

Welcome to UK 101: Academic Orientation [Section 148]

This is our course syllabus. It is your [road map](#) to our class. Throughout, you will find information about both the class and how to [use this document](#) to stay on track and be successful!

Term: Fall 2024

Credit hours: 1

Class days/Times: Mondays, Wednesdays, and Fridays at 1 p.m.

Class location: Funkhouser Building, Room 103 (160 Funkhouser Dr. or efacts.uky.edu/Details?id=funkhouser)

Your Instructor: Albert Kalim, 859-806-5809, albert.kalim@uky.edu **(Text, call, or email for an appointment)**

Your Peer Instructor: Natalie McGarry, 502-296-0175, natalie.mcgarry@uky.edu

GroupMe Link: https://groupme.com/join_group/104252606/s5SB1JYZ

Keep this contact information so you know how to get in touch!

Course Description:

What is this class all about?

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 Wildcat community

Course Prerequisites:

There are no required prerequisite courses to enroll in UK 101.

Required Materials:

What do I need to be successful?

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

Skill and Technology Requirements:

Where can I download Microsoft Word?

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, 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.

For technical assistance, contact ITS Customer Services 24/7 at 859-218-HELP (4357) for urgent needs. For non-urgent matters, submit a: [Customer Services Assistance Request form \(https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0013267\)](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0013267) or [chat with ITS \(https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0012778\)](https://uky.service-now.com/techhelp?id=kb_article&sysparm_article=KB0012778).

Associated Expenses:

All course materials are provided electronically via Canvas. No additional expenses will be incurred.

Activities Outside of Regular Class Meetings:

Success in UK 101 includes engaging and participating in resources and events across campus. Throughout the semester you will be required to complete a series of assignments that involve visiting and learning about various offices and programs across campus.

Student Learning Outcomes:

What do we hope to achieve?

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 with your Wildcat community.

Tentative Course Schedule:

<u>Week/dates</u> <i>This section will tell you what week we're in and the dates for that week (Monday-Sunday).</i>	<u>Overview</u> <i>This section will tell you what we're doing in class for the day. Take a few minutes <u>before class</u> (or the day before class) to check out what we're doing and think about what you already know about the topic and what you still want to know.</i>	<u>Assignments</u> <i>This section will tell you your assignments and due dates. Write down ALL your due dates at the start of the semester so you don't lose track!</i>
Week 1 10/30-11/1	Day 1 <ul style="list-style-type: none"> • UK 101 Course Overview & Expectations Day 2 <ul style="list-style-type: none"> • Learning in College 	Explore UK Entry 1 due Sunday at midnight Academic Expectations Quiz due Sunday at midnight

<p>Week 2 11/4-11/8</p>	<p>Day 1</p> <ul style="list-style-type: none"> • Decoding College <p>Day 2</p> <ul style="list-style-type: none"> • UK Community & Classroom Guidelines <p>Day 3</p> <ul style="list-style-type: none"> • Explore UK Assignment Overview 	<p>Explore UK Entry 2 due Sunday at midnight</p> <p>Tech Check Quiz due Sunday at midnight</p> <p>Time Management quiz due Sunday at midnight</p>
<p>Week 3 11/11-11/15</p>	<p>Day 1</p> <ul style="list-style-type: none"> • Digital Literacy <p>Day 2</p> <ul style="list-style-type: none"> • Time Management & Procrastination <p>Day 3</p> <ul style="list-style-type: none"> • The Learning Bar 	<p>Explore UK Entry 3 due Sunday at midnight</p> <p>How's It Going Reflection due Sunday at midnight</p> <p>Campus Resource Quiz due Sunday at midnight</p>
<p>Week 4 11/18-11/22</p>	<p>Day 1</p> <ul style="list-style-type: none"> • Financial Wellness & UK Invests <p>Day 2</p> <ul style="list-style-type: none"> • Introduce Faculty/Staff Office Hours <p>Day 3</p> <ul style="list-style-type: none"> • Study Skills (Spaced Repetition & Notetaking) 	<p>Explore UK Entry 4 due Sunday at midnight</p> <p>Faculty/Staff Office Hours due Sunday at midnight</p> <p>Advising Quiz due Sunday at midnight</p>
<p>Week 5 11/25 – 11/29</p>	<p>Day 1</p> <ul style="list-style-type: none"> • Transdisciplinary Education Part 1 <p>Day 2</p> <ul style="list-style-type: none"> • Transdisciplinary Education Part 2 <p>Day 3</p> <ul style="list-style-type: none"> • NO CLASS – Thanksgiving Break 	<p>Explore UK Entry 5 due Sunday at midnight</p> <p>In-class TEK reflections due on Canvas this week</p>
<p>Week 6 12/2 - 12/6</p>	<p>Day 1</p> <ul style="list-style-type: none"> • Campus Safety <p>Day 2</p> <ul style="list-style-type: none"> • Career Exploration <p>Day 3</p> <ul style="list-style-type: none"> • StayWell with POWER 	<p>Explore UK Entry 6 due Sunday at midnight</p> <p>Handshake exercise due Sunday at midnight</p>
<p>Week 7 12/9 – 12/13</p>	<p>Day 1</p> <ul style="list-style-type: none"> • Academic Advising, Priority Registration, Holds <p>Day 2</p> <ul style="list-style-type: none"> • Active Bystander <p>Day 3</p> <ul style="list-style-type: none"> • Stress Management 	<p>Explore UK Entry 7 due Sunday at midnight</p> <p>In-class reflection assignments due this week.</p>
<p>Week 8 12/16 - 12/20</p>	<p>Day 1</p> <ul style="list-style-type: none"> • Belonging & Community Building <p>Day 2</p> <ul style="list-style-type: none"> • Education Abroad <p>Day 3</p> <ul style="list-style-type: none"> • SVU Advocate & End of UK 101 Course 	<p>Explore UK Entry 8 due Sunday at midnight</p> <p>Belonging and Community Building Reflection due Sunday</p>

		at midnight End of UK 101 reflection due Sunday at midnight
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The next section of our syllabus breaks down all the assignments you'll do this semester and shows how your grade will be calculated. [Make note of any assignments you know you will need to prioritize and/or ask questions about!](#)

Course Activities and Assignments:

Assignments	Points
Engagement activities	18 @ 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. Belonging and Community Building 3. End of UK 101	3 @ 25 points each
Extra Credit Opportunities	20 points total (multiple 5-point opportunities on specific assignments throughout the course)

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

Students will complete short quizzes in Canvas that evaluate 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.

Exploring new places and communities is a lifelong skill that encourages personal development and independence. Navigating college life will be the first of many opportunities for students to encounter opportunities and challenges in their personal and professional journeys.

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 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 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.

Belonging and Community Building – students will write 1-2 pages describing their feelings and reaction to the Belonging and Community Building lessons they participated in. They will describe goals for their own growth and contribution to building a welcoming and inclusive Wildcat community.

End of UK 101– 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.

Extra Credit Opportunities

Select assignments in UK 101 will have opportunities for 5 extra credit points. These opportunities will appear as separate assignments on Canvas. In total, there will be four opportunities (20 points) for extra credit. It is the student's responsibility to submit documentation for these extra credit opportunities through Canvas.

Grading Scale

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 published in the [Academic Calendar](http://www.uky.edu/registrar/content/academic-calendar). (<http://www.uky.edu/registrar/content/academic-calendar>)

Course Format:

How will this class meet?

- 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

What is a Peer Instructor, and why are they in UK 101?

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 provide 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 successful in class, they will not grade assignments or have access to your grades.

Attendance Policies:

Do I have to come to class?

Students are expected to be present and actively engaged in the classroom. Actively engaged includes showing up to class on time, completing homework and assignments on time, and asking questions and participating in class activities. Students who miss class and provide acceptable documentation will be given the opportunity to make up any missed work and earn any related points towards their final grade. All absences should be communicated either in person or via email to instructors.

Excused Absences Unexcused Absences

What is an "excused" absence?

Absences will be considered "excused" if accompanied by documentation deemed appropriate by the instructor, which includes significant illness (documentation from an institution or provider); death of a family member (documentation included); trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation (documentation included); major religious holidays; interviews for graduate/professional school; other circumstances found to fit "reasonable cause for nonattendance" by the instructor. Students should notify the professor of absences prior to class when possible. Unexcused absences will not provide students with the opportunity to make up course work or points earned on that day(s).

Verification Of Absences

What kind of excuse (documentation) will I need?

Students may be asked to verify their absences in order for them to be considered excused. University policy 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.)

Homework submission:

How do I submit homework?

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

Late Assignments

What if I miss an assignment?

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 (per the [Administrative Regulations for Academic and Student Affairs](#)), within some guidelines late assignments must always be accepted for excused absences.

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.

University policy 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.

What is considered “cheating” or 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 students submit 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 students, and students alone. Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Can I use Generative AI tools like ChatGPT?

Because many of the assignments in UK 101 are designed to support students on an individual basis through personal reflection or description of individual experiences, all assignments submitted by the student must be 100% their original work. Generative AI tools should not be used for any stage of an assignment unless

explicitly stated in the directions. Any submission of AI-generated content will be considered misuse in the context of this course and consequences will follow University policies.

RESOURCES:

Where do I go for mental health assistance or help with my basic needs?

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 3rd 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 \(maxient.com\)](https://maxient.com) or email 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.

Where do I go if I need an academic accommodation?

Disability Resource Center

If you have a documented disability that requires academic accommodations, please see the instructor as soon as possible during scheduled office hours. To receive accommodations in this course, you must provide the instructor with a Letter of Accommodation from the [Disability Resource Center](#) (DRC). The DRC coordinates campus disability services available to students with disabilities. You can visit the DRC at either the 3rd Floor of the East Wing in Suite 300D or the Multidisciplinary Science Building, Suite 407 which is located on the corner of Rose Street and Huguelet Drive. You can reach them via phone at 859-257-2754 and via email at drc@uky.edu.

Where do I go if I need academic help?

Academic Services

Transformative Learning (TL) is UK’s centralized learning center. TL provides tutoring, Integrated Success Coaching, Supplemental Instruction (SI) and additional programs and services to support students’ lifelong learning. Please visit <https://studentsuccess.uky.edu/transformative-learning> to find the service that best meets your academic goals this semester!

Where can I find other resources?

Student Success Services

The Office for Student Success is comprised of over 300 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/find-services>, or call 859-218-YouK (9685).

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

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

What is UK’s policy on discrimination and harassment?

Title IX And Mandatory Reporting:

In accordance with federal law, UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK's prohibition on discrimination and harassment on aspects such as race, color, ethnic origin, national origin, creed, religion, political belief, sex, and sexual orientation, see [Administrative Regulation 6:1 \("Policy on Discrimination and Harassment"\)](https://regs.uky.edu/administrative-regulation/ar-61) (<https://regs.uky.edu/administrative-regulation/ar-61>). In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, see [Administrative Regulations 6:2 \("Policy and Procedures for Addressing and Resolving Allegations of Sexual Harassment Under Title IX and Other Forms of Sexual Misconduct"\)](https://regs.uky.edu/administrative-regulation/ar-62) (<https://regs.uky.edu/administrative-regulation/ar-62>). Complaints regarding violations of university policies on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (Institutional Equity), which is located on the 18th floor of Patterson Office Tower (POT) and can be reached by phone at (859) 257-8927. You can also visit [Institutional Equity's website](https://ieeo.uky.edu/) (<https://ieeo.uky.edu/>).

What is a mandatory reporter, and what are they required to do?

UK 101/201 Instructors and Peer Instructors are obligated to forward any report made by a student related to discrimination, harassment, and sexual misconduct to the Office of Institutional Equity. Students can confidentially report alleged incidences through the [Violence Intervention and Prevention Center](https://www.uky.edu/vipcenter/) (<https://www.uky.edu/vipcenter/>), [Counseling Center](https://www.uky.edu/counselingcenter/) (<https://www.uky.edu/counselingcenter/>), [University Student Health Service](https://ukhealthcare.uky.edu/university-health-service/student-health) (<https://ukhealthcare.uky.edu/university-health-service/student-health>), or TRACS ([Triage, Referral, Assistance & Crisis Support](#))

Reports of discrimination, harassment, or sexual misconduct may be made via the [Institutional Equity's website](https://ieeo.uky.edu/contact-us) (<https://ieeo.uky.edu/contact-us>); at that site, click on "Make a Report" on the left-hand side of the page.

Can this class be recorded by the instructor?

Course Recordings:

The University of Kentucky 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 by the instructor. 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.

Can this class be recorded by students?

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.

Who owns the materials for this class and what can I do with them?

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.