Instructor Name: YOUR NAME
Office Location: FC
Office Phone: 825-5979 (for FC 113) or 825-6084 (Comp folks) or delete this line!
Office Hours: ??? (1 hr/section, up to 5 hours/wk)
Email Address: first.last@tamucc.edu
Website: http://www.tamucc.edu/wiki/FirstLast/Home

Course Information:
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<th>Course</th>
<th>Time</th>
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<td>UCCP 1101.XXX</td>
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Course Description
First-Year Seminar is a two-semester course sequence required of all full-time first-year students. As the central component of a learning community, Seminar helps students achieve success, academically and socially, as they make the transition to the university. Seminar provides students with opportunities for meaningful interactions with faculty and peers about substantive matters as well as timely, constructive feedback about their learning. Students are immersed in an active learning environment with a purposefully integrated and contextualized curriculum, fostering the development of transferable skills and engaging them in the academic community. In UCCP 1101, students are introduced to college level work and responsibilities, and provided with appropriate support and resources to navigate their first semester.

Course Objectives
The objectives of First-Year Seminar I are to advance the six intellectual and practical skills defined by the Texas Core Curriculum:

- Critical Thinking Skills
- Communication Skills
- Empirical and Quantitative Skills
- Teamwork
- Social Responsibility
- Personal Responsibility

Evaluation

PORTFOLIOS – 30%
Two portfolios, each worth 15% of your course grade, will be due during the semester. The midterm portfolio will be due on TBD (Week 7/8), while the final portfolio will be due on TBD (Week 14/15 or Final Exam week). See the online portfolio descriptions for more information.

PARTICIPATION AND ATTENDANCE – 30%
It is vital that you attend each and every class. There is nothing that we will do in here that is not important to your success in this learning community. To encourage attendance, I will be taking up something from you (daily writings, quizzes, group tasks) every time we meet. However, you are allowed two absences. Use them well. After the second absence, any extra absences will affect your grade.

INTEGRATED ACTIVITIES – 30%
Most of the work we will do in this course will relate to your other courses in the learning community. To reward and encourage success on learning community assignments and projects, many will also count for credit in Seminar.
FIRST-YEAR CELEBRATION – 10%
All learning community students will participate in First-Year Celebration (FYC) at the end of the Fall 2014 semester. FYC is an opportunity for students to share their academic work with the campus community. More information will be provided in the form of class discussion and an online assignment description.

Important Dates
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<tr>
<td>Wednesday, September 3</td>
<td>Last day to register/add a class</td>
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<td>Friday, November 7</td>
<td>Last day to drop a class</td>
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<td>November 27-28</td>
<td>Thanksgiving Holiday</td>
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<tr>
<td>Tuesday, December 2</td>
<td>Last day of classes</td>
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<td>December 4-10</td>
<td>Final Exams</td>
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Online Schedule
A detailed schedule for this course can be found at: [http://www.tamucc.edu/wiki/FirstLast/Fall2014ClassPlans](http://www.tamucc.edu/wiki/FirstLast/Fall2014ClassPlans)

Late Work
Any major assignment (such as a portfolio) will be accepted late, at a penalty of a half a letter grade per calendar day late. Please contact me in advance if there are extenuating circumstances that will cause you to miss a major due date. There will be no make-ups for missed daily grades.

Electronic Device Policy
Please refrain from the use of electronic devices during class, as it is distracting to not only you, but also to your instructor and peers. Laptops will be permitted for particular activities as deemed appropriate by the instructor.

Academic Honesty
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possessions of examinations or examination materials, forgery, or plagiarism.

Notice to Students with Disabilities and Veterans
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in CCH 116. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance.

Dropping a Class
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. **November 7th** is the last day to drop a class with an automatic grade of “W” this term.

Grade Appeal Process
As stated in University Rule 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that his or her final grade reflects academic evaluation which is arbitrary, prejudiced, or inappropriate in view of the standards and procedures outlined in this class syllabus, may appeal the grade given for the course. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. If the student believes the matter is not satisfactorily resolved at the student-faculty level, an appeal of the final grade in the class may be submitted, in writing, to the Director of University Core Curriculum Programs. For complete details, please visit: [http://academicaffairs.tamucc.edu/Rules_Procedures](http://academicaffairs.tamucc.edu/Rules_Procedures). For further assistance and/or guidance in the grade appeal process, students may contact the First-Year Seminar Coordinator.