



# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

## Course Syllabus

### Course Information

Course Number/Section **UNST 100: Section 12** Term **Spring 2010**  
 Course Title **University Experience** Days & Times **Tuesday, 9:00am-9:50am**  
 Classroom **Aggie Village 5, Room 504**  
**(first floor, back door to classroom across from Bookstore)**

### Professor Contact Information

Professor **Ms. Robyn Greenberg** Email Address **rmgreenb@ncat.edu**  
 Office Phone **336-285-4403** Office Location **203A Hodgin Hall (doors may be closed, knock)**  
 Mailbox **Located in 215 Hodgin Hall** Office Hours **Monday: 10:00am-Noon**  
**Wednesday: 2:00pm-4:00pm**  
**or by appointment**

### Course Description

This course will emphasize the role of the University Studies (UNST) program and present a broad overview of the curriculum structure and rationale, including an introduction to a variety of interdisciplinary themes within the UNST program. Introductory discussions on critical thinking, communication, skills, ethics, diversity, civic engagement, and globalization will be included.

The course will also provide students with an introduction to study skills, career exploration, University policies, and procedures, as well as University support services. Students should leave the course with an appreciation of how to successfully cope with the demands of college, to overcome the challenges of college life, and to take advantage of opportunities at the University.

### Student Learning Objectives/Outcomes

Based on UNST Learning Objectives, the student will be able to:

#### Communication

#1: Effectively use information technology to find, interpret, evaluate, and use information discerningly, specifically, familiarity with the use of Blackboard, A&T website, A&T e-mail, Aggie Access Online, and the Bluford Library System.

#### Ethics and Social Responsibility

#14: Understand and apply ethical reasoning principles to resolve moral, social, and professional issues.

#### Health, Lifestyles, and Behavior

#16: Understand and promote principles of wellness that include nutrition, exercise, avoidance of mind-altering chemicals, development of healthy relationships, and personal growth.

#17: Recognize behaviors that place individuals, families, and communities at risk.

#### Additional Learning Objectives

After working through our readings and completing scheduled tasks, you will be able to:

- Describe the UNST program curriculum structure and rationale, explaining how these relate to critical thinking, interdisciplinary inquiry, and potential professional careers.
- Explain the meaning of diversity and civic engagement in the context of the University.
- Demonstrate knowledge of policies and practices of academic integrity, as well as appropriate academic behavior in various campus contexts using the Aggie Pride Compact as a benchmark.
- Evaluate effective study skills, time management, and test-taking practices.

### Required Textbook and Material

#### Texts

Amos, L. (2009). *University Experience 100: 2009-2010 North Carolina Agricultural & Technical State University*. (Robyn Greenberg, Ed.). Littleton, MA: Tapestry Press. (ISBN #1-59830-341-4)

Materials: 2009-2010 A&T Planner (Free: Available from 104 Murphy Hall), 1" Loose Leaf Binder (suggested)

Serious scholarship requires procurement of essential course materials. Students will purchase all books and materials required for UNST courses within the first two weeks of the semester. Sharing of books thereafter is prohibited. Sharing of personal response devices (Clickers) constitutes academic dishonesty.

## Course Calendar

Topics, Reading Assignments, Quizzes, Exam, Due Dates

\*These descriptions and timelines are subject to change at the discretion of the Professor\*

WEEK	IN-CLASS DISCUSSIONS, READINGS, ASSIGNMENTS, QUIZZES	IMPORTANT DATES
<p><b>Week 1</b> Week of Jan. 11</p>	<ul style="list-style-type: none"> <li><b>In-Class Topic(s):</b> Course Introduction; Overview of Bb Course Shell; Review of Syllabus and Course Calendar</li> <li><b>Read for Week 2:</b> Chapter 1: NC A&amp;T State University</li> <li><b>Assignment Due Week 2:</b> Scavenger Hunt and signed information page/attendance contract</li> <li>Obtain your free A&amp;T planner from Murphy Hall, Room 104</li> </ul>	<ul style="list-style-type: none"> <li>Wednesday, Jan. 13 – Last day to add or drop a course</li> </ul>
<p><b>Week 2</b> Week of Jan. 18</p>	<ul style="list-style-type: none"> <li><b>In-Class Topic(s):</b></li> <li><b>Read for Week 3:</b> Chapter 2: Preparing for Success in College and Chapter 3: Becoming a Successful Student</li> <li><b>Assignment Due Week 3:</b> Complete Bb chapter 1 and 3 mini quizzes before next class; bring #2 pencil and Banner ID#</li> </ul>	<ul style="list-style-type: none"> <li>Monday, Jan. 18 – MLK Day: NO CLASSES</li> </ul>
<p><b>Week 3</b> Week of Jan. 25</p>	<ul style="list-style-type: none"> <li><b>In-Class Topic(s):</b> Chapter 1 and 3 Mini Quiz; Pre-Test</li> <li><b>Read for Week 4:</b> Chapter 4: Making Time Work for You</li> <li><b>Assignment Due Week 4:</b> Print out class schedule and bring to class for week 5</li> </ul>	
<p><b>Week 4</b> Week of Feb. 1</p>	<ul style="list-style-type: none"> <li><b>Library Presentation:</b> All UNST 100 Classes report to Bluford Library, 2<sup>nd</sup> floor seminar room #258 (<b>DO NOT ARRIVE LATE</b>)</li> <li><b>Read for Week 5:</b> Chapter 5: Making the Classroom Work for You</li> <li><b>Assignment Due Week 5:</b> Advisor's signature (p. 39); Complete Bb chapter 5 full quiz before next class</li> </ul>	
<p><b>Week 5</b> Week of Feb. 8</p>	<ul style="list-style-type: none"> <li><b>In-Class Topic(s):</b> Chapter 5 full quiz; Advisor's signature; Time management; Master schedule; Weekly-schedule assignment</li> <li><b>Read for Week 6:</b> Chapter 7: Listening Actively and Taking Good Notes; PowerPoint presentation under Assignments in Bb; and Chapter 8: Developing Test-Taking Skills</li> <li><b>Assignment Due for Week 5:</b> Weekly Schedule and typed discussion</li> </ul>	
<p><b>Week 6</b> Week of Feb. 15</p>	<ul style="list-style-type: none"> <li><b>In-Class Topic(s):</b> Test-Taking Skills Presentation</li> <li><b>Read for Week 7:</b> Chapter 6: Improving Your Memory and Learning Skills</li> <li><b>Assignment Due for Week 7:</b> Outline chapter 6; Review note taking and outlining presentation in Bb Chapter 6 Outline folder; Complete Bb chapter 6 mini quiz before next class</li> </ul>	
<p><b>Week 7</b> Week of Feb. 22</p>	<ul style="list-style-type: none"> <li><b>In-Class Topic(s):</b> Chapter 6 mini quiz; Plagiarism/Paraphrasing; 10-Question Assessment</li> <li>Midterm Exam Review Sheet Posted to Assignments in Bb</li> </ul>	
<p><b>Week 8</b> Week of March 1</p>	<ul style="list-style-type: none"> <li><b>In-Class:</b> Midterm Examination (bring #2 pencil)</li> </ul>	

<p><b><u>Week 9</u></b> Week of March 8</p>	<ul style="list-style-type: none"> <li>• <b>Monday-Friday, March 8-10 SPRING BREAK – NO CLASSES</b></li> <li>• <b>Read for Week 10:</b> Chapter 9: Learning to Think Critically</li> <li>• <b>Assignment Due Week 10:</b> Prepared for chapter 9 mini quiz</li> </ul>	
<p><b><u>Week 10</u></b> Week of March 15</p>	<ul style="list-style-type: none"> <li>• <b>In-Class Topic(s):</b> Chapter 9 mini quiz; Discuss group project</li> <li>• <b>Read for Week 11:</b> Chapter 10: Making Healthy Choices</li> <li>• <b>Assignment Due Week 11:</b> Second Advisor Signature; Prepare for chapter 10 full quiz; page 302</li> </ul>	<ul style="list-style-type: none"> <li>• Wednesday, March 16: Midterm Grades Due</li> <li>• Wednesday, March 16: Convocation (classes suspended from 3:00pm—5:00pm)</li> <li>• Saturday, March 20: Homecoming</li> </ul>
<p><b><u>Week 11</u></b> Week of March 22</p>	<ul style="list-style-type: none"> <li>• <b>In-Class Topic(s):</b> Page 302; Advisor Signature; Chapter 10 full quiz; Office of Career Services Presentation</li> <li>• <b>Read for Week 12:</b> Chapter 11: Sharing Your World</li> </ul>	<ul style="list-style-type: none"> <li>• Friday, March 26: Last day to withdraw (W) from a course without a grade evaluation</li> </ul>
<p><b><u>Week 12</u></b> Week of March 29</p>	<ul style="list-style-type: none"> <li>• <b>Read for Week 13:</b> Chapter 12: Leadership, Ethics, and Responsibility</li> <li>• <b>Assignment Due Week 13:</b> Prepare for chapter 12 mini quiz</li> </ul>	
<p><b><u>Week 13</u></b> Week of April 5</p>	<ul style="list-style-type: none"> <li>• Final Exam Review Sheet Posted to Assignments in Bb</li> <li>• <b>Assignment Due Week 14:</b> Completed Group Project</li> </ul>	<ul style="list-style-type: none"> <li>• Monday, April 5: Advisement &amp; Registration Begins</li> </ul>
<p><b><u>Week 14</u></b> Week of April 12</p>	<ul style="list-style-type: none"> <li>• <b>In-Class Topic(s):</b> Post-Test (bring #2 pencil and Banner ID#)</li> </ul>	
<p><b><u>Week 15</u></b> Week of April 19</p>		
<p><b><u>Week 16</u></b> Week of April 26</p>	<ul style="list-style-type: none"> <li>• <b>In-Class:</b> Final Examination (bring #2 pencil)</li> </ul>	<ul style="list-style-type: none"> <li>• Friday, April 30: Classes End</li> <li>• Saturday, May 1: Reading Day</li> </ul>
<p><b><u>Week 17</u></b> April 3-7</p>	<ul style="list-style-type: none"> <li>• Final Exams Week</li> <li>• <b>Check the final exams schedule for your class times</b></li> </ul>	<ul style="list-style-type: none"> <li>• April 10: Final Grades Due</li> </ul>

**Note:** Professors may make additions or changes to this schedule at any time. It is the student's responsibility to check Blackboard for the most complete and up-to-date information.

### Week 1 to Week 9

Scavenger Hunt	20 Points	<ul style="list-style-type: none"> <li>Page 43 in textbook or use electronic assignment in Bb</li> <li>Can be submitted in class or via link in scavenger hunt folder in Bb</li> </ul>
Weekly Schedule with explanation paragraph	20 Points	<ul style="list-style-type: none"> <li>Page 120-121 in textbook or use electronic assignment in Bb</li> <li>Can be submitted in class or via link in week schedule folder in Bb</li> <li>Explanation must be typed (no handwritten explanations will be accepted)</li> </ul>
Chapter 6 Outline	20 Points	<ul style="list-style-type: none"> <li>Must be typed (no handwritten outlines will be accepted)</li> <li>Submit via link in Chapter 6 outline folder in Bb</li> </ul>
First Advisor Signature	10 Points	<ul style="list-style-type: none"> <li>Page 39 in textbook</li> </ul>
Chapter 1, Chapter 3, and Chapter 6 Mini Quizzes	5 Points Each (15 Points Total)	<ul style="list-style-type: none"> <li>In Class</li> </ul>
Chapter 5 Full Quiz	20 Points	<ul style="list-style-type: none"> <li>In Class</li> </ul>
Midterm Examination	100 Points	<ul style="list-style-type: none"> <li>In Class</li> </ul>
Midterm of Semester Points Distribution	205 Points	<p>205–184.5 = A            &lt;184.5–164 = B            &lt;164–143.5 = C            &lt;143.5–123 = D            &lt;123 = F</p>

### Week 10 to Week 16

Page 302	10 Points	<ul style="list-style-type: none"> <li>There are only 2 pages that can be used to complete this assignment: 1) Completed original page 302 removed from your textbook, or 2) Used photocopied page 302 from the textbook in the library (ask for it at the front desk). The library page 302 has writing on it, which will be seen with the completed assignment is submitted.</li> <li>No other page will be accepted</li> <li>Handwritten is acceptable</li> </ul>
Group Project	50 Points	<ul style="list-style-type: none"> <li>TBA</li> </ul>
Chapter 9, Chapter 11 and Chapter 12 Mini Quizzes	5 Points Each (15 Points Total)	<ul style="list-style-type: none"> <li>In Class</li> </ul>
Chapter 10 Full Quiz	20 Points	<ul style="list-style-type: none"> <li>In Class</li> </ul>
Participation Survey	10 Points	<ul style="list-style-type: none"> <li>Located in Participation Survey folder in Bb</li> <li>A checkmark in your grade center shows your completion of this survey</li> <li>Do not confuse this survey with the survey distributed by the university in your A&amp;T email, to be completed for all your courses (this survey is also very important and should be completed)</li> </ul>
Final Examination	100 Points	<ul style="list-style-type: none"> <li>In class during the last regular class meeting</li> </ul>
Extra Credit	3 Points Each (Total 9 Points)	<ul style="list-style-type: none"> <li>Students can attend up to 3 university events and submit a full page, double-spaced write up to receive 3 points for each event. Include a cover page with: Name, Class and Section, Event Name, Event Date and Time, Event Location. Therefore, none of this information should be included in your 1-page write up. All submissions must be made using the submission links in the Extra Credit folder in Bb.</li> </ul>
Second Half of Semester Points Total	205 Points	
End of Semester Total Course Points Distribution	410 Points	<p>410–369 = A            &lt;369–328 = B            &lt;328–287 = C            &lt;287–246 = D            &lt;246 = F</p>

## Course Policies

### *Makeup Coursework and Exams*

The administration, faculty and staff recognize that there are circumstances and events that require students to miss classes and required course work due on the day of the absence. Also, they recognize that required course work is needed to give each student an adequate performance evaluation. Therefore, whenever reasonable (and more specifically described below), students should be allowed to make up required work. Instructors should schedule make-up work at a time that is convenient to both the instructor and the student.

### *Policy Regarding Makeup of Required Coursework*

- Student may petition an instructor to make up required coursework whenever the student has a permissible reason for requesting make up of required coursework.
- Student will be required to present documentation, which verifies absence constituting permissible reason.
- Whenever possible, a student should consult with the instructor prior to an absence that will involve the failure of submission of coursework. Arrangements for makeup should be discussed and agreed upon at this time.
- A student must petition for makeup of required coursework on the first day that he/she returns to class.
- If permission is granted to make up required coursework, the instructor and the student should agree on an acceptable date for accomplishing the makeup of missed required coursework.

Failure to comply with the above may result in the denial to make up required coursework.

### *Required Documentation*

- Verification of Illness: Requires signed statement of a physician or a duly authorized staff member of the Sebastian Health Center.
- Verification of Death: Requires signed statement from the Minister or Funeral Director.
- Verification of Participation in University-Related Activities: Requires signed statement/letter from the Office of the Vice-Chancellor for Academic Affairs.
- Verification of Other reasonable Circumstance (e.g., court appearance, family emergency, etc.): Requires a signed statement from an appropriate official (e.g., Court Official, parent or guardian, etc.).

### *Late Work*

All assignments are due on the dates indicated in your syllabus. **No late work will be accepted in any UNST course.** Exceptions will be made only in cases of documented medical or family emergency or religious observance. Please notify your instructor by e-mail before the assignment is due should an acceptable absence occur. Employment, child care, or other academic pressures do not constitute a valid excuse for late work. There is no provision for additional assignments or extra credit to substitute for missed course requirements.

### *Class Attendance*

University Studies strives to professionalize its students; therefore, regular attendance and punctuality are mandatory in all UNST courses. Attendance will be taken at the beginning of each class. Tardiness will not be tolerated. Absent or tardy students are responsible for any missed class work, including any changes to the syllabus or assignments announced in class. In short, absences and tardiness can/will diminish your grade. If you suffer prolonged illness or misfortune, you should consider dropping the course. Persistent tardiness and failure to observe established classroom etiquette will lead to failure of the course. Student athletes must submit a schedule of days they will be absent within the first week of classes.

Students will automatically receive an "F" for missing beyond the equivalent of two weeks of class:

- M, W, F Schedule: Six (6) unexcused absences
- T, R Schedule: Four (4) unexcused absences
- 1-Class Per Week Schedule: Two (2) unexcused absences

At half the allotted absences (three (3) absences for M, W, F schedule; two (2) for T, R schedule; and one (1) for 1-class per week schedule), students are required to meet with their instructor(s) for a mandatory one-on-one conference concerning his/her performance in class.

Absence or tardiness is only excused for emergency situations. Students are responsible for submitting acceptable documentation for the excused absence within one week of the absence. Examples of acceptable documentation include:

### *Required Documentation*

- Verification of Illness: Requires signed statement of a physician or a duly authorized staff member of the Sebastian Health Center.
- Verification of Death: Requires signed statement from the Minister or Funeral Director.
- Verification of Participation in University-Related Activities: Requires signed statement/letter from the Office of the Vice-Chancellor for Academic Affairs.
- Verification of Other reasonable Circumstance (e.g., court appearance, family emergency, etc.): Requires a signed statement from an appropriate official (e.g., Court Official, parent or guardian, etc.).

### *Student Athletes (and other school group participants)*

Students participating in school athletics are held to the same attendance and performance expectation as non-athletes. Hence, they should coordinate their course schedules so that team practices and games do not conflict with class meetings and group work. Student-athletes should identify themselves to their instructors, submit a schedule of days you will miss class as well as the name and contact information for their coach within the first week of classes.

### *Classroom Citizenship*

All cell phones, pagers, and personal communication devices must be **turned off** for the duration of the class period. Students who fail to comply with this rule will be asked to leave the class and will be marked absent. Campus security will be asked to escort from the classroom those students who fail to leave as requested.

There will be no eating or drinking in class (other than bottled water). Students will be respectful of their professor and colleagues. Any behavior that distracts (i.e., eating, talking while others are talking, etc.) or is disrespectful (i.e., personal attacks, studying for other courses during class, etc.) is unacceptable. Differences of opinion should be met with intellectual curiosity and rigor rather than insult, contumely, or discord.

Student success in this course depends upon the development of scholarly habits. Participation in class discussion and group work is mandatory. Collegial responsibility and respect are also compulsory.

### **Technical Support**

If you experience any problems with your A&T account you may call Aggie Tech Support (formerly Help Desk) at 336.334.7195.

### **E-mail Policy**

Instructors will reply to student e-mail within 48 hours, **Monday-Friday only**. In order to ensure a reply, students **must** only use NCAT e-mail accounts (no hotmail, gmail, AOL, etc.). Each e-mail message must include the course number and section (if sent through Bb, it will be added automatically) as well as a concise and clear statement of purpose in the subject line (i.e., UNST 100:17 – Death in Family). You must include your name, as it appears on the course roster, at the end of your message. All messages must be conveyed using standard English.

Please make sure you consult the course syllabus, other handouts, and the course website **BEFORE** submitting inquiries by e-mail. When a question cannot be easily or briefly answered by e-mail, please visit your instructor during their office hours.

### **Field Trip Policies/Off-Campus Instruction and Course Activities**

- Student Affairs Website: [www.ncat.edu/~staffair/](http://www.ncat.edu/~staffair/)
- Student Handbook: [www.ncat.edu/~deanofst/Handbook.htm](http://www.ncat.edu/~deanofst/Handbook.htm);
- Student Travel Procedures and Student Travel Activity Waiver: [businessfinance.ncat.edu/policies%20and%20procedures%20index.htm](http://businessfinance.ncat.edu/policies%20and%20procedures%20index.htm)

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at [businessfinance.ncat.edu/policies%20and%20procedures%20index.htm](http://businessfinance.ncat.edu/policies%20and%20procedures%20index.htm).

Additional information is available from the office of Student Affairs: [www.ncat.edu/~staffair/](http://www.ncat.edu/~staffair/)

### **Other Policies (e.g., copyright guidelines, confidentiality, etc.)**

- Student Handbook: <http://www.ncat.edu/~deanofst/Handbook.htm>
- Family Educational Rights and Privacy Act: [www.ncat.edu/~registra/ferpa\\_info/index.htm](http://www.ncat.edu/~registra/ferpa_info/index.htm)

### **Student Conduct & Discipline**

- North Carolina A&T State University has rules and regulations that govern student conduct and discipline meant to ensure the orderly and efficient conduct of the educational enterprise. It is the responsibility of each student to be knowledgeable about these rules and regulations.
  - Undergraduate bulletin: [www.ncat.edu/~acdaffrs/Bulletin\\_2008-2010/2008-2010\\_Undergraduate\\_Bulletin.pdf](http://www.ncat.edu/~acdaffrs/Bulletin_2008-2010/2008-2010_Undergraduate_Bulletin.pdf)
- For detailed information about specific policies such as academic dishonesty, cell phones, change of grade, disability services, disruptive behavior, general class attendance, grade appeal, incomplete grades, make up work, student grievance procedures, withdrawal, etc.
  - Student Handbook: [www.ncat.edu/~deanofst/Handbook.htm](http://www.ncat.edu/~deanofst/Handbook.htm)

### **Disabilities**

Students with documented learning disabilities should identify themselves to their instructor and present appropriate documentation during the first week of classes. The Office of Veterans and Disability Support Services is located in Murphy Hall, Suite 01, and the contact number is (336) 334-7765.