

## UK 101 - Academic Orientation

Section: 5

Term: Fall 2023

Credit hours: 1

Meeting days/time/location: TR at 1 p.m. in Woodland Glen 2 (Don and Mira Ball Hall, Room 005)

### Instructor Information

Name: Albert

Cell phone: (859) 806-5809

Email: [akali2@uky.edu](mailto:akali2@uky.edu)

Campus office address: 400 Rose Street or 101 King Alumni House

Office hours: Call/text before stopping by or make an appointment

### Peer Instructor Information

Name: Rachel Graves-Dobson

Cellphone Number: 859-707-7270

Email Address: [rachel.graves-dobson@uky.edu](mailto:rachel.graves-dobson@uky.edu)

### Communication guidelines

Preferred method of communication: email. Students can expect a response within 24 hours.

### Course Description

This course is designed to guide undergraduates in adjusting to the academic, social, and cultural life of the University of Kentucky. Transitioning from high school to college is challenging for many reasons, so UK 101 is here to teach students the skills and knowledge necessary for college success. This course provides opportunities to connect with your peers and campus resources through small group activities, discussions, and many active learning opportunities. In UK 101 we aim to support your development as a successful UK student by focusing on:

- Your growth as a learner
- Your emotional and social wellbeing
- Your engagement with our diverse community

### Required Materials

Currently there are no required materials for UK 101. All materials will be provided via Canvas.

### Skill and Technology Requirements

MS Word 2003/2007/2010. Must have for Canvas compatibility! Download your one "free" (included in student fees) installation from

<https://download.uky.edu/software.php?title=Microsoft%20Office%20365%20ProPlus> (For more assistance with Macintosh and MS compatibility issues, please email [218help@uky.edu](mailto:218help@uky.edu), call 218-4357 for assistance or, better yet, go in person to ITS in the Hub of William T. Young library for hands-on help.)

Access to a computer or tablet with keyboard (at home or on campus) is required, as you will be using your UK Link Blue computer account for e-mail communication with instructor and classmates, Canvas access and participation, Google docs access and account, library research, and required downloads of PDFs, handouts, and supplemental reading.

### Student Learning Outcomes

Through lectures, discussions, exercises, and out-of-class assignments, UK 101 helps students reach the student learning outcomes listed below.

As a result of UK 101, students will:

1. Identify and pursue avenues and activities to engage with the University of Kentucky community.
2. Describe and evaluate their new collegiate learning environment and how to utilize campus resources to aid academic success and personal growth.
3. Recognize personal and social issues (e.g., alcohol, health and wellness, financial wellness), articulate healthy behaviors, and identify strategies to address these issues.
4. Examine individual backgrounds and experiences and recognize the value of engaging in a diverse community.

### Course Format

- Class will be held in-person two days each week for 50 minutes.
- You are expected to be fully present and on time for each class session. Attendance is required.

### Peer Instructor

Course instruction is led by your Primary Instructor and Peer Instructor. Peer Instructors are undergraduate students who recently successfully completed UK 101 and have now taken on this leadership role in order to support first year students' successful transition to UK. Peer Instructors will aid in facilitating lessons, activities in class, and assistance in completing assignments. Peer Instructors will be available to meet outside of class to work on assignments and support you in your first semester and beyond. While they will be familiar with all assignments and ready to help you be in successful in class, they will not grade assignments or have access to your grades.

### Sample Schedule

Week/dates	Overview	Assignments
Week 1 8/21-8/27	Day 1 <ul style="list-style-type: none"> <li>• Course overview and expectations</li> <li>• Learning in high school vs. learning in college</li> </ul> Day 2 <ul style="list-style-type: none"> <li>• Explore UK Tutorial</li> <li>• Community guidelines</li> </ul>	Explore UK Entry 1 due Sunday at midnight  Academic Expectations Quiz due day 2 at midnight
Week 2 8/28-9/3	Day 1 <ul style="list-style-type: none"> <li>• Digital literacy/Tech Check part 1</li> </ul> Day 2 <ul style="list-style-type: none"> <li>• Digital literacy/Tech Check part 2</li> </ul>	Tech Check Quiz due Sunday at midnight

	<ul style="list-style-type: none"> <li>Assign Time Management quiz (will take all week to complete correctly)</li> </ul>	Explore UK Entry 2 due Sunday at midnight
Week 3 9/4 – 9/10	Day 1 <ul style="list-style-type: none"> <li>NO CLASS</li> </ul> Day 2 <ul style="list-style-type: none"> <li>Professional Communication</li> <li>Faculty/Staff Office Hours overview</li> </ul>	Explore UK Entry 3 due Sunday at midnight  Time Management quiz due Sunday at midnight  How's It Going Reflection due Sunday at midnight
Week 4 9/11 – 9/17	Day 1 <ul style="list-style-type: none"> <li>Transdisciplinary Education part 1</li> </ul> Day 2 <ul style="list-style-type: none"> <li>Transdisciplinary Education part 2</li> </ul>	Explore UK Entry 4 due Sunday at midnight
Week 5 9/18 – 9/24	Day 1 <ul style="list-style-type: none"> <li>Academic Literacy</li> <li>Academic Integrity</li> </ul> Day 2 <ul style="list-style-type: none"> <li>Academic Resources</li> <li>3:1 Supports</li> </ul>	Explore UK Entry 5 due Sunday at midnight
Week 6 9/25 – 10/1	Day 1 <ul style="list-style-type: none"> <li>Study Cycle</li> <li>Notetaking</li> <li>Time Management</li> <li>Procrastination</li> </ul> Day 2 <ul style="list-style-type: none"> <li>Active Bystander</li> </ul>	Campus Resource Quiz due Sunday at midnight  Explore UK Entry 6 due Sunday at midnight  Faculty/Staff Office Hours due Sunday at midnight
Week 7 10/2 – 10/8	Day 1 <ul style="list-style-type: none"> <li>Academic Advising</li> <li>Priority Registration</li> <li>Holds</li> </ul> Day 2 <ul style="list-style-type: none"> <li>Career Exploration/Stuckert Career Center</li> </ul>	Advising Quiz  Handshake exercise due Sunday at midnight  Explore UK Entry 7 due Sunday at midnight
Week 8 10/9 – 10/15	Day 1 <ul style="list-style-type: none"> <li>Identity and community building</li> </ul> Day 2 <ul style="list-style-type: none"> <li>Diversity, equity, and inclusion at UK</li> </ul>	Identity and community building reflection due  Explore UK Entry 8 due Sunday at midnight

Week 9 10/16 – 10/22	Day 1 • Introduction to wellbeing Day 2 • NO CLASS – Midterm/Fall Break	Explore UK Entry 9 due Sunday at midnight
Week 10 10/23 – 10/29 MIDTERM WEEK	Day 1 • NO CLASS – Midterm/Fall Break Day 2 • Financial Wellness	End of UK 101 reflection due Sunday at midnight  Explore UK Entry 10 due Sunday at midnight
Week 11 10/30 - 11/5	Day 1 (Instructor chosen) • Personal development plan Day 2 (Instructor chosen) • End of course reflection	

### *Course Activities and Exams*

<b>Assignments</b>	<b>Points</b>
Engagement activities	15 @ 5 points each
Quizzes	5 @ 10 points each
Explore UK	10 @ 10 points each
Faculty/Staff Office Hours	25 points
Handshake exercise	15 points
Reflection papers: 1. How's It Going 2. Identity and Community Building 3. End of Semester	3 @ 25 points each

### **Engagement/participation activities**

Each class session will include an exercise or activity that asks you to think critically and/or practice a student success skill. These activities are designed to promote active learning and engagement with your classmates. Earning these activity points necessitates your attendance in class each week. Excused absences with documentation provided within one week of the absence will allow a student to make up these points.

### **Quizzes**

Every other week students will complete a quiz that evaluates their knowledge and engagement with the course material covered that week.

### **Explore UK**

A key part of being a successful Wildcat is learning how to navigate campus, which includes everything from dining to classrooms to tutoring centers and so much more! Each week students are asked to

explore a space, program, event, resource, office, etc. that is new to them. This can either be a digital or in-person exploration. Then, students will post a picture (screen shot or selfie) to the Canvas assignment and provide a description of where they went, why they chose that space, what did they learn about it, and why it is important for students to know about.

### **Faculty/Staff Office Hours**

Developing positive relationships with faculty has a lasting impact on students' lives. This assignment asks students to identify one of their instructors and attend their office hours (in-person or virtual). This meeting is an opportunity to clarify expectations for their class, determine communication preferences, strategies for success in the class, and a deeper understanding of the course material and discipline knowledge. Students will provide feedback about their meeting for this assignment.

### **Handshake exercise**

Students will log into the Stuckert Career Center's Handshake platform (<https://uky.joinhandshake.com/login>) to explore employment and internship opportunities. In this exercise we ask that students identify a job or internship that they envision themselves applying for in the future. Then, they will describe what knowledge, skills, and experiences they need to gain in order to be a qualified candidate.

### **Reflection papers**

*How's It Going* – students will write 1-2 pages evaluating their first 3 weeks of the semester with particular emphasis on comparing what they expected college to be like and what the reality is. They are also asked to describe what study strategies have been working well and what academic challenges they have faced.

*Identity and Community Building* – students will write 1-2 pages describing their feelings and reaction to the identity and inclusion lessons they participated in. They will describe goals for their own growth and contribution to fostering an inclusive and diverse Wildcat community.

*End of Semester* – students will write 1-2 pages reflecting on what their key takeaways in UK 101 are and how they plan to implement them moving forward.

\*Rubrics will be provided for each assignment.

### **Grading Scale**

*Sample grading scale for undergraduate students:*

90 – 100% = A

80 – 89% = B

70 – 79% = C

60 – 69% = D

Below 60% = E

### **Midterm Grades**

For undergraduates, midterm grades will be posted in myUK by the deadline established by the University Senate and published in the [Academic Calendar](http://www.uky.edu/registrar/content/academic-calendar). (<http://www.uky.edu/registrar/content/academic-calendar>)

## Attendance and Academic Policies

Students are expected to be present and actively engaged in the classroom. Actively engaged looks like showing up to class on time, completing homework and assignments on time, and asking questions and participating in class activities.

### *Make-up Work*

Students missing any graded work due to an excused absence are responsible for: informing their instructor about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The instructor must give the student an opportunity to make up the work and/or the exams missed due to the excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The instructor shall provide the student with an opportunity to make up the graded work and may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

### *Excused Absences and Acceptable Excuses*

Senate Rules 5.2.5.2.1 defines the following as acceptable reasons for excused absences: (a) significant illness, (b) death of a family member, (c) trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events, (d) major religious holidays, (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) other circumstances found to fit "reasonable cause for nonattendance" by the instructor of record. Students should notify the professor of absences prior to class when possible. If a course syllabus requires specific interactions (e.g., with the instructor or other students), in situations where a student's total EXCUSED absences exceed 1/5 (or 20%) of the required interactions for the course, the student shall have the right to request and receive a "W," or the Instructor of Record may award an "I" for the course if the student declines a "W." (Senate Rules 5.2.5.2.3.1)

### *Verification of Absences*

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.5.2.1 states that faculty have the right to request appropriate verification when students claim an excused absence due to: significant illness; death in the household, trips for classes, trips sponsored by an educational unit and trips for participation related to intercollegiate athletic events; and interviews for full-time job opportunities after graduation and interviews for graduate and professional school. (Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.)

For complete details on all academic policies and acceptable absence excuses please visit:

<https://www.uky.edu/universitysenate/acadpolicy>

## Assignment Policies

All assignments are expected to be submitted via Canvas in the format described on the Canvas assignment.

### *Late Assignments*

Assignments submitted after the deadline will be accepted with a deduction in points. A 10% point deduction will be applied if turned in within a week after the due date and 25% point deduction after 2 weeks, with a maximum deduction of 40% for work turned in after 3 weeks.

### **Academic Offenses (Cheating, Plagiarism, and Falsification or Misuse of Academic Records)**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University, may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the University Bulletin and the Student Code of Conduct. Complete information can be found at the following website: [Rules Regarding Academic Offenses](#). A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rule 6.3.1 (see [Senate Rules](#) for the current set of Senate Rules) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as their own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or outside information, the student must carefully acknowledge exactly what, where, and how they have employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

### **Resources**

#### **Disability Resource Center**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the [Disability Resource Center](#) (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner

of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at 859-257-2754 and via email at [drc@uky.edu](mailto:drc@uky.edu).

### **TRACS/Basic Needs**

Any student who experiencing a mental health concern or has difficulty accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact TRACS (Triage, Referral, Assistance & Crisis Support). To get help, show up in person on the 3<sup>rd</sup> floor, East Wing of the Gatton Student Center or Call 859-21-TRACS (859-218-7227) or complete the “Get Help” referral form here: [Get Help Form \(maxient.com\)](#) or email [TRACS@uky.edu](mailto:TRACS@uky.edu). This form can be found by clicking on the “Get Help” button on any UK Student Success webpage, click on the link and fill out the referral form.

### **Academic Services**

Transformative Learning provides student-centered academic programs and services to support students’ lifelong learning. Please visit [www.uky.edu/transformative-learning](http://www.uky.edu/transformative-learning) to find the service that best meets your academic goals this semester!

### **Student Success Services**

The Office for Student Success is comprised of over 400 professional staff all dedicated to meeting students where they are and finding solutions to their questions and needs. Take a look at all of their services at <https://studentsuccess.uky.edu/>.

**UKOnline:** <https://www.uky.edu/academics/online-programs/student-resources>

Additional Student resources available here: <https://www.uky.edu/universitysenate/student-resources>

### **Diversity, Equity, and Inclusion**

The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community ([Governing Regulations XIV](#)). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community (<https://www.uky.edu/regs/gr14>). These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We are committed to equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.

We strive to rectify and change behavior that is inconsistent with our principles and commitment to creating a safe, equitable, and anti-racist environment. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record or the [college’s diversity officer](#), who is charged with addressing concerns about diversity, equity, and inclusiveness ([uky.edu/inclusiveexcellence/college-diversity-inclusion-officers](http://uky.edu/inclusiveexcellence/college-diversity-inclusion-officers)). Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair, or the dean. To submit an official report of bias, hatred, racism, or identity-based violence, visit the Bias Incident Support Services [website](https://www.uky.edu/biss/report-bias-incident) (<https://www.uky.edu/biss/report-bias-incident>).

### **Course Recordings**



The University of Kentucky Code of Student Conduct defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.

Meetings of this course may be recorded. All video and audio recordings of lecturers and class meetings, provided by the instructors, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed.

As addressed in the Code of Student Conduct, students are expected to follow appropriate university policies and maintain the security of linkblue accounts used to access recorded class materials. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments.

If the instructor or a University of Kentucky office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an "authorization of use" form by a faculty member.

Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Any sharing, distribution, and or uploading of these recordings outside of the parameters of the class is prohibited. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the instructor.

### **Course Copyright**

All original instructor-provided content for this course, which may include handouts, assignments, and lectures, is the intellectual property of the instructor(s). Students enrolled in the course this academic term may use the original instructor-provided content for their learning and completion of course requirements this term, but such content must not be reproduced or sold. Students enrolled in the course this academic term are hereby granted permission to use original instructor-provided content for reasonable educational and professional purposes extending beyond this course and term, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or to assist in fulfilling responsibilities at a job or internship; other uses of original instructor-provided content require written permission from the instructor(s) in advance.