

George Mason University
UNIV100: Introduction to Mason
Course Syllabus – Fall 2019

Section: Introduction to Mason
Class Days/Time:

Class Location:

Instructor:
Email:
Phone:
Office Location:
Office Hours:

Peer Advisor:
Email:
Phone:

University Transition Programs Mission

Our mission aligns with the mission of the university in terms of shaping new global leaders who embody vision, justice, clarity, tolerance, and respect. Our program promotes critical and imaginative thinking, as well as value for diversity in students new to the Mason community.

Student Learning Outcomes

As a result of participating in a first-year UNIV course, students will be able to:

Personal Development and Well-Being:

- Identify and explain how personal values, beliefs, and strengths shape one's worldview
- Develop problem-solving skills and identify campus resources to resolve challenges during one's experience at Mason

Effective Communication and Teamwork:

- Apply strategies to work within groups effectively
- Demonstrate conflict management strategies
- Express opinions and ideas in writing, verbally, and visually within a diverse community

Diversity and Community:

- Demonstrate awareness and understanding of perspectives and backgrounds that are different from one's own

Academic and Career Success Tools:

- Explore personal, academic, and career goals and integrate them with co-curricular and career readiness opportunities
- Adapt and apply appropriate academic strategies to learning experiences
- Apply relevant academic policies, processes, and resources related to academic success and timely attainment of degree requirements

Student Responsibilities

In this course, you will have a number of regular responsibilities. The level of your performance of these responsibilities will determine your grade for the course. Your responsibilities include:

Participation

Because this class is designed as a seminar, you are expected to attend and participate in all class activities and discussions including the outdoor teambuilding event; therefore, **absences and late arrivals will reduce your participation grade**. It is expected that you notify the instructor if you will be absent or late, prior to the start of class. If an unforeseen circumstance prevents you from attending class, follow-up communication with the instructor in a timely manner will be taken into account in calculating the participation grade.

Participation points per class (42 points total):

- 3 points: you arrive on time and are engaged in class discussions
- 2 points: you arrive on time for class and are not engaged discussions
- 2 points: you are late to class and are engaged in class discussions
- 1 point: you are late to class and are not engaged in discussions
- 0 points: you do not attend class and it was not excused

Writing Expectations

All assignments should be double-spaced typed in a standard size 12 font with normal margins. Assignments should be proofread for grammar and errors. Page length will vary based on specific assignment. All assignments should be submitted electronically via Blackboard prior to the class meeting on the due date.

Journals (2.5 points each)

Several times throughout the semester, you will be assigned a topic to write about in the form of a journal. Each journal should be a clear and concise reflection of your personal involvement in that week's topic of discussion. Each journal will be evaluated on completeness and effort, not content. You should submit your journals electronically to both the instructor and peer advisor before the beginning of the next class, unless otherwise instructed. Journals should be approximately one double-spaced page in length, with attention to grammar and proofread for errors.

Patriot Success Assignment (5 points)

Students will need to take the Patriot Success student survey that launches in late September and fill out the Patriot Success worksheet (provided by your instructor) in response to your individual survey results.

Academic Advisor Meeting and Form (5 points)

Meeting with your academic advisor on a regular basis is a crucial part of your college experience. Advisors can assist you with a variety of different issues like deciding on major, selecting courses, finding an internship, and many other things. You are required to schedule at least one meeting with your advisor in October or November, before you register for spring classes and fill out the worksheet provided by your instructor.

Outside Event Reflection Papers (5 points each)

To broaden your knowledge of campus resources and activities, you are required to attend three **Mason community** events outside of the classroom during the semester. One should be **academically-based**, one **cultural or performance-based**, and one related to a **student organization** on campus. OR Students can attend events based on the Patriot Experience Program. Students can attend programs based on four different paths: Career Readiness, Global and Multicultural Competency, Well-Being, and Civic Learning and Community Engagement. Please visit patriotexperience.gmu.edu to learn which programs will count towards your outside events. Your grade for each outside event will be based on a reflection paper summarizing of the event and a reflection of what meaning it held for you.

Outside events must be approved by faculty or PA prior to attending, you may submit your proposed outside events via (e-mail, blackboard, in class).

- Outside Event #1 reflection paper due:
- Outside Event #2 reflection paper due:
- Outside Event #3 reflection paper due:

Resume (4 points)

Creating a resume your first year of college will help you see what skills and experience you already have and what areas you need to grow in. Resumes should be 1 page. For extra credit please visit University Career Services.

Meeting with Faculty and/or Peer Advisor (4 points)

Talking with your Peer Advisor or Faculty on a regular basis can really help you in your adjustment to college life at Mason. During mid-semester you will sign up for a meeting with your faculty and/or PA.

Final Assignment (15 points)

You will work individually or in pairs to prepare a 10-minute creative and personalized presentation on the theme, “**Beyond the First Semester – Making the Most of My College Experience.**” The presentation should include important plans and goals for your college experience going forward, based on the topics studied in class. You will also individually prepare a 2-page paper in which you summarize your specific plans and goals for next semester and beyond.

Grading

Your grade for the course will be based on the assignments and points listed below:

Class Activity	Points
Class Participation	42 – 3 points per class
Journals	10 – 2.5 points for each 4 entries
Patriot Success Assignment/Worksheet	5
Academic Advisor Meeting Form	5
Outside Event Essays	15 – 5 points for each of 3 essays
Resume	4
Meeting with Faculty or PA	4
Final Assignment	15
Total Points	100

Grading Scale

A+	100	B+	89-87	C+	79-77	D	69-60
A	99-94	B	86-84	C	76-74	F	Below 60
A-	93-90	B-	83-80	C-	73-70		

Mid-Semester Progress Evaluation Report

Between **September 24 and October 19**, you will receive a mid-semester evaluation. This evaluation will indicate your grade in the course thus far and specifically note any issues that are adversely affecting your grade. At any time during the semester, please feel free to see the instructor and/or peer advisor to discuss any challenges that you may be experiencing.

Class Policies and Resources

Late Work: Assignments will not be accepted late. This policy will be strictly enforced. In the event of an unusual and dire emergency, contact the instructor and peer advisor before an assignment is due or shortly thereafter. You may be required to provide evidence of your emergency in order to be considered for alternative accommodations.

Open Door Policy: Both the instructor and peer advisor are open to your comments, suggestions, and feedback on the course at any time. Feel free to email the instructor and/or peer advisor or see them before or after class to discuss your ideas and concerns. You may also submit your thoughts anonymously.

Learning Services (within Counseling and Psychological Services) offers academic skills and self-development workshops throughout the semester. For more information, call 703-993-2999 or go to learningservices.gmu.edu. Attending one of these workshops can be counted towards an Outside Event, with proper registration and verification.

Students with Disabilities: Disability Services at George Mason University is committed to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities. Under the administration of University Life, Disability Services implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. Students can begin the registration process with Disability Services at any time during their enrollment at George Mason University. If you are seeking accommodations, please visit <http://ds.gmu.edu/> for detailed information about the Disability Services registration process. Disability Services is located in Student Union Building I (SUB I), suite 2500. Email: ods@gmu.edu | Phone: 703-993-2474.

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking: As a faculty member, I am designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1412. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as the Student Support and Advocacy Center (SSAC) at 703-993-3686 or Counseling and Psychology Services (CAPS) at 703-993-2380. You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730 or emailing cde@gmu.edu

Food and Drink: You may bring drinks and small snacks to class, however meals will not be permitted. Please be courteous with extraneous noises or smells associated with what you bring to class. The instructors retain the right to rescind this policy if it is violated or becomes problematic.

Technology: The use of computers, translation devices, smartphones, and social media is a privilege that comes with great responsibility. Gadgets should not distract you from earning your participation points or distract your classmates. Absolutely no gadgets should be out during guest speakers.

Emergency Procedures: George Mason University is committed to maintaining a safe learning environment for our community. To be prepared for campus emergencies, you should be familiar with the university's established emergency procedure available at ready.gmu.edu.

Designated Assembly Area -

Additionally, all members of the Mason community should register their cell phone to receive emergency notifications from Mason Alert. To participate, visit alert.gmu.edu.

Syllabus: You should consider this syllabus as your contract for the course. You must follow the directions for each assignment and ensure that you submit your work on time. This class can be successfully completed if you manage your time effectively, come to class prepared, and turn in work in a timely and high quality fashion. These are behaviors that will enable you to be academically successful in your other classes as well.

University Policies and Resources

Honor Code - oai.gmu.edu/mason-honor-code/

This class operates in accordance with the University Honor Code, stated as follows:

*“To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: **Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.**”*

All suspected honor code violations will be reported to the honor committee for appropriate action.

Code of Student Conduct - <http://studentconduct.gmu.edu/university-policies/code-of-student-conduct/>

Underlying the University’s mission are basic values which must be respected if these goals are to be achieved. These indispensable community values include:

- The importance of personal integrity.
- The right of every individual to be treated with respect and dignity.
- The freedom of intellectual inquiry in the pursuit of truth.
- The freedom of speech and open exchange of ideas.
- The acceptance and appreciation of diversity.
- The freedom from discrimination on the basis of gender, religion, sexual orientation, age, disability, ethnicity, and political views.
- The freedom from violence aimed at limiting freedom, interfering with, or disrupting university activities.

University 100 Course Schedule: A course schedule is attached. Note that unforeseen circumstances may cause changes to the schedule, but you will be notified of changes accordingly. Assignment due dates are detailed on the course schedule. If class is canceled for some reason, you are expected to complete that week’s assignment, as if class was held.