


## WU101-W: Washburn Experience-Special Topics

*11-11:50am Monday, Wednesday, Friday*

*Henderson, 118*

### Instructional Team:

|  |   |   |
|--|---|---|
| <p><b>Librarian</b><br/>Name: David Winchester<br/>Email: david.winchester@washburn.edu<br/>Phone: 670-1193<br/>Office Location: Mabee, 114<br/>Office Hours: Tuesdays @ 11am<br/>&amp; by appointment</p> |  | <p><b>Faculty Member</b><br/>Name: Elaine Lewis<br/>Email: elaine.lewis@washburn.edu<br/>Phone: 670-1488<br/>Office Location: Mabee, 304<br/>Office Hours: open door<br/>&amp; by appointment</p> |
| <p><b>Peer Educator</b><br/>Name: Kinsey Ashworth<br/>Email: kinsey.ashworth@washburn.edu<br/>Office Location: Mabee, 207<br/>Office Hours: Thursdays 4-6pm</p>  |   | <p><b>Academic Advisor</b><br/>Name: Kaydee Emperley<br/>Email: kaydee.emperley@washburn.edu<br/>Phone: 670-1942<br/>Office Location: Mabee, 201<br/>Office Hours: by appointment</p>             |

### Course Description

This three-hour course, designed for first-year students, focuses upon information literacy, technology and the transition into the Washburn University Community of Learning. Common themes such as the exploration of study skills, wellness, technology, academic honesty and others will be covered to introduce students to a series of best practices for success.

WU101 W is designed for students who have attempted a WU101 course previously. This course allows students more independence to work at their own pace, and focuses on academically challenging topics such as information literacy, study skills, and time management.

### Why WU 101?

The National Resource Center for the First-Year Experience and Students in Transition reports that 87% of colleges and universities in the United States have some type of first-year experience course. Additionally, the universities in the Kansas Board of Regents system all have some type of first-year programming. The national and regional evidence is clear that WU101 will help students obtain higher rates of success in the transition from high school to university studies.

### Learning Outcomes for WU101

1. **Demonstrate proficiency in Information Literacy and Technology**
2. **Practice academic honesty and exhibit ethical conduct**
3. **Establish membership and engagement in the WU community, through connections to faculty, staff, and students on campus**
4. **Develop effective collegiate study skills and apply these skills to generate an academic success plan**
5. **Develop an understand of the value of a university education**
6. **Express the importance of globalism and diversity**

## Instructional Team

WU 101 is different than your other classes because it is facilitated by an instructional success team. Your success team is led by a faculty member who sets academic goals and serves as the team leader. Additionally, your team includes an academic advisor, a librarian, and a peer educator. The instructional team is, by purpose and design, a fully collaborative group in which all members are dedicated to your success as a student.

## Textbook & Materials

Hill Harper, Letters to a Young Brother. (New York, NY: Gotham Books, 2007).

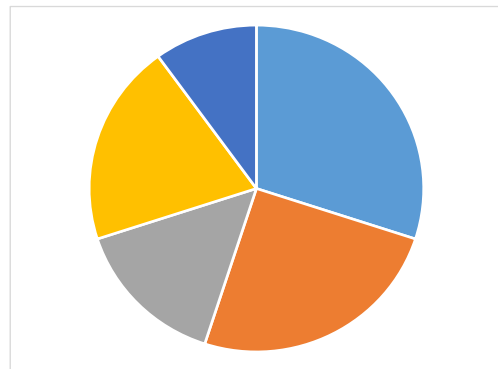
## Class Structure & Policies

- **Attendance and Participation:** Attendance will be taken during all class sessions. It is expected that you will be on time and present for all classes. Further, attendance is reinforced through unannounced quizzes, in-class discussions and writing assignments. You are paying for this class – come and enjoy it!
- **Scheduled Appointments:** Throughout the semester you will be required to attend scheduled appointments with members of the instructional team. All appointments will be planned in advance, and may take the place of scheduled class meetings.
- **Online Modules:** D2L Learning Systems will feature online modules to support the course. These modules will include learning objects, quizzes, and discussions to connect students with peers and faculty.
- **Written Work:** Writing is an important skill that will be integral to your success in college. Assignments must be typed and submitted to the appropriate d2L dropbox.
- **Late Assignments:** You are responsible for submitting assignments *on the due dates* discussed in class. Online work such as d2l modules, discussion boards, and quizzes must be completed by **Friday at 6pm each week**.
- **Below Average Writing:** If your instructor identifies your writing as below average you are required to visit the Writing Center in Mabee Library to receive assistance. The tutoring program is a drop-in center available to help with a variety of classes and provide academic success workshops for you. See <http://www.washburn.edu/tutoring> for more information.

## Course Requirements

University Requirement common to all Associate and Bachelor Degrees: Complete WU101: The Washburn Experience, with a minimum grade of C.

|                              |                    |
|------------------------------|--------------------|
| Writing Assignments          | 300 points         |
| Online/In Class Work         | 250 points         |
| Research Paper               | 150 points         |
| Final Project                | 200 points         |
| Attendance                   | 100 points         |
| <b>Total Points Possible</b> | <b>1000 points</b> |



A= 900-1000 points ▪ B= 800-899 points ▪ C= 700-799 points ▪ D= 600-699 points ▪ F=0-599 points

### Writing Assignments (300 points):

#### *Faculty Member Interview (100 points)*

Interview a member of the Washburn University Faculty and discuss the findings of that interview in a reflective paper. Detailed information, including a list of expectations for the assignment, is found in D2L. **Due in D2L by Friday, Feb. 13<sup>th</sup>.**

#### *Defining Diversity (100 points)*

For this assignment, the following website <http://www.washburn.edu/diversity>. Look closely at the mission statement and the words of President Farley and Vice President Pembroke. Compare this to articles you have read for class. More details for the assignment are posted in d2L. **Due in D2L by Friday, Mar. 27<sup>th</sup>.**

#### *Academic Plan (100points)*

Develop a detailed plan for graduation from Washburn—include a course outline and academic and personal goals. Review this plan in your required FYE advisor meeting, and make adjustments. Further details for the assignment can be found on D2L. **Due in D2L by Friday, Apr. 24<sup>th</sup>.**

### Online/In Class Work (250 points):

These include any work in addition to primary assignments completed in class and in d2L. These assignments will not be eligible for late completion. Assignments must be completed in class or by **Friday at 6pm** each week in d2L.

### Research Paper (150 points):

Write a paper incorporating information literacy skills, critical thinking skills, and your knowledge of research strategies. Detailed information, including directions and expectations is in D2L. **Due in D2L by Friday, Mar. 6<sup>th</sup>.**

### Final Project (200 points):

Your final project will incorporate various skills learned through the course. Detailed information, including directions and expectations is in D2L. **Due in D2L by Friday, May 8<sup>th</sup>.**

### Attendance (100 points):

You will receive attendance points for participating in weekly meetings with your instructor and special appointments with campus partners, as requested. Students who consistently do not attend will be administratively withdrawn from the course as the instructor sees fit.

| <b>Course Schedule</b> |             |                               |  |
|------------------------|-------------|-------------------------------|--|
| <b>Week</b>            | <b>Days</b> | <b>Topic</b>                  | <b>Reading</b>                                       |
| One                    | 1/21-1/23   | Course Introduction           | Ch, 1  |
| Two                    | 1/26-1/30   | Communicating with Professors | Ch. 2  |
| Three                  | 2/2-2/6     | Financial Literacy            | Ch. 4, Ch. 7 & Ch. 17                                |
| Four                   | 2/9-2/13    | Information Literacy          | <b>Due:</b> Faculty Interview                        |
| Five                   | 2/16-2/120  | Information Literacy          |  |
| Six                    | 2/23-2/27   | Information Literacy          |  |
| Seven                  | 3/2-3/6     | Time Management               | Ch. 5, Readings on D2L<br><b>Due:</b> Research Paper |
| Eight                  | 3/9-3/13    | Engaging in a Diverse World   | Readings on D2L                                      |

| <b>Week</b> | <b>Days</b> | <b>Topic</b>                | <b>Reading</b>                                     |
|-------------|-------------|-----------------------------|--|
| Nine        | 3/16-3/20   | SPRING BREAK                |  |
| Ten         | 3/23-3/27   | Study Strategies            | Readings on D2L<br><b>Due:</b> Diversity           |
| Eleven      | 3/30-4/3    | Planning for Your Future    | Ch. 6 & Ch. 11                                     |
| Twelve      | 4/6-4/10    | Planning for Your Future    | Ch. 12 & Ch. 14                                    |
| Thirteen    | 4/20-4/24   | Engaging in a Diverse World | Readings on D2L<br><b>Due:</b> Academic Plan       |
| Fourteen    | 4/27-5/1    | Study Strategies            | Readings on D2L                                    |
| Fifteen     | 5/4-5/8     | Time Management             | Ch. 16 & Final Letter<br><b>Due:</b> Final Project |
| Sixteen     | 5/11-5/15   | Final Exams                 |  |

**The instructors reserve the right to make changes to the course schedule as needed.**

## UNIVERSITY ADDITIONS – COURSE SYLLABUS

### **Mission of the University:**

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community. *Washburn University Board of Regents, 2010*

### **Definition of a Credit Hour:**

For every credit hour awarded for an undergraduate course, the student is typically expected to complete approximately one hour of classroom instruction, online interaction with course material, or direct faculty instruction and a minimum of two additional hours of student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time.

### **Notice of Non-Discrimination/Safe Educational Environment:**

Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu

### **Academic Misconduct Policy:**

All students are expected to conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes (but is not limited to) giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University's Academic Impropriety Policy describes academically unethical behavior in greater detail and explains the actions that may be taken when such behavior occurs. For guidelines regarding protection of copyright, consult <http://www.washburn.edu/copyright>. For a complete copy of the Academic Impropriety Policy, contact the office of the Vice President for Academic Affairs, Bradbury Thompson Alumni Center Suite 200, or go on-line to: <http://www.washburn.edu/academic-impropriety>.

### **Student Services Center:**

The Student Service Center is the place where students can take care of a range of matters related to admissions, financial aid, student records/registration, and student accounts. The "one-stop" concept in Morgan Hall, room 152 incorporates the front office services of the Business Office, Financial Aid and the Registrar in one convenient location. Stop in and visit with a University Service Advisor for assistance or give us call us at (785) 670-2162. You can also email us at [SSC@washburn.edu](mailto:SSC@washburn.edu).

### **Student Health Services:**

Student Health Services (SHS) provides support for students experiencing challenges with learning and adapting to university life. SHS offers urgent care for illness and injury; sports, school, and travel abroad physicals (including TB testing); well woman exams; STD and pregnancy testing; immunizations/vaccinations; and care of chronic illness. Services are provided by Board Certified Advanced Practice Registered Nurses (APRN) who collaborate with WU Student Counseling Services and physicians in the Topeka area. More information can be found at <http://www.washburn.edu/health>

### **WU Counseling Services**

Licensed mental health professionals are available in the Counseling Services' office for personal, academic, and mental health support. This is accomplished by providing a variety of counseling services as well as resources and referrals to students. More information can be found at <http://www.washburn.edu/counseling>

### **Disability Services:**

The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office MUST have appropriate documentation on file in order to provide services. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, brailled materials. Requests for accommodations should be submitted at least two months before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately.

Location: Student Services, Memorial Student Union/Mosiman Room (MOVED effective 1/6/2014)

Web: <http://www.washburn.edu/student-services>

Phone: 785-670-1629

E-Mail: [student-services@washburn.edu](mailto:student-services@washburn.edu)

Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office.

### **Center for Student Success:**

As a Washburn student, you may experience difficulty with issues such as studying, personal problems, time management, or choice of major, classes, or employment. The Center for Student Success (Office of Academic Advising, University Tutoring and Writing Center, First-Year Experience, and Testing and Assessment) is available to help students either directly through academic advising, mentoring, testing and developing learning strategies or by identifying the appropriate University resource. If you feel you need someone with whom to discuss an issue confidentially and free of charge, contact the center at 785-670-1942, [advising@washburn.edu](mailto:advising@washburn.edu), or visit Mabee Library, Room 201.

### **Withdrawal Policy:**

During fall and spring semesters, students may go online and withdraw from full semester courses through the second week of class with no recorded grade. From the third through the eleventh week a "W" is recorded for any dropped course. After the eleventh week, there are NO withdrawals, and a grade will be assigned for the course. These deadlines will be different for short-term, out-of-sequence, or summer courses. To view the deadline dates for your courses visit the "Last Day" Deadlines web page at: <https://www3-prod.washburn.edu/self-service/coursedates.php> Depending on the timing of the request to withdraw from a course, students may be eligible for a full or partial refund. Information regarding tuition refunds is available at <http://www.washburn.edu/current-students/business-office/tuition-refunds.html> Please note: tuition refund amounts and deadlines are changing effective Fall 2014. In addition, depending on the timing of the request to withdraw from a course, students may be responsible for repaying all or a portion of their financial aid.

**Students who do not attend their courses and fail to officially withdraw themselves will receive a grade of "F" and may also be required to repay all or a portion of their financial aid based on their non-attendance.** For further information, contact the Financial Aid Office at 785.670.1151 or e-mail [financialaid@washburn.edu](mailto:financialaid@washburn.edu).

**Attendance/Administrative Withdrawal:**

Although it is the student's responsibility to initiate course withdrawals, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question. The inclusion of this information in the course syllabus is considered due notice.

**Official E-Mail Address:**

Your Washburn University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information and the University will consider this your official notification for important information. It may also be used by your instructors to provide specific course information. If you prefer to use an alternate e-mail address to receive official University notices you can set a forwarding address in the Outlook Web App by following the steps below.

## Outlook Web App: Set Forwarding Address

1. Go to <http://outlook.washburn.edu>
2. Sign in
3. Click the **Gear** in the upper right
4. Choose **Options**
5. Select **Forward your email** from the list on the right
6. In the lower portion of the screen, **enter the email address** to which you want to forward all your email.
7. Click the **start forwarding** button

It is your responsibility to ensure that your official e-mail box does not exceed your message quota resulting in the inability of e-mail messages to be accepted into your mailbox.

**Success Week:**

Success Week for undergraduate students is designated as the five week days preceding the first day of scheduled final examinations each Fall and Spring semester. Success Week is intended to provide students ample opportunity to prepare for final examinations. For academic programs, the following guidelines apply:

A. Faculty are encouraged to utilize Success Week as a time for review of course material in preparation for the final examination. If an examination is to be given during Success Week, it must not be given in the last **three** days of Success Week unless approved by the Dean or Department Chair. Assignments worth no more than 10% of the final grade and covering no more than one-fourth of assigned reading material in the course may be given.

B. Major course assignments (extensive research papers, projects, etc.) should be due on or before the Friday prior to Success Week and should be assigned early in the semester. Any modifications to assignments should be made in a timely fashion to give students adequate time to complete the assignments.

C. If major course assignments must be given during Success Week, they should be due in the first **three** days of Success Week. Exceptions include class presentations by students and semester-long projects such as a project assignment in lieu of a final. Participation and attendance grades are acceptable.

The Success Week policy excludes make-up assignments, make-up tests, take-home final exams, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour. All University laboratory classes are exempt from this policy.