

# **EIU 1111**

## **University Foundations**

2 Credit Hours

Fall 2016

**Instructor:** Ryan McDaniel  
**Email:** rlmcdaniel@eiu.edu  
**Office:** Coleman Hall 1822  
**Office Hours:** MW 2:00-3:00  
TR 2:30-3:30

**Peer Leader:** Elizabeth Bailey  
**Email:** etbailey@eiu.edu

### **Course Description**

University Foundations is designed to help you make the most out of college. In this course, you will make friends, meet faculty and staff, engage in lively discussions, attend special events on campus, and learn how college can help you to achieve your goals. Your enthusiasm will be the key to making this course a solid foundation for your college career.

University Foundations is an inquiry into the academic expectations, resources, policies, and traditions of university life. You will be challenged to enhance your intellectual potential, understand your academic and moral responsibilities, and appreciate diversity in a framework that develops the critical thinking, learning, and communication skills necessary to contribute successfully to the university's intellectual life. A global citizenship project engages students in the scholarly and co-curricular community.

### **Course Objectives**

University Foundations is a writing-active course with four main objectives:

- To familiarize you with the expectations, policies, resources, and traditions of Eastern Illinois University
- To develop your critical thinking, learning, and communication skills
- To enrich your perspectives on personal, academic, and moral issues in higher education
- To engage you in the educational and social life of the university

### **Student Learning Objectives**

Upon completion of the course, you will be able to:

- Describe classroom norms, university policies/procedures, and faculty expectations
- Explain key moments in Eastern history
- Function as a global citizen in a multi-cultural world
- Use the resources and services provided by Eastern Illinois University
- Identify transitional issues—personal, social, and academic—and learn about resources and services to aid in overcoming those issues
- Formulate educational and life goals
- Articulate values and priorities related to college and your future

- Communicate more effectively (orally and in writing) with professors and peers
- Analyze, criticize, and construct arguments using critical thinking skills
- Employ time management and study skills (including test taking, note-taking, and reading strategies)

**Textbook:** *Choices for College Success and Case Studies*. (2015). New York: Pearson.

## Course Requirements

**Attendance:** It is impossible to earn an A for this course if the student misses more than the equivalent of one week of class (i.e. 2 days of class); it is likewise impossible to earn an A or a B for this course if the student misses more than the equivalent of two weeks of class (i.e. 4 days of class); unless, at the sole discretion of the instructor, an exception is merited. There is generally no distinction made in the reasons for missing class under this policy, including illness, unless a truly exceptional and documented circumstance occurs (like incapacitation or highly contagious conditions). Therefore, the student should plan to attend class every day and miss only when absolutely necessary. In all events, it is the responsibility of the student to maintain communication with the instructor. **Attendance during the final class project is absolutely mandatory, so make plans to attend now. If a student fails to attend the final class project the highest grade possible for the semester is a C. NOTE: The entirety of the attendance requirement is distinct from the participation requirement.**

**Participation:** You are expected to attend class every day. You will have an opportunity to earn credit while in attendance through participation. It is normally expected that if you are attending class then you are participating and earning these points. However, if your participation is unsatisfactory then you will be notified by the instructor (examples of unsatisfactory participation include but are not limited to: sleeping or appearing to sleep in class, being disruptive, cell phone texting, regularly coming to class late, etc.). If your participation is unsatisfactory on any given day, then your participation grade will suffer the deduction described below.

When it comes to your participation, the total is greater than the sum of its parts, therefore your score will be determined by means of a deduction system. The deduction of participation points will occur as follows. If you are not attending class (for any reason other than participation in a University-sponsored event or religious observance discussed prior to the absence with the instructor), then your participation is considered unsatisfactory for that day for the simple reason that you are not participating at all. You will be deducted 20 points, or 10%, from your total participation grade for the semester for each day you do not participate or your participation is deemed to be unsatisfactory by the instructor. Once deducted, participation credit cannot be made-up (unless an exception is made at the sole discretion of the instructor), and note well that participation is worth **200 points, or 20%**, of the semester grade. This requirement is further discussed under the “Policies” section of this syllabus. **NOTE: This requirement is distinct from the participation requirement.**

**Utilizing Office Hours:** During the semester, you will be required to utilize the office hours of all of your instructors, once before and once after mid-term. These visits are collectively worth **100 points, or 10%** of the semester grade.

**Weekly Papers:** We will be covering a vast array of material in this course, both in and out of class. The basic way that students will be asked to react to this material in writing is with a weekly paper. The prompt for the paper each week will be given out verbally in class, so part of completing this assignment will be acquiring the prompt while in class. Collectively, the weekly papers are worth **200 points, or 20%**, of the semester grade. Important Note: It is impossible to earn an A for the semester if more than one paper is not completed on time. It is impossible to earn an A or a B for the semester if three or more weekly papers are not completed on time.

**Various Assignments, Presentations, and Activities:** Students will be asked to complete various assignments, presentations and activities. These may be either individual or group assignments. If done in

class, these cannot be made up if the student is absent. These are collectively worth **50 points, or 5%**, of the semester grade.

Attendance at Academic Foundation Day is one of these required assignments: **Tuesday, October 4, 2016, from 4-7pm, at the Union Grand Ball Room and 3<sup>rd</sup> floor meeting rooms.**

Students will have an assignment to turn in related to attendance at this event.

**Global Citizenship Project:** The class will engage with a citizenship project. This may require work outside of class time. This project is worth **50 points, or 5%**, of the semester grade.

In addition, students are required to attend the Volunteer Fair : **Wednesday, August 31, 2016, from 11am-2pm, in the Library Quad.**

**Campus Involvement Opportunities:** The educational experience at EIU extends into several arenas of the campus, its life, and the opportunities there provided. These assignments collectively ask students to engage in campus life and its multifaceted educational and enrichment opportunities. Each student will choose one activity that falls into each category to attend: art & culture (play, concert, or art exhibit at Tarble or Doudna); academic (lecture or workshop on an academic topic or study skills); social life (lecture or workshop on alcohol, dating, and so forth), and community (athletic events or volunteering). Required activities for Greek organizations, Gateway, or other classes may not be used. If you are unsure if something will count, ask ahead of time; do not assume something will count without asking.

In addition, students are required to attend Panther Palooza: **Wednesday, August 24, 2016, from 10am-3pm, in the South Quad.**

Collectively, this involvement is **worth 50 points, or 5%**, of the semester grade.

**Class Project:** Our class will create and develop a college-life project related to a theme of the course. The project must be a creative endeavor that reflects the skills and knowledge that will be addressed during the semester, and it must allow for everyone in the class to make contributions. Our class will summarize and present the results of this project during the Project Showcase. **The Project Showcase will be Thursday, December 8, 2016, from 4-6pm.** The showcase will take place in the Grand Ballroom of the University Union. This project and showcase event takes the place of a final exam in this course. **ATTENDANCE IS REQUIRED.** This project is **worth 350 points, or 35%**, of the semester grade.

### **Grading Scale and Criteria:**

90-100% plus other conditions met = A

80-100% without other conditions met = B

70-79% = C      60-69% = D      Below 59% = F

Grades are administered based on performance, meeting assignment criteria, applying in-class concepts, punctuality/attendance and original thought.

A = Exemplary work that far exceeds the expectations of the assignment.

B = Commendable work that exceeds the expectations of the assignment.

C = Satisfactory work that meets the expectations of the assignment.

D = Below satisfactory work that does not meet the expectations of the assignment

F = Failure to complete the assignment by falling significantly short of requirements.

.

## Policies

**Students Must Keep Track Of Their Own Grades:** Students are responsible for understanding the grading system in this course and keeping track of their own grades at all times. A tool for doing this is provided at the bottom of this syllabus. This is a basic, fundamental skill for all college students, and as a result performing this task is itself a part of the skill set to be practiced this semester by all students. For this reason, the instructor will assist students in understanding how to determine their own grade, with reference to this syllabus, but the students should at no time rely upon the instructor to tell students grades for assignments that have already been handed back or calculate student's grades for them.

**Contacting the Instructor:** Students should direct all remote communication to the instructor via the email address at the top of this syllabus. The student's email to the instructor should be sent from the student's official EIU email account and contain identifying information, including the student's full name and which course/section/time they are enrolled in. Students are also encouraged to meet with the instructor in person during regular office hours when needed.

**Preparation:** This course requires both in-class and out-of-class work. In order to be prepared for in-class work, you will need to have prepared yourself by completing the out-of-class work. Reading assignments will be made, and all students will be expected to complete these reading assignments prior to coming to class.

**Participation:** All students are expected to actively participate in class. In this class, participation means both listening as well as speaking. Throughout the semester, controversy and disagreement can be expected as normative. This means that both mutual respect as well as vigorous argumentation must be paired together, and a lack of either of the two is indicative of diminished participation. All students will be both encouraged and challenged in this unique opportunity to contribute to a rewarding engagement in the course throughout the semester.

**Assignments:** All work **must** be turned in on time. If for an exceptional reason late work is accepted, be aware that you may be penalized up to ten percent for each day past the deadline. If you anticipate difficulty completing an assignment, contact the instructors well before the deadline.

All papers must be typed in Times New Roman, 12pt font, double-spaced, and conform to standards of spelling and grammar. Style manuals are designed to assist you with source citation and other issues. All source citations must be formatted using an accepted academic style, such as APA, MLA, Chicago, etc.

**Academic Integrity:** Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.

**Be advised that an act of plagiarism can result in automatic failure for the course and being reported to the university for further disciplinary action.**

**Cell Phones or Electronic Devices:** If you have a cell phone or electronic device, please turn it off before class. If there is an emergency situation or other reason for the electronic devices to remain on, please consult with instructor prior to class. If your phone or device makes noise or otherwise causes a disruption, or you are observed to be messaging or using it in a way unrelated to class, your participation for the day may be considered unsatisfactory for the day (see participation grading above).

**Students with Disabilities:** If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

**Students with Other Needs:** Students with other special needs are encouraged identify themselves to the instructor at the beginning of the semester in order to arrange accommodations that might be fitting.

**The Student Success Center:** Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center ([www.eiu.edu/~success](http://www.eiu.edu/~success)) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

**Booth Library**

Located in the center of campus, Booth Library is the best place to do research, find expert help, or study in a calm, distraction-free environment. In addition to the many print resources, Booth provides access to high quality e-books, journals and scholarship not freely available on the Web. Stop by the Reference Desk or go to <http://library.eiu.edu> to explore library resources. Get expert help with your research by contacting the Booth Library reference librarians. Visit, call 581-6072, or go to <http://booth.eiu.edu/ask> to connect with a librarian.

**The Writing Center**

Students are encouraged to make use of the Writing Center, at every stage of writing, for all of their academic requirements. The Writing Center is located in room 3110 of Coleman Hall. For more information online go to: <http://castle.eiu.edu/writing/>

# Office Hours Visit Verification Form

---

**To the instructor:** As a part of the course *University Foundations* (EIU 1111) students have been tasked with utilizing the office hours of all of their instructors. As a part of helping students to build a firm “foundation” for their time here at EIU, they are being encouraged to appreciate the unique contribution that utilizing office hours can make. Please help the student to make a productive use of this visit to you during your office hours and verify the visit with your signature below. Thank you.

---

Course/Section: \_\_\_\_\_ Time and Date of Visit: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

---

Course/Section: \_\_\_\_\_ Time and Date of Visit: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

---

Course/Section: \_\_\_\_\_ Time and Date of Visit: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

---

Course/Section: \_\_\_\_\_ Time and Date of Visit: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

---

Course/Section: \_\_\_\_\_ Time and Date of Visit: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

---

Course/Section: \_\_\_\_\_ Time and Date of Visit: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

---

Course/Section: \_\_\_\_\_ Time and Date of Visit: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

---

Course/Section: \_\_\_\_\_ Time and Date of Visit: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

---

Course/Section: \_\_\_\_\_ Time and Date of Visit: \_\_\_\_\_  
Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_

---

### **Tentative Schedule:**

Week 1: Introduction and Orientation  
Week 2: Lecture/Discussion/Activities (LDA) – Library Tour  
Week 3: LDA  
Week 3: LDA and HERC Alcohol Presentation  
Week 4: LDA and Volunteer Office Presentation  
Week 5: LDA and HERC Sleep Presentation  
Week 6: LDA  
Week 7: LDA  
Week 8: LDA  
Week 9: HERC Stress & Time Management and SACIS Presentations  
Week 10: Volunteer Activity  
Week 11: EIU UPD and Career Services Presentations  
Week 12: LDA and Bystander Training  
Week 13: Working on Final Project  
Week 14: Thanksgiving  
Week 15: Working on Final Project  
Week 16: Working on Final Project

**Final Note Concerning Instructor Modifications:** If deemed beneficial or necessary, the Instructor may modify aspects of the class during the semester, including any aspect of this syllabus. No textbooks will be added, but other reading can be assigned. Such modifications will not nullify work the student has already completed, but assignments yet to be completed may be modified.

**All additional questions and specifics concerning the course that arise will be addressed by the Instructor as needed. Everything the Instructor establishes and communicates in class verbally carries the full authority of this syllabus as hereby provided; and students are responsible for all policies, clarifications, modifications and information given verbally in class on every class day whether they are present or not.**

### **Summary Grade Breakdown for the Semester**

<i>Item</i>	<i>Points Possible</i>	<i>Points Earned</i>
Participation	200	_____
Office Hours	100	_____
Weekly Papers	200	_____
Assignments	50	_____
Citizenship	50	_____
Campus Involvement	50	_____
Class Project	350	_____
<b><i>TOTAL</i></b>	<b><i>1000</i></b>	_____