**UNIV 100, Section** **[###]: [Course Topic/Title]**

**Fall 2022 - [Meeting Days and Times]**

**University of Louisiana at Lafayette**

Instructor:

Email:

Office:

Phone:

Office Hours:

**Course Description:** ​UNIV 100 has been designed to help you maximize your success in college byaddressing a variety of issues that often lead to failure or withdrawal as well as providing you with information and strategies to enhance your academic success.

**Student Learning Outcomes**:

1. **Critical thinking and problem solving:** the course will focus on a central theme or topic that asks the students to engage in University-level inquiry that challenges them to formulate appropriate questions, investigate potential answers, and arrive (at least tentatively) at solutions.
2. **Oral and Written Communication Skills:** students will state clearly and defend orally and in writing their ideas, arguments, and research questions.
3. **Information Literacy:** students will independently investigate answers to questions posed in the course, learn to find information and critically assess the relevance and value of that information vis-à-vis the questions posed, as well as formulate new questions based on the initial inquiry.

**Required Course Materials**:​​[required course materials, if any].

**Course Grade**: ​Studentsgrade in the seminar is based on the following: [assignments, activities, research requirements, course projects, etc.]

The final course grade will utilize the following grade scale:

90-100 = A

|  |  |
| --- | --- |
| 80-89 | = B |
| 70-79 | = C |
| 60-69 | = D |
| < 60 | = F |

**COURSE POLICIES**

**Attendance Policy**: [your policy here] (Sample language: Attendance in class is very important and is mandatory. Attendance will be taken forevery class period. Unexcused student absences in excess of the number of class meetings per week (e.g. 3 absences for a class that meets 3 times a week) will result in at least a one letter grade reduction from the student’s final seminar grade. Unexcused absences less than or equal to the number of class meetings per week will not incur a penalty. Any absences that are to be excused must be accompanied by official documentation to be considered.)

**Student Interaction Expectations**: [your policy here] (Sample language: Students will respect each other and the instructor. Students will beexpected to engage in group work during some classes. Students are also expected to participate in class discussions and treat the instructor and classmates with respect. Repeated failure to show respect can lead to dismissal from the course.)

**Late Work Policy**:​​[your policy here] (Sample language: After the due date for an assignment has passed, students will have one week in which tosubmit the assignment for half credit. After one week, the assignment will not be graded for credit. However, each assignment will be graded at the end of the semester as a required component of the portfolio.)

**Technology/Cell Phone Policy**:​[your policy here] (Sample language: In our classroom, technology is only allowed when you are expresslyinstructed to use it for a specific assignment or project. If you are found using technology at any other time, or if you are found using it to work on something other than a class assignment, you will be recorded as absent that day. You should plan on taking notes the old-fashioned way, by hand. Your cell phone should be kept in your book sack, purse, or pocket. ​Do not keep it on the desk or table.)

**Recording Devices**: [your policy here] (Sample language: Lectures or course materials, such as quizzes, may not be recorded or disseminated inany fashion without prior approval from the instructor.)

**Academic Honesty Policy**:​The University of Louisiana at Lafayette policy on academic dishonesty isoutlined in the Undergraduate Catalog which can be found on ULINK. Failure to adhere to academic honesty policies may lead to academic penalties, including at a minimum earning a zero on the assignment and up to including failure of the course. If you have any questions about this policy or you aren’t sure how to appropriately cite others’ work (such as information you found on the internet), ask [me/your instructor] or visit [The Writing Center](https://english.louisiana.edu/about-us/beyond-classroom/writing-center).

**Withdrawing from a course**:​If you wish to withdraw from a course, you must do so by the last official dayto withdraw, **November 3, 2022.**​ After that time, you will receive the grade assigned by the instructor.

**UNIV 100 Showcase:** ​[Insert which project or assignment will be highlighted in the showcase, or how theprojects will be selected for nomination to the showcase. Up to three projects can be submitted from each section. Projects will be judged in the following categories: Creative/Arts; Creative Written Work; Humanities/Social Science; Leadership/Service; Research Paper; Science/Technical].

**FREE CAMPUS RESOURCES**

**Disability Accommodations:** ​Students needing academic accommodations for a disability must first beregistered with the Office of Disability Services (ODS) to verify the disability and to establish eligibility for accommodations. The ODS office is located in Agnes Edwards Hall 126. Students can contact ODS by calling 337-482-5252 or email [ods@louisiana.edu](https://disability.louisiana.edu/webmaster%40louisiana.edu). Once registered, students should then schedule an appointment with their professors to make appropriate arrangements. Visit the [Office of Disability Services](https://disability.louisiana.edu/) website for more information.

**Counseling and Testing Center**: Free counseling services are available at the Counseling and Testing Center**,** located in the Saucier Wellness Center in O.K. Allen Hall. Reasons for going to counseling can include anxiety, depression, relationship difficulties, substance abuse, and more. You can contact the center by calling 337-482-6480 or email counseling@louisiana.edu​. Visit the [Counseling and Testing Center](https://counselingandtesting.louisiana.edu/) website for more information.

**The Learning Center:** ​Services offered by The Learning Center (TLC) include free individual (one-on-one)tutoring, study group tutoring, supplemental instruction (SI), computer lab assistance, and a wide variety of on-line resources. Tutors are available at TLC for almost all 100- and 200-level math and science courses as well as for ACCT, BSAT, ECON, EECE, ENGR, ESOL, FREN, PSYC, SPAN, and STAT. The Learning Center is located on the second floor of Lee Hall. You can contact TLC by calling 337-482-6583 or email **tlc@louisiana.edu** for information, assistance, and appointments. Visit [The Learning Center](https://studentsuccess.louisiana.edu/tutoring) website for more information.

**The Writing Center**:​ The Writing Center provides free writing services and assistance, located in Griffin Hall 107. The Writing Center consultants are experienced writers and students who pride themselves on creating a comfortable environment for every phase of your writing project. From thesis statements, to research planning, document design, to just getting started, the Writing Center staff works to help you become more focused, organized, and confident with your work. In addition to providing the latest style manuals and handbooks, the Writing Center also operates a computer lab, located next door in Griffin Hall, room 108. Walk-ins are accepted, but scheduling an appointment in advance is recommended by calling 337-482-5224 or email writingcenter@louisiana.edu. Students who are more than ten minutes late to an appointment must reschedule. Visit [The Writing Center](https://english.louisiana.edu/node/19) website for more information.

**Technical Support:**​Students can access technical assistance by contacting the IT Help Desk at 337-482-4357 or email at ithelp@louisiana.edu​. The IT Help Desk is located in Stephens Hall 110. Visit the [IT Help Desk](https://servicedesk.louisiana.edu/) website for more information.

**Safety Information**: University police, faculty and staff are the first responders for all emergencies oncampus. **To report an emergency, please dial 911 to connect to the campus police.** For non-emergencies, you can call 337-482-6447 or email ulpolice@louisiana.edu. Report any suspicious activity to campus police or faculty & staff. Make use of the emergency towers on campus and if you SEE something, SAY something! Also, sign up for the emergency notification system on ULINK. Visit the [University Police Department](https://police.louisiana.edu/) website for more information.

**COURSE CALENDAR**

**August 22, 2022**

[Insert appropriate course schedule here. See samples provided.]