

UNIV 120
Spring 2019
XX:XXpm // Location

Instructor: Name
Office Hours: Hours
Office phone: Phone
Email: @ku.edu

In this course, you will explore your interests in several engaged learning opportunities offered on KU's campus, including **service learning, research, global opportunities, and internships**, through self-exploration and hands-on activities related to each experience. You will be able to identify the opportunity/opportunities in which you are most interested and create the materials needed to pursue that experience with the support of your instructor. By the end of the course, you will have a plan outlined to pursue the engaged learning opportunity/opportunities of your choice. You will also have completed at least one requirement related to fulfilling an experiential learning certificate. 2 credit hours.

Learning outcomes:

By completing UNIV 120, you will be able to:

- Explain how your personal values and CliftonStrengths and TruTalents results inform your engaged learning interests by engaging in personal exploration activities.
- Develop an engaged learning opportunity action plan that reflects your skills, personality, and interests by participating in hands-on activities throughout the semester.
- Understand the contributions of specific scholarly work and perspectives to ongoing scholarly "conversation" by mapping citations of a scholarly work.
- Identify the benefits and pitfalls of collaborating with teams with diverse CliftonStrengths by engaging in group activities.

Required Text and Materials:

CliftonStrengths

TruTalents assessment: cost (\$20) at career.ku.edu/assessments.

Inclusion Statement: KU recognizes that our individual differences can deepen our understanding of one another and the world around us, rather than divide us. In this class, people of all ethnicities, genders, gender identities and gender expression, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you feel your differences may in some way isolate you from the Jayhawk community or if you have a need of any specific accommodations, please speak with me early in the semester about your concerns and what we can do together to help you become an active and engaged member of our class and community.

Classroom Civility: Your success at KU and beyond is enhanced by the innovation and creativity of thought that inclusive classrooms facilitate. The success of an inclusive classroom relies on the participation, support, and understanding of you and your peers. We encourage you to speak up and share your views, but also understand that you are doing so in a learning environment in which we all are expected to engage respectfully and with regard to the dignity of all others. If you have any questions or concerns do not hesitate to raise them in class or with me directly.

Writing Help: A key aspect of the university experience is the chance to develop your communication skills. I strongly encourage you to contact KU's writing centers, called Writer's Roosts. At a Writer's Roost you can talk about your writing with trained tutors or consult reference materials in a comfortable working environment. You may ask for feedback on your papers, advice and tips on writing (for all your courses), or for guidance on special writing tasks. Please [check the website](#) for locations and hours. The Writing Center welcomes both drop-ins and appointments, and their services are free. For more information, please call 864-2399 or e-mail to writing@ku.edu. The website is loaded with helpful information about writing of all sorts, so even if you consider yourself a good writer, check it out!

Academic Honesty: Stealing and passing off as your own someone else's ideas or words, or using information from another's work without crediting the source, is called "plagiarism." Some specific examples of actions that constitute plagiarism include pasting together uncredited information or ideas from the Internet or published sources, submitting an entire paper written by someone else, submitting a paper written for another class (and thus not original work), and copying another student's work (even with the student's permission). In order to avoid unintentional plagiarism and to represent your work honestly, you will need to give credit to any and all sources, whether directly quoted (even a few words) or paraphrased. Please see me if you have any questions about documenting sources. For details concerning KU's policies on academic misconduct please see the [academic misconduct policy](#).

Academic Support: The [Academic Achievement and Access Center \(AAAC\)](#) coordinates academic accommodations and services for all eligible KU students with disabilities. If you have a disability for which you wish to request accommodations and have not contacted the AAAC, please do so as soon as possible. They are located in 22 Strong Hall, and can be reached at 785-864-4064 (V/TTY). Please contact me privately in regard to your needs in this course.

Title IX and Sexual Assault Services for Survivors on campus and in Lawrence: Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been assaulted or harassed, and you wish to speak in confidence to a trained counselor, contact Merrill Evans: <http://studenthealth.ku.edu/merill-evans> or the Sexual Trauma and Abuse Care Center, at 785/843-8985 or <http://stacarecenter.org/>. You may also wish to contact Lawrence Memorial Hospital Emergency Room (785/505-6162). If you want to pursue disciplinary action or criminal charges against the perpetrator, you may contact Institutional Opportunity and Access (IOA), 785/864-6414 (instructions on how to file a complaint can be found here: <http://ioa.ku.edu/file-complaint>) and the KU Police (785-864-5900) or the Lawrence Police Dept. (785-830-7400). IOA is the KU office responsible for investigating complaints of sexual harassment, including all forms of sexual violence (rape, sexual assault, domestic violence, dating violence, stalking, etc.). For detailed information visit sexualharassment.ku.edu or ioa.ku.edu.

Concealed Carry Statement: Individuals who choose to carry concealed handguns are solely responsible to do so in a safe and secure manner in strict conformity with [state and federal laws](#) and [KU weapons policy](#). Safety measures outlined in the KU weapons policy specify that a concealed handgun:

- Must be under the constant control of the carrier.
- Must be out of view, concealed either on the body of the carrier, or backpack, purse, or bag that remains under the carrier's custody and control.
- Must be in a holster that covers the trigger area and secures any external hammer in an un-cocked position
- Must have the safety on, and have no round in the chamber.

Assignments

Unit	% grade / Points
Self-exploration <ul style="list-style-type: none"> • CliftonStrengths assessment and worksheets • TruTalents assessment and worksheet • Autobiography 	10% / 110 points 25 points 25 points 60 points
PT Jobs/ Internships <ul style="list-style-type: none"> • Job posting • Resume and cover letter • LinkedIn • Employer visit worksheet • Mock interview 	15% / 125 points 10 points 40 points 10 points 40 points 25 points
Service learning <ul style="list-style-type: none"> • Service participation and reflection • In-class social justice activity 	15% / 125 points 75 points 50 points
Study abroad <ul style="list-style-type: none"> • Academic plan • International experience participation and reflection • Mock study abroad application with statement of purpose and letter of recommendation request 	15% / 140 points 20 points 60 points 60 points
Undergraduate research <ul style="list-style-type: none"> • Information literacy assignment • Faculty research assignment, email, interview & reflection • Research project 	15% / 145 points 20 points 75 points 50 points
Final paper, presentation, and portfolio	15% / 100 points
Participation <ul style="list-style-type: none"> • Attendance • Active participation in class • Meeting with instructor 	15% / 125 points 50 points 50 points 25 points
Total	100% / 870 points

Overview of Final Portfolio and Presentation Assignment: Throughout the semester, you will build a portfolio of work related to the engaged learning experiences and self-discovery activities we complete both in and out of class. In addition to collecting your work throughout the semester, you will complete two additional projects for inclusion in the portfolio: a 4-6 minute presentation on the engaged learning opportunities in which you have participated, and a 3-4 page final reflection on the semester and next steps. More detailed information and the grading rubric for this assignment are posted on the course's Blackboard.

Portfolio contents

- CliftonStrengths worksheets
- Autobiography
- Information literacy assignment
- Faculty interview responses
- Research spotlight worksheet
- Citizen science project assignment
- Service reflection
- Resume and cover letter and rubrics
- Mock interview rubric
- Employer visit assignment
- Study abroad statement of purpose
- Study abroad academic plan
- International experience assignment
- Presentation
- Final reflection with next steps

Grading: Classes at the University of Kansas that offer multiple sections have course grading policies that establish consistency across all sections. This is done to benefit students and instructors by establishing clear, shared requirements and expectations

- All UNIV 120 courses will grade +/- on the following scale:
 - Grading scale (based on %):
 - 100-93 = A
 - 92-90 = A-
 - 89-87 = B+
 - 86-83 = B
 - 82-80 = B-
 - 79-77 = C+
 - 76-73 = C
 - 72-70 = C-
 - 69-67 = D+
 - 66-63 = D
 - 62-60 = D-
 - 59-0 = F

Attendance is required. Students do not receive a grade for attending class, but students cannot pass the class without attending class regularly. The following policy has been approved for students who have unexcused absences (excused absences include documented illness or emergency, university sanctioned events, and other extenuating circumstances that can be documented).

Every **unexcused absence** after the 3rd unexcused absence (3 absences equals 10% of course meetings) equals a full letter grade deduction:

- 4 absences: one full letter grade deduction (if A, student earns B. If C-, student earns D-, etc.)
- 5 absences: two full letter grade deductions (if A, student earns C, if C, student fails course, etc.)
- 6 absences: three full letter grade deductions (if A, student earns D, if B, student fails course, etc.)
- A student cannot pass the course with more than 6 unexcused absences.

Participation: In this class, the instructor acknowledges that different personality types may feel comfortable participating in different ways (i.e., talking is not the only acceptable form of participation). However, the instructor expects students to come to class prepared, be present (both physically and mentally) for activities, take part in group discussions, ask questions as appropriate and necessary, and refrain from using cell phones and electronics per the class policy.

Late Assignments: All assignments must be given to the instructor at the beginning of the class the assignment is due. Assignments are considered late after this point. Every day an assignment is late receives 10% removed from the received grade. After one week, the assignment will receive a 0. Of course, in extreme circumstances (illness, death of family member, etc.) this policy will be adjusted. Please communicate with your instructor in these instances.

Extra Credit: Students can receive up to 5 extra credit points. These points will be added to the student's final grade at the end of the term (85% can become 90%). To earn a point, a student must participate in an on-campus event related to the engaged learning opportunities highlighted in this course sometime during the semester. Examples of approved events are listed in the course's Blackboard page, but other events may be used for extra credit *with prior approval from the instructor*. After attending the event, the student will write a two-page summary of their experience, what they learned, etc. and submit it on Blackboard.

End of Semester Notice: Late assignments and extra credit will not be accepted on or after Stop Day. Grades will not be adjusted after Stop Day.

Cell Phone/Electronics Policy: A crucial part of this course is your engagement with the material and classroom discussions. Cell phones and other electronics not required for the day's activities inhibit your ability to do so. With this in mind, cell phones and other electronics will not be allowed for use during class time unless the instructor has indicated otherwise, or you have an extenuating circumstance (e.g., a family member in the hospital) that you have notified the instructor of prior to the beginning of class. Students who do not abide by this policy, specifically seen texting, on Facebook, Twitter, etc., will be given a verbal warning. If the student is warned more than once, they will be asked to leave class and will not receive participation points for the day.

Course Schedule:

This schedule is subject to change. **All assignments are due on the date indicated.** Additional information on assignments will be posted in the class Blackboard site.

Date	Class Topic	Due
1/23 Class 1	Syllabus and Greetings	
1/28 Class 2	CliftonStrengths: Individual	CliftonStrengths assessment
1/30 Class 3	CliftonStrengths: Teamwork	
2/4 Class 4	CliftonStrengths and TruTalent	TruTalent assessment
2/6 Class 5	Introduction to Part-Time Jobs & Internships; Job searching	Autobiographical essay
2/11 Class 6	Navigating a career fair; Professionalism & networking	Jayhawk Ready: Networking
2/13 Class 7	Attend University Career Fair	
2/18 Class 8	Resumes and cover letters	Jayhawk Ready: Resume & Cover Letter
2/20 Class 9	Interviewing	Jayhawk Ready: Interviewing
2/25 Class 10	Work values	LinkedIn profile
2/27 Class 11	Employer visit	Employer visit worksheet
3/4 Class 12	Application materials workshop	Completed mock interview on HireJayhawks.com; Job posting and drafts of resume and cover letter

3/6 Class 13	Certificates and Fellowships overviews	Job posting and final resume, and cover letter
3/11-3/15	Spring Break - no class	
3/18 Class 14	Introduction to undergraduate research; communicating with faculty; research cycle overview	Information cycle and research cycle videos
3/20 Class 15	Information literacy: Scholarship as Conversation (KU Libraries)	Faculty research assignment information literacy assignment
3/25 Class 16	Research project overview; Writing research questions	Faculty email (cc instructor)
3/27 Class 17	Research project - meet at Spencer Research Library	Meeting with UNIV 120 instructor
4/1 Class 18	Research project debriefing; Faculty visit	
4/3 Class 19	Introduction to service learning, alternative breaks, and volunteering (CSL)	
4/8 Class 20	Service 101	Ethical service guidelines; watch video; read article
4/10 Class 21	Choosing your pathway to service	Office hours interview with faculty
4/15 Class 22	Social justice activity: Food insecurity	Social justice readings
4/17 Class 23	Study abroad/global opportunities overview; Culture shock & North American identity	
4/22 Class 24	Lesser-taught language and culture lesson (SLLC)	"What's Your International IQ?" on MyWorldAbroad
4/24 Class 25	Researching global opportunities; Developing an academic plan	Service reflection
4/29 Class 26	Study abroad application process; Writing a statement of purpose; Requesting a letter of recommendation	Academic plan
5/1 Class 27	International opportunities in the United States	Mock study abroad application with statement of purpose and letter of recommendation request
5/6 Class 28	Final presentations	International experience reflection; final portfolio
5/8 Class 29	<i>Final presentations</i>	