UK 101 COURSE INTRODUCTION AND IMPORTANCE OF SYLLABI & CANVAS

I. Suggested Materials
Large notecards folded over to use as “name tents”; markers; class roster; copy of Orphan Train (and K Book if you are using it); icebreaker supplies if needed; and copies of course syllabus.

II. Goals
A. To encourage students to become acquainted with one another and begin class bonding.
B. To introduce students to UK 101’s student learning outcomes and instructor expectations.
C. To help students understand importance of the syllabus in each their courses.
D. To calm student anxiety and motivate them to participate in UK 101.

III. Introduction and Icebreaker (instructor and peer instructor)
As students arrive, greet them and ask them to write name on name tent. The name tents help everyone to learn names.
A. Instructor and peer instructor introduce themselves. (Option: The instructor can “interview” the peer instructor to introduce her or him to the students.)
B. Explain that one of the unique things about UK 101 is having an upper-class student as a co-instructor.
C. Peer instructor facilitates a class icebreaker.

IV. Importance of Syllabus (Instructor or Peer Instructor)
A. Why is the syllabus so important?
1. The syllabus is the big picture or overall map of a course and your guide to succeeding in that class.
2. It tells you what the professor expects of you regarding attendance, classroom participation, assignments, grades, etc.
3. If there is information on classroom behavior such as cell phone use, food in class, etc., this should alert you that the behavior may be a pet peeve of the professor, and you should definitely avoid it!
4. You can use the syllabus to map out your semester regarding exams, paper due dates and other major assignments.
5. Contact information and office hours make it easier for you to communicate with your professor.
6. If your syllabus is not available online, it’s a good idea to make an extra copy in case you misplace the original.
7. Place all of your syllabi in a location where you can review them often, at least once a week! Or frequently review them online. This will help you prepare ahead for exam dates and paper due dates.

B. It is your responsibility to read the syllabus and understand the material. If you aren’t sure about something in syllabus, clarify it with your professor. This provides a great opportunity to visit your professor during office hours.

C. Each class syllabus will be different, but all of them should contain standard
information, including much of what we will cover in your UK 101 syllabus.

V. Distribute Syllabus and Review It (Instructor)
Highlight the following:
• Importance of attendance
• Importance of participation and classroom etiquette
• Importance of Title IX. **READ TITLE IX PARAGRAPH on page 3 in syllabus.** Ask if any questions.
• Class meetings held in other locations (e.g., library)

VI. Canvas—Very Important Supplement to Syllabus (Peer Instructor)
• If your instructor is using Canvas, check the assignments section and the class announcements section daily! Some instructors may place homework under the class announcements heading.
• Think of Canvas as an extension of your syllabus, and it can change daily—it’s a “living document.”
• VERY important to note the exact time an assignment is due. For example, 5 p.m. on Sunday, August 30, might be listed as the assignment deadline. Make sure you submit the homework by the specific time and date noted.
• Download the Canvas app onto your phone. You will receive an alert every time that your instructor adds something to Canvas.
• If you need help with Canvas, call 859-218-4357. Also, Peer instructor can volunteer to help students.

VII. Assignment for Next Class (Peer Instructor)

VIII. Announcements (Peer Instructor) — Usually the announcements are at the beginning of class. For this first class, they are at the end.

IX. Second Icebreaker (if time)

*As students exit class, ask if they need directions to any of their classes.*
About Me

Name_________________________ Email______________________________

Local/Campus Address______________________________________________

Cell Phone_________________________ Birthday (month/day)________________

Are you an out-of-state student? Yes_____ No_____ 

If yes, what is your home state? _______________________________________

If no, what is your Kentucky hometown? ________________________________

Has either of your parents (or if residing with one parent just the primary one) completed a bachelor’s or four-year degree?
Yes_____ No ______

If you currently have a major, what is it? ______________________________

If you are undeclared, what majors are you considering? _________________________

What types of organizations or activities are you interested in?

What about college is stressing you out?

Why did you decide to attend UK? Why is a college education important to you?

We know you just got here, but what is a goal you want to achieve by the end of the next 4 years?

What else would you like us to know about you?