

COURSE SYLLABUS
ASU 101 - The ASU Experience (1 credit)

Section: 85281
Dates: Session A, 8/22-10/11

Meeting Time: 4:30-6:20pm
Room: POLY; SANTN 215

Instructor Information:

Name: Dr. Kimberly Jensen
Office Hours: by appointment only

E-Mail: KimberlyJensen@asu.edu
Office Location: USE 220C

The ASU Experience is designed to provide opportunities for college engagement and success. Students will discover resources that can guide them to achieve academically and personally, and learn about topics such as Time Management, Health and Wellness, Academic Integrity, and Sun Devil Civility. Students are involved in activities and interests across the university and participate in a service project outside of ASU. In these small classes students build community and actively learn about themselves.

This course is offered by the Major and Career Exploration Program of the University College. For more information about the program or college, visit our websites at: <https://cisa.asu.edu/majorexploration> or <https://universitycollege.asu.edu/>. If you have questions or concerns, please contact your instructor first, then send your inquiry to the Director of Major & Career Exploration at majorexploration@asu.edu. The college can be reached at exploratory@asu.edu.

Student Learning Outcomes

Throughout this course, students will:

1. Develop behaviors that promote **academic success** in college
2. Investigate student opportunities in **sustainability** and **entrepreneurship**
3. Define the basics of academic integrity, ethics and the **ASU Student Code of Conduct**
4. Reflect on your **identity** and identities of your peers
5. Demonstrate and model engagement in **civil discourse**
6. Discover and connect to **opportunities and programs at ASU**
7. Plan and practice **time management** skills
8. Learn about **diversity** and participate in culture sharing
9. Review **financial aid** and apply basics of budget planning for college
10. Increase awareness of **health, wellness, sexual violence, and crisis prevention**
11. Demonstrate skill-based knowledge on various **conflict styles**
12. Participate in a **service project** in the community
13. Create specific **goals for college success**

Required Text and Materials:

1. An ASU e-mail account
2. My ASU Canvas account for this class
3. *Design Your Life at ASU: Learning to Thrive, 4th edition* by ASU Major and Career Exploration

Course Structure: The course employs in-class activities, collaborative experiences, and learning outside of class. To enable the students and the instructor to have frequent and meaningful interaction with each other and with the group, class size is limited to 19 students per section. ASU 101 is a 1-credit course that can count toward graduation in the form of an elective. ASU 101 is not an “easy A” course, nor is it remedial. You will receive a letter grade for ASU 101, **no** + or -.

Student Responsibilities:

1. **Attend class.** Notify the instructor before class meets if you will be arriving late, leaving early, or missing a class, which may result in a deduction in your final grade. Make certain to obtain any missed information and assignments from Canvas and another student.
2. **Participate throughout every class meeting.** This is not a typical “lecture” class. Discussion is not only encouraged, but necessary to facilitate a fulfilling classroom experience.
3. **Turn in all out of class assignments to Safe Assignment prior to the next class meeting.** Assignments must be submitted *before the beginning of the next class* or they will be considered late. Late assignments will be accepted no later than one class period after the initial class period in which they were due, and will receive half credit.

4. Complete all in-class exercises in full and to the best of your ability. In-class activities (which translate into participation points) will be graded on both effort and product.
5. **Check Canvas before each class period.** You will be responsible for checking Canvas the night before each class for announcements regarding any updates. Additionally, as a student, it is your responsibility to track your grade on Canvas and contact the instructor by the second class period after an assignment grade has been posted, if there is an inconsistency.
6. **Turn off all electronic devices.** This includes, but is not limited to, cell phones, laptop computers, and iPods. If it plugs in or needs a battery, turn it off. If you are using any such device during class, you will be asked to leave for the remainder of the class, and will be marked absent for the day.
7. For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester.

Workload Expectations in Courses: At least 15 contact hours of recitation, lecture, discussion, testing/evaluation, seminar, or colloquium, as well as a minimum of 30 hours of student homework is required for each unit of credit (<http://azregents.asu.edu/rrc/Policy%20Manual/2-224-Academic%20Credit.pdf>). Therefore, in a 1-credit course, students should expect to invest 15 hours in class meetings (or the online equivalent), as well as 30 hours doing homework and assignments—a total of 45 hours in any given session (A, B, or C). In this course and in other courses in your degree program, your faculty is committed to this standard because it promotes the breadth and depth of learning required in a first-rate university education. As you register for courses, keep this 45-hour per credit standard in mind.

Email Communication: ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly. *All instructor correspondence will be sent to your ASU email account.* For help with your email go to: MyASU > Service > Live Chat OR New Ticket

Class Calendar: (All assignment descriptions are available on Canvas)

DATE	Curriculum	Course Text Required Reading	Assignments DUE on this date
August 26	Course Introduction & Community Expectations; Sustainability, Entrepreneurship & Innovation; Identity & Inclusion; Canvas		Bring computer/tablet device to first class Canvas Quiz – begin in class (5 pts)
September 2 Labor Day	**No class	Chapter 1 & Chapter 2	Motivation for College (10 pts) Time Management Weekly Calendar (5 pts)
September 9	Advising Visit; Time Management; Academic Integrity, Code of Conduct, Ethics, & Service and Volunteering; Campus Resources	Chapter 3	Bring computer/tablet device to class Culture Sharing begins (5 pts) Peer Academic Presentations begin (10 pts) Resource Hunt (5 pts) Discussion Post – Service Project (5 pts)
September 16	Creator vs Victim Mindset; Critical Thinking; Academic Success and Library Resources	Chapter 4	Bring computer/tablet device to class Growth Mindset (5 pts) Campus Success Visits (5 pts)
September 23	College Finances Visualize Your Future Time Management – Revisited; Conflict Styles	Chapter 5	Bring computer/tablet device to class Service Project Reflection (10 pts)
September 30	Health and Wellness; Stress Management; Conflict Management Strategies	Chapter 6	Personal Wellness Profile (5 pts) Time Management Reflection (10 pts)
October 7	College Success Presentations	Chapter 7	College Success Essay (5 pts) & Presentation (5 pts)

Written Work: All written work, unless otherwise specified, must be submitted through Turnitin on Canvas. The document must be: 12-point font, double-spaced, word count posted, and in Microsoft Word, Microsoft PowerPoint, or PDF format. Google Docs, SlideShare, and other formats are not acceptable. The number of words in the assignment must be listed under your name. Assignments must be submitted through Turnitin before the beginning of class on the date it is due to be considered on time. An emailed copy of the assignment will not be accepted, unless this form of submission is explicitly requested in the assignment description on Canvas.

If Turnitin does not accept the format of your submission, it is your responsibility to convert your assignment to an acceptable format and submit it. Turnitin only allows one submission. If you submitted the wrong file for any reason, please email the instructor ASAP (with a copy of the correct assignment for on-time credit). If you encounter any Canvas issues, check the ASU Canvas Help for Students web page or the link below, and contact technical assistance as needed. Failure to submit your assignment on time due to Canvas issues is not an acceptable excuse.

Attendance: Studies show a direct relationship between classroom attendance and learning outcomes. Because much of the learning in ASU 101 takes place via classroom activities and group interaction, attendance is taken daily and is an integral part of the ASU 101 grade. Because our class has few in-person meetings, a strict attendance policy is enforced. Attendance equates to showing up on time, listening, turning in assignments and participating in class discussions appropriately. Students who miss the taking of attendance at the beginning of class will be marked late.

Each absence results in the loss of 10 points; three absences result in failure for the class (missing over 40% of class time). **Arriving late to class results in the loss of five points each time.** See ACD 304–04 for “Accommodation for Religious Practices” regarding absences and ACD 304–02, for “Missed Classes due to University Sanctioned Activities”.

Students who participate in line-of-duty activities shall be provided make-up assignments, examinations, or other graded coursework missed because of required work performed in the line-of-duty, without penalty. See university policy: ACD304-11; SSM 201–18: Accommodating Active Duty Military <https://asu.edu/aad/manuals/ssm/ssm201-18.html> for details. Students should discuss individual concerns with their instructor.

Class Participation: You earn points for class participation. Engaging in thoughtful discussion, listening intently while others speak, and participating in class activities counts toward participation. Leaving early from class or conversation during class that is not on-topic will result in deductions from your participation points. Participation points are also gained by attending one mandatory individual meeting with your instructor.

Additionally, everyone in class deserves respect and consideration. Diverse opinions, values and beliefs will be respected. Please refrain from using profanity and language that may be offensive to, or that denigrates, another person or group. A student who disrupts a class may be asked to leave and can be dropped from the class. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 (<http://www.asu.edu/aad/manuals/usi/usi201-10.html>). Any violation of class, School, College or University rules constitutes disruption of the academic process.

It is my hope that you will give this class and all of its activities a personal sense of purpose and discover different ways you can make various strategies work for you. Your grade, but most importantly, how much you take away from this class, is fully dependent upon the level and quality of your participation.

Points of Assignments and Participation	Total	Earned
Assignments		
#1 Canvas Quiz	5	
#2 Motivation for College Essay	10	
#3 Time Management Weekly Calendar	5	
#4 Culture Share	5	
#5 Peer Academic Presentations	10	
#6 Resource Hunt	5	
#7 Discussion Board – Service Project Contact Information	5	
#8 Growth Mindset	5	
#9 Campus Success Visits	5	
#10 Service Project Reflection	10	

#11 Personal Wellness Profile	5	
#12 Time Management Reflection	10	
#13 College Success Essay	5	
#14 College Success Presentation	5	
#15 Participation (e.g., in-class activities, discussion, attendance)	7	
#16 Individual Meeting with Instructor	3	
Total Points Possible	100	

This course is graded using a regular letter scale from A through E, and the grading scale is as follows:

A	90-100 points	C	70-less than 80 points	E	less than 60 points
B	80-less than 90 points	D	60-less than 70 points		

Disability Accommodations: Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from the Disability Resource Center (DRC) is required. Disability information is confidential.

Disability Resource Center (eoss.asu.edu/drc)

Email: DRC@asu.edu

DRC Phone: 480-965-1234

DRC FAX: 480-965-0441

Classroom Behavior: We want to build a classroom climate that is comfortable for all. It is important that we (1) display respect for all members of the classroom – including the instructor and students; (2) pay attention to and participate in all class sessions and activities; (3) avoid unnecessary disruption during class time (e.g. having private conversations, reading the newspaper, surfing the Internet, doing work for other classes, making/receiving phone calls, text messaging, etc.); and (4) avoid racist, sexist, homophobic, or other negative language that may unnecessarily exclude members of our campus and classroom [this includes electronic communication and discussion board posts]. This is not an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a dramatic impact on the class environment.

Establishing a Safe Environment: Learning takes place best when a safe environment is established in the classroom. In accordance with [SSM 104-02 of the Student Services Manual](#), students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others' viewpoints, whether you agree with them or not.

All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off-campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

Prohibition of Commercial Notetaking Services: In accordance with [ACD 304-06 Commercial Note Taking Services](#), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date.

Syllabus Disclaimer: The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section on Canvas.

Trigger Warning: Please note that some course content may be deemed offensive by some students, although it is not the instructor's intent to offend anyone. In addition, some materials that we link with online might also be considered offensive,

troubling, or difficult to review in terms of language or graphics. The instructor will attempt to provide warnings when introducing this kind of material; yet if they forget to do so, or if something else (in their materials or posts from fellow students) seems offensive, please contact the instructor in-person or via email, or contact the program director at majorexploration@asu.edu.

Grade Appeals: Students must first speak with the instructor of the class to discuss any disputed grades. If, after review, a resolution is not achieved students may proceed with the appeal process. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless whether the student is enrolled at the university. Complete details are available in the [ASU Grade Appeals policy](#).

Drop and Add Dates/Withdrawals: If you are unable to take this course for any reason, be aware that there is a limited timeline to [drop or add the course](#). Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies: [Withdrawal from Classes](#), [Withdrawing as a Financial Aid Recipient](#), [Medical/Compassionate Withdrawal](#), and a [Grade of Incomplete](#).

Statement of Inclusion: Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities. We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, at ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality and intellectual perspective.

Title IX: [Title IX of the Education Amendments of 1972](#) protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. ASU does not discriminate on the basis of sex in the employment, education programs or activities it operates.

ASU is committed to providing an environment free from discrimination based on sex and provides a number of resources and services to assist students, faculty and staff in addressing issues involving sex discrimination, including sexual violence. All ASU employees are mandatory reporters and are obligated to report any information they become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence.

“As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, eoss.asu.edu/counseling, is available if you to wish discuss any concerns confidentially and privately.”

Sexual violence, sexual harassment, stalking and relationship violence have a profound impact on a victim's academic, social, working, and personal life, and negatively affects victims' friends and families, other students, co-workers, and members of the university community. To combat this complex social problem, ASU provides a variety of [resources](#) and [educational programs](#) designed to prevent sexual violence and other acts of sexual misconduct, including sexual harassment, provide information about what to do when an incident has occurred, and increase awareness of campus and community resources for support and response.

Victims of sexual violence, sexual harassment, stalking and relationship violence are encouraged to seek support and report the incident. ASU Counseling Services is available if you to wish discuss any concerns confidentially and privately. ASU has appointed a Title IX Coordinator to oversee ASU response to Title IX complaints, develop training and education programs/materials for faculty, staff and students, as well as monitor trends and effectiveness of Title IX education efforts. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at sexualviolenceprevention.asu.edu/faqs. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Office of Civil Rights.

Student Conduct and Academic Integrity: ASU and University College expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures](#), [Computer, Internet, and Electronic Communications policy](#), [ASU Student Academic Integrity Policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Anyone in violation of these policies is subject to sanctions. [Students are entitled to receive instruction free from interference](#) by other members of the class. An instructor may withdraw a student from

the course when the student's behavior disrupts the educational process per [Instructor Withdrawal of a Student for Disruptive Classroom Behavior](#). The Office of Student Rights and Responsibilities accepts [incident reports](#) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see provost.asu.edu/academicintegrity.

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, college, and/or dean. Academic dishonesty includes, but is not limited to, cheating on an academic evaluation or assignment, plagiarizing, academic deceit (such as fabricating data or information), or falsifying academic records.

Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else's work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

If you have any questions about your work and the academic integrity policy, please discuss your assignment or concerns with your instructor, teaching assistant, or your college Academic Integrity Officer in advance of submitting an assignment. Student resources on Sun Devil Integrity and strategies for completing your work with integrity and avoiding plagiarism are available here: [ASU Student Resources for Academic Integrity](#) or provost.asu.edu/academicintegrity for more information.

Harassment Prohibited: ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact the professor if you are concerned about online harassment of any kind, and he/she will put you in contact with the Dean of Students office

Mental Health: As a student, like anyone else, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These emotional health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. ASU Counseling Services provides counseling and crisis services for students who are experiencing a mental health concern. Any student may call or walk-in to any ASU counseling center for a same day or future appointment to discuss any personal concern. Here is the Web site: eoss.asu.edu/counseling. After office hours and 24/7 ASU's dedicated crisis line is available for crisis consultation by calling 480-921-1006.

Course Evaluation: Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available. The results are always anonymous and cannot be reviewed by the instructor/department until after final grades have **been posted.**

Academic Affairs Manual: For a complete guide to Arizona State University course policies, please refer to the [Academic Affairs Manual \(ACD\)](#).

Campus Resources: There is clear evidence that students who take advantage of academic support services perform better academically. As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

Tutoring: students.asu.edu/academic-success

Financial Aid: students.asu.edu/financialaid

Major/Career Exploration: uc.asu.edu/majorexploration/assessment

Student Organizations: asu.edu/studentaffairs/mu/clubs/

ASU Police Department: cfo.asu.edu/police

Counseling Services: students.asu.edu/counseling

Disability Resource Center: asu.edu/studentaffairs/ed/drc/

Career Services: career.asu.edu

ASU Writing Centers: tutoring.asu.edu/writing-centers

International Student Resources: students.asu.edu/international/support/academic