temporary disabilities may receive assistance and support from this office. Call (859) 257-2754 for more information.		
Big Blue Pantry	Rooms 23 and 25, Whitehall Classroom Building (in basement)	www.ukcco.org/programs/bigbluepantry/
The Big Blue Pantry serves UK students who are experiencing food insecurity or hunger. Any UK student, with a valid UK ID, is eligible to receive non-perishable goods from the Big Blue Pantry by coming to White Hall 23-25 during our open hours.		