Instructor Name: Crystal Ballard  
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Office Phone: (361) 825-2337  
Office Hours: M 2-3pm  
Tues 11-12:30pm  
W 2-3pm  
Thurs 11-12:30pm  
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Course Information:  
UCCP 1102.511  
Monday/Wednesday  
9-9:50am  
CS 108

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. The goal of UCCP 1101 is for students to participate in academic discourse and take ownership of their education in preparation for their future coursework and careers.

A successful experience in this course will depend on your individual commitment and work ethic, as well as your ability to be an active participant. I encourage all students to visit with me regularly throughout the semester, rather than waiting until the end of the semester to ask questions or express concerns. As in most courses, students should be proactive about their work and ready to discuss concepts and share examples during class. Furthermore, a professor who is familiar with their students is better able to help their students accomplish their personal goals, so make yourself known for doing good work, contributing to class discussion, pursuing your professional interests outside of the classroom, and sharing your goals, successes, and challenges with us.

Course Objectives The objectives of First-Year Seminar II 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

Student Learning Outcomes

* Reflect and integrate learning from all community courses, including development of critical thinking skills, social and/or personal responsibility.  
* Interact with faculty and peers about substantive matters through daily activities and discussions.  
* Demonstrate competence of knowledge related to the learning community discipline(s) in a public forum.

Grade Distribution and Major Assignments

PARTICIPATION AND ATTENDANCE – 30 % There is nothing that we will do in class that is not important to your overall success in Triad C; therefore, attendance is imperative. Missing class will affect your grade, as will not being prepared or not participating in a meaningful way. Students are expected to contribute to class discussions and to compose thoughtful short assignments. To encourage attendance, individual and group exercises will be assigned during class meeting through which I will evaluate your performance and engagement. Simply being present in class will not earn you full points for the day. I will take into account participation, preparedness, and promptness when assigning participation grades. In addition, any disruptive behavior or use of electronic devices (including any use of laptops, cell phones and/or portable music devices) will be noted, resulting in a deduction of daily participation points. I reserve the right to award daily or average points to students
who continually surpass classroom expectations. I also reserve the right to deduct daily or average points from students who consistently lack engagement or disregard classroom rules.

*HISTORICAL SIGNIFICANCE ESSAY - 20%* As part of Triad M, you will write an essay in which you discuss your individual historical significance. This essay will also count for a portion of your Seminar grade because success in the entire Triad is dependent on your attendance and active participation in History. 10% of this grade includes the Mid-Process Draft and Bluebook submission. Please see the course website on Blackboard and Dr. Munoz’s syllabus for more information.

**Essay Exam #2 - 20%** This assignment is geared toward assessing your understanding of the text Impounded. In it, you will write an essay that offers an analysis of a visual component from the text. Please see the course website on Blackboard and Dr. Munoz’s syllabus for more information.

**Reflections – 15%** During the course of the semester, you will be asked to reflect on your experience(s) in the Triad. The first reflection will come at the mid-point of the semester on Wednesday, March 7th, will count 5%, and will be written in Seminar. The second will come at the end of the semester on Wednesday, May 2nd and will count as 10% of your grade. The second reflection will be written and submitted in your Final Portfolio for Composition. Both reflections will be used to gauge your growth as both a student in this Triad and a student within a University setting.

**Exam Prep (Mid Process Drafts for Exams) – 15%** To ensure that you are prepared for your History exams, you will be responsible for pre-writing the essay prompts and bringing them to class for peer-review prior to your exam date. Each pre-writing assignment will be due in Seminar and will count 5% each.

To find a list of IMPORTANT DATES and a DAILY SCHEDULE of this course visit:
http://www.tamucc.edu/wiki/CrystalBallard/Spring2018ClassPlans-TriadM

**Other Information**

**LATE WORK** I will NOT accept late daily work assignments in Seminar because those assignments are, in essence, part of your attendance and participation grade. There will be no make-ups for missed daily grades. I will, however, drop the TWO lowest daily grades at the end of the semester. For any major assignment, please email me at least 48 hours before the due date if there are extenuating circumstances that will cause you to miss a due date. You will need to propose a new due date and documentation that proves an extension was granted. You will have one week in which to turn in the assignment. This policy includes weekends. NO ASSIGNMENTS RELATED TO TRIAD COURSES WILL BE ACCEPTED OVER EMAIL. NO EXCEPTIONS.

**OFFICE HOURS** Attending office hours is a key to success in higher education, especially in writing intensive courses. Dr. Muñoz, and your Composition instructor and I expect that you utilize office hours for one on one feedback on your writing, and to be able to address your learning needs on an individualized basis. Because of FERPA regulations, we cannot discuss grades in the classroom; this must be done during office hours. We want to give you feedback on your writing. In order to be fair, please abide by the following guidelines: we can’t spend more than 15 minutes with you during office hours if other students are waiting. Obviously, we are delighted to spend more time with you if our schedules permit. We are happy to answer specific questions re. Writing assignments via email. However, we will not provide any detailed feedback on your writing via email.

**EMAIL COMMUNICATION** Please consider e-mail as official correspondence. All email correspondence will be sent to your Islander email and via Blackboard. Efforts will be made to address your e-mail within 24 hours. If you do not receive an email within 24 hours, please send a follow-up email.
- No email correspondence on the day before an examination or deadline.
- E-mail communications should be about class business. E-mail is not the place for summaries of lectures, discussions, or readings, however.
- Please use the subject line in a way that indicates the content of the message. Please use professional language and include your full name and a complete inquiry in the body of the message. Unprofessional emails will result in non-response.

**GRADED EVENTS:** If you feel that you were graded unfairly & disagree with a grade that you earned, please follow these steps:
• Read the rubric, assignment description; did you follow all of the guidelines?
• Look on your paper for my specific, hand-written comments...do these shed any light?
• Next, come see me during office hours or schedule an appointment to see me to discuss your concerns.

If you are disappointed in your performance, and believe that the assignment you turned in is not representative of your best work, please come and see me as well. I am open to discussing ways to help you improve the grade you earned. You must observe a 24-hour waiting period and meet with me personally to discuss these options.

**Islander Email Account / Blackboard:** It is VERY IMPORTANT that you activate your Islander Email account and log onto Blackboard, as it will serve as my primary means of correspondence with you. Throughout the semester, I will be sending emails sharing important information relating to the learning community and I want to ensure that you receive this information. For quick questions or minor issues, you may contact me via e-mail. For more complicated concerns or questions, please make use of my office hours or make an appointment to meet with me. I generally will respond to email within 24 hours, except on the weekends. I am always ready and willing to make myself available to help you succeed in this course. I highly encourage you to come to me with your questions and concerns at any point that you need the assistance. I am very good at answering email and many of your questions could probably be answered in that way. For more complicated concerns, I encourage you to drop by my office or make an appointment, so we can discuss whatever it is that is causing you to struggle. I advise you to identify and remedy any concerns as early as you can during the semester – the more time we have to address it – the more likely it is we will be able to resolve it in a way that allows you to be successful. If you wait until the end of the semester, there is little I can usually do to help at that point.

**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** 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.

**Notice to Student Veterans** 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. April 6th 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 Chair of the Department of Undergraduate Studies. For complete details, please visit: http://academicaffairs.tamucc.edu/rules_procedures/.

**This syllabus is subject to change at the discretion of the instructor to accommodate students’ and/or instructional needs. However, you will be notified of those changes as they occur. Please visit course website and view the class schedule on a regular basis to remain informed of such changes.**