Instructor Name: Crystal Ballard, M.A.
Office: Faculty Center 140
Office Phone: (361) 825-3660
Office Hours: M 1:30-2:50am; Tues 2-3pm; W 2-4pm; Th 2-3pm
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Online Schedule: http://critical.tamucc.edu/wiki/CrystalBallard/Fall2018ClassPlans

Course Information:
UCCP 1101.140 TTH 8:30-9:20am BH 201
UCCP 1101.141 TTH 11-11:50am BH 127

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

Student Learning Outcomes
- Reflect and integrate learning from learning 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.
- Discover relevance of learning in the learning community through real-world applications.

Important Dates
Friday, November 9 – Drop Deadline
November 21-23 – Thanksgiving holiday
November 29 – First-Year Symposium

PARTICIPATION AND ATTENDANCE – 30%
There is nothing that we will do in class that is not important to your overall success in LC B; therefore, attendance is imperative. Missing class will affect your grade, as you will not be prepared or participating in a meaningful way. Students are expected to contribute to class discussions and to compose thoughtful short assignments. To encourage attendance, I will take attendance each time we meet. In addition, individual and group exercises will be assigned each class meeting through which I will evaluate your performance and engagement.

INTEGRATED AND OTHER ASSIGNMENTS - 40%
You will have two major assignments this semester; Norm Busting Assignment (25% - counts in Soc, Comp, and Sem) and Sociological Imagination Assignment (15% - counts in Soc and Sem). These projects will count in multiple courses in the Learning Community. More information will be provided as the semester progresses. Please see course descriptions and course syllabi for more information.

REFLECTIONS - 15%
As part of LC B, I will ask you twice during the course of the semester to reflect upon your learning experience. One reflection will be conducted during Seminar at mid-term on October 18. The second reflection will be turned in via Blackboard by midnight on December 4. More information will be provided regarding this portion of your grade.

**FYS Showing – 15%**
At the end of the semester, you will present research that you have conducted for both Composition and Sociology. More information will be provided as the semester progresses. FYS is on November 29th.

**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 your two lowest daily grades and/or supplemental assignments. For any major assignment, please email me, Dr. Wiehe, and Dr. Meyer BEFORE the due date to ask for an extension. See course syllabi for any other information regarding late work for History and Communications.

**EMAIL COMMUNICATION** Please consider e-mail as official correspondence. 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. You will need to avail yourself to scheduled office hours or make an appointment to discuss these.
- 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: 1.) Read the rubric or assignment description and consider; did you follow all of the guidelines? 2.) Look on your paper for my specific, hand-written comments...do these shed any light? 3.) 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.

**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 at (361) 825-5816.

**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 your academic advisor, the Financial Aid Office, and me before you decide to drop this course. 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 9 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.tamu.edu/rules_procedures/index.html.