



## **Marshall University Syllabus UNI 100 Freshman First Class**

**Course:** UNI 100 Freshman First Class

**Course Description:**

UNI 100 is an introduction to the academic structures and expectations of Marshall University. Students will learn about the University and strategies for student success. This class is made up of two parts: (1) the class sessions and larger group sessions that are part of Week of Welcome and (2) the additional classroom seminars that extend into the semester, once per week for seven weeks. Successful completion of this course earns one credit hour of elective credit.

**Credits:** 1 Credit Hour

**Prerequisites:** None

**Term/Year:** Fall 2022 (UNI 100 meets August 17<sup>th</sup>, 18<sup>th</sup> & 19<sup>th</sup> during WOW and for the first seven weeks of the semester)

**Class Meeting Days/Times:**

**Location:**

**Instructor:**

**Contact Information:**

**Peer Mentor:**

**Required Texts and Materials**

There are no textbooks required for this course. Materials will be provided during the course.

**Academic Calendar**

For beginning, ending, and add/drop dates, see the [Marshall University Academic Calendar](http://www.marshall.edu/academic-calendar/) (URL: <http://www.marshall.edu/academic-calendar/>).

**Marshall University E-Mail Accounts**

You must have and use your MU email account. Your personal email accounts will not be used for official communication with Marshall University programs and personnel. You may redirect your MU email to your own personal email account, but you must sign in to your MU account to do that. Marshall University uses Office 365 email. For more information, visit [Marshall IT: Office 365](https://www.marshall.edu/it/office365/) (URL <https://www.marshall.edu/it/office365/>).

## COVID-19 Related Information

Marshall's official COVID-19 protocols are online at <https://www.marshall.edu/coronavirus> (URL: <https://www.marshall.edu/coronavirus/>). Policies and protocols may change over time as we respond to changing conditions. The website will always contain the most recent information – check it frequently for the most current information.

Key policies and practices at the start of the Fall 2022 semester include the following:

- **Wear a mask inside university buildings, when required.** To see the campus current masking status, visit Marshall's COVID-19 Dashboard ([www.marshall.edu/coronavirus](http://www.marshall.edu/coronavirus)). Masks are not required in personal residence hall rooms or workspaces.
- **Students will disinfect their personal workspaces and virtual learning hubs** with disinfectant wipes provided nearby.
- **All members of the Marshall University community are expected to observe all COVID-19 protocols at all times. Students who are unable to follow University requirements due to a disability** should seek reasonable accommodations from the Office of Disability Services (ODS; [disabilityservices@marshall.edu](mailto:disabilityservices@marshall.edu)) during the first week of class.

### University Policies

By enrolling in this course, you agree to the University Policies. Please read the full text of each policy (listed below) by going to MU Academic Affairs: University Policies (URL: <http://www.marshall.edu/academic-affairs/policies/>)

- Academic Dishonesty Policy
- Academic Dismissal Policy
- Academic Forgiveness Policy
- Academic Probation and Suspension Policy
- Affirmative Action Policy
- Dead Week Policy
- D/F Repeat Rule
- Excused Absence Policy for Undergraduates
- Inclement Weather Policy
- Sexual Harassment Policy
- Students with Disabilities (Policies and Procedures)
- University Computing Services Acceptable Use Policy

### Technology and Technical Skill Requirements

- Students must be proficient in the use of computers, the Internet, browsers, Microsoft Office Word, and other common applications.
- For computer and browser requirements, see “Get Connected” and “Internet Browser” at Student Resources: First Steps. See also IT: Recommended Hardware (URLs: <http://www.marshall.edu/muonline/student-resources/> and <http://www.marshall.edu/it/recommendations/>).
- To check your browsers, use the Blackboard Browser Checker and ensure that you set permissions properly and have all the necessary plug-ins. (URL: [https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support/Browser\\_Checker](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker) )
- Students must be able to use Marshall email, as well as the following tools in Blackboard: course messages, assignments, discussion board forums, tests, blogs, journals, wikis, and groups. Links to Blackboard Help and tutorials are available on the Start Here page and on the Tech Support tab in Blackboard.
- Adobe Acrobat Reader may be needed to read some files. This plug-in is available free. (URL: <https://get.adobe.com/reader/> ) See the Tech Support tab in Blackboard for additional information and links.

- Students may be required to submit assignments as Microsoft Word documents (.docx), using the most recent Microsoft Office suite. Office 365 is available at no extra charge to students enrolled at MU. For information visit [Marshall IT: Office 365](http://www.marshall.edu/it/office365/) (URL: <http://www.marshall.edu/it/office365/>).
- See the Tech Support tab in Blackboard for additional information on browsers, technology, and apps.

**Technology Assistance: If you have technical problems, please contact one or more of the following:**

- [Blackboard Support Center](http://marshall.edusupportcenter.com) (URL: <http://marshall.edusupportcenter.com>)
- [Marshall Information Technology \(IT\) Service Desk](http://www.marshall.edu/it/departments/it-service-desk/) (Help Desk) (URL: <http://www.marshall.edu/it/departments/it-service-desk/>)
  - Huntington: (304) 696-3200
  - South Charleston: (304) 746-1969
  - [Email the IT Service Desk](mailto:itservicedesk@marshall.edu) ([itservicedesk@marshall.edu](mailto:itservicedesk@marshall.edu))

**Student Learning Outcomes**

The table below shows the following relationships: How each student learning outcome will be practiced and assessed in the course.

<b>Students will:</b>	<b>Relevant Classes:</b>	<b>Assessed through:</b>
Construct academic success strategies.	<ul style="list-style-type: none"> <li>• Blackboard</li> <li>• Information Technology</li> <li>• Tutoring and Library Services</li> <li>• Time Management</li> <li>• Decision-Making/Problem-Solving</li> <li>• Study Skills</li> <li>• Academic Planning</li> <li>• Anxiety and Stress Management</li> <li>• Career Exploration</li> </ul>	Class Discussions Discussion Board Introduction Email to Facilitator Critical Thinking Assessment Various Plaza Events DegreeWorks Overview
Recognize and practice academic responsibilities.	<ul style="list-style-type: none"> <li>• Becoming Your Own Advocate</li> <li>• Academic Policies</li> <li>• Rights and Responsibilities</li> <li>• Mid-Term Grades / Final Exam Schedule</li> </ul>	Class Discussions Various Plaza Events Critical Thinking Assessment
Recognize and practice community responsibilities.	<ul style="list-style-type: none"> <li>• Meet Your Class</li> <li>• Prevention Modules</li> <li>• Financial Responsibility</li> <li>• Social Media Guidelines</li> <li>• Student Code of Conduct</li> </ul>	Class Discussions Academic Policy Discussion Budget Creation Various Plaza Events
Recall and select appropriate campus resources.	<ul style="list-style-type: none"> <li>• Student Health and Wellness Services</li> <li>• Campus Resources</li> <li>• Tutoring and Library Services</li> <li>• Campus Map</li> </ul>	Class Discussions Various Plaza Events

## Attendance and Grading Policies

UNI 100 is a graded course.

A portion of each student's grade is evaluated based on **attendance** at the required WOW class and activities. Evening social activities are encouraged, but not required. Attendance is also required at weekly class sessions. To request an excused absence for two or fewer consecutive absences, a student should discuss the absences with his/her facilitator/instructor. Students who miss three consecutive class meetings should complete a University Excused Absence Form with appropriate documentation through the Office of Student Affairs. **Three absences without a University Excused Absence will result in a grade of F.**

UNI 100 content is designed to serve as a continuing resource for students. The course section will be available to you beyond the end of this class. As long as you have an active login, you will be able to access the supports provided in this UNI content. This availability will not apply to your other courses in Blackboard.

Points are earned for attendance, in-class assignments, and out-of-class assignments. **There are 500 total points possible.** See Course Schedule below. You cannot submit assignments with your cell phone. See the notice in red text on the MU Online/Blackboard landing page

Students are expected to attend 5 events worth 30 points each on Wednesday's from 10am-2pm at the Memorial Student Center (see class assignment table below). Students should have their phone with mobile ID/physical ID with them to check in to the event. There will be multiple check-in tables. Once students have checked in to the event, they have completed the assignment and earned points for the event. If a student is unable to attend, they can complete the alternative assignment in blackboard.

## Course Requirements/Due Dates

Assignments and due dates are provided in the Course Schedule table below.

Class Meeting	Topics to Cover
WOW #1 August 17 <sup>th</sup>	<ul style="list-style-type: none"><li>• Recognize their UNI 100 instructor, peer mentor and classmates.</li><li>• Understand expectations for UNI 100</li><li>• Get to know fellow classmates, facilitator, and peer mentor</li></ul>
WOW #2 August 18 <sup>th</sup>	<ul style="list-style-type: none"><li>• Locate and navigate Blackboard to include Discussion Boards</li><li>• Locate and navigate MyMU</li><li>• Understand MUAAlert and its purpose</li><li>• Identify any holds on their account</li><li>• Understand how to access their Marshall email account</li><li>• Locate HerdLink</li></ul>
WOW #3 August 19 <sup>th</sup>	<ul style="list-style-type: none"><li>• Able to describe how college is different than High School</li><li>• Locate and review the Marshall Creed</li><li>• Understand the purpose of Convocation</li><li>• Understand the purpose of the Class Coin</li></ul>
WOW #4 August 19 <sup>th</sup>	<ul style="list-style-type: none"><li>• Understand potential consequences of Social Media posts and college</li><li>• Understand MU Alert</li><li>• Become better acquainted with location of campus buildings and what they house</li></ul>

	<ul style="list-style-type: none"> <li>• Locate each of the buildings on campus and which building their classes take place</li> <li>• Understand schedule adjustment process and how to search for classes</li> </ul>
Class #1 August 22 <sup>nd</sup> – 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Understand the importance of a syllabus</li> <li>• Understand and demonstrate proper email etiquette</li> <li>• Understand and locate the online academic calendar</li> <li>• Understand how to advocate for yourself as a student</li> <li>• Understand and locate the Critical Thinking Assessment in Blackboard</li> </ul>
Class #2 August 29 <sup>th</sup> – September 2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>• Understand how to locate campus resources</li> <li>• Understand how to navigate the library and located resources (how to contact a librarian, how to reserve a student room)</li> <li>• Locate resources, Textbook Loan program and Equipment Loan program</li> <li>• Identify location of tutoring center and how to request a tutor</li> <li>• Understand what Herd Points are and how to utilize them</li> <li>• Understand what Disability Services are available and how to utilize them</li> </ul>
Class #3 September 5 <sup>th</sup> – 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Discuss problem solving techniques and decision-making techniques and know the difference between the 2</li> <li>• Understand the variety of skills/information needed to be successful at Marshall University (Student Success)</li> </ul>
Class #4 September 12 <sup>th</sup> – 16 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Locate Counseling Center and how to receive assistance, if needed</li> <li>• Understand how to locate Wellness Supports on campus</li> <li>• Understand time management techniques and how to incorporate into student schedule</li> </ul>
Class #5 September 19 <sup>th</sup> – 23 <sup>rd</sup>	<ul style="list-style-type: none"> <li>• Gain clarity on your major and where it may lead</li> <li>• Learn career development skills and resources</li> </ul>
Class #6 September 26 <sup>th</sup> – 30 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Identify the classes in which they need to enroll in next semester</li> <li>• Identify the information that can be found on their DegreeWorks record</li> <li>• Identify their Academic Advisor and locate their contact information</li> <li>• Describe and explain and understand the registration process</li> </ul>
Class #7 October 3 <sup>rd</sup> – October 7 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Understand where to locate financial aid information</li> <li>• Wrap up and review.</li> </ul>

Point Scale	Letter Grade	Percentage
450 - 500	A	90 – 100%
400 - 449	B	80 – 89%
350 – 399	C	70 - 79%
300 – 349	D	60 – 69%
299 and under	F	59% and under

**Class Assignments:**

<b>Assignment</b>	<b>Point Total</b>	<b>Due Date</b>
Attendance: 11 classes @ 25 points each	275	
Diversity Training (during WOW)	15	Due Sunday, August 21 <sup>st</sup> , 2022 no later than 11:59pm
Bystander Training (during WOW)	15	Due Sunday, August 21 <sup>st</sup> , 2022 no later than 11:59pm
Discussion Board Introduction	15	Due Sunday, August 21 <sup>st</sup> , 2022 no later than 11:59pm
Email Assignment	15	Due Sunday, August 28 <sup>th</sup> before 11:59pm
Critical Thinking Assessment	15	Due Sunday, August 28 <sup>th</sup> before 11:59pm
Campus Resource Event - August 31 <sup>st</sup> 10:00am – 2:00pm at the Student Center / or alternative assignment in blackboard	30	Attendance taken at event or alternative assignment due Sept. 4 <sup>th</sup> before 11:59pm
Student Organizational Fair - September 7 <sup>th</sup> 10:00am – 2:00pm at the Student Center / or alternative assignment in blackboard	30	Attendance taken at event or alternative assignment due Sept. 11 <sup>th</sup> before 11:59pm
We Are Here for You Event – September 14 <sup>th</sup> 10:00am – 2:00pm at the Student Center / or alternative assignment in blackboard	30	Attendance taken at event/alternative assignment due Sept. 18 <sup>th</sup> before 11:59pm
Echo/Career Fair September 21 <sup>st</sup> 10:00am – 2:00pm at the Student Center/ or alternative assignment in blackboard	30	Attendance taken at event or alternative assignment due Sept. 25 <sup>th</sup> before 11:59pm
Advising Fair September 28 <sup>st</sup> 10:00am – 2:00pm at the Student Center/ or alternative assignment in blackboard	30	Attendance taken at event or alternative assignment due Oct. 2 <sup>nd</sup> before 11:59pm
<b>Total:</b>	<b>500</b>	