UWG 1101
The First-Year University Experience

General Information

**Instructor**  
Farooq A. Khan  
Phone (678) 839 - 6027  
Office: TLC 2-117 (Department of Chemistry, 2\textsuperscript{nd} Floor, TLC)  
email: fkhan@westga.edu

**Class time**  
T, R 11:15 am - 12:05 pm in TLC 1106

**Textbook**  
The Navigator: Your Guide West

**Office Hours**  
Mondays, Fridays 10:00 am – 12 00 noon; 1:00 pm – 1:45 pm  
Tuesdays, Thursdays 9:30 am – 11:00 am

Additional office hours, by appointment. Please arrange via email within the course or via email at fkhan@westga.edu.

**Important Dates**  
Open Drop ends at 4:00 pm Friday, August 12th.  
Open Add ends at 4:00 pm Monday, August 15.  
Last day to Withdraw with a grade of W is September 30.

**Course Description**

UWG 1101 is designed to help students succeed at West Georgia: succeed academically as well as personally and socially. The fundamental focus of the class is to provide an understanding of the basic structure of critical thinking and of academic disciplines in order to increase learning in the university classroom. In addition, the course will provide an overview of resources, which will help to ensure student success in the university classroom. Furthermore, UWG 1101 provides students with essential information about the University as a whole, its rules, procedures, and resources. UWG 1101 classes include subjects that cut across the academic and nonacademic lines of school; these subjects include time management, college student skills, and computer and portal skills. Students are required to attend class and to interact with their instructors and classmates. While students must take responsibility for their own learning, the course attempts to support and enhance that responsibility by making the class a learning community within the University.
Course Objectives

- To promote for first-year students a positive adjustment and assimilation into the University;
- To help students learn to balance their freedom with a sense of responsibility as part of the process of enhancing self-knowledge and self-confidence;
- To develop a network of colleagues;
- To involve students in the total life of the University;
- To reduce student anxiety about written and oral communication;
- To enhance college-level and analytical reading and provide supplemental practice in applying the knowledge students gain in other first-year courses (Journaling will play an important role in achieving this objective.);
- To provide students additional training, practice, experience, and knowledge in the following skill areas: decision-making, goal setting, planning, time management, and group/teamwork.

Learning Outcomes

- Students will identify and utilize a set of adaptive study, coping, critical thinking, logical problem solving, and other academic/personal/social success skills;
- Students will demonstrate an understanding of some of the most typical pedagogical strategies of their professors' teaching and presentation styles;
- Students will identify and understand their own personal learning style and how to best adapt to different instructional strategies in the classroom;
- Students will demonstrate their understanding of the function of a mentor and how to go about finding one;
- Students will summarize basic information about UWG: its purposes, organization, rules and regulations, people, services, resources, and opportunities for student development;
- Students will utilize the following resources available to them at UWG: the Library, the Center for Academic Success, and the Health Center; students will also identify the location and function of other important offices on campus, such as the Student Development Center, the Writing Center, the Mathematics Tutoring Center, and the Career Services Office;
- Students will identify some of the major health and wellness issues for students;
- Students will document their personal goals for careers and academic majors and their plans for achieving these goals;
- Students will demonstrate basic skills in computer literacy through activities involving the use of e-mail and the Internet;
- Students will demonstrate personal responsibility and self-direction regarding their education;
- Students will identify the benefits of a college degree;
- Students will identify and demonstrate an appreciation of the value of diversity and of a liberal arts perspective in their education;
- Students will identify elements of democratic structures within which they will be civically engaged on the UWG campus, in the larger community and in the State of Georgia;
• Students will examine and discuss ways in which UWG students, faculty, and staff identify, prioritize and debate issues in ways that allow and support the principles of civic engagement and democracy.

Assessment and Policies

Students will meet twice a week face-to-face, participate in activities in class and complete assignments on CourseDen.

Overview of Assessment
Please also see page 4 for details.

<table>
<thead>
<tr>
<th>Items</th>
<th>Activities</th>
<th>Points</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In-class activities and attendance</td>
<td>30</td>
<td>August 22</td>
</tr>
<tr>
<td>2</td>
<td>Biography</td>
<td>5</td>
<td>August 22 (Discussion Area; CourseDen)</td>
</tr>
<tr>
<td>3</td>
<td>Career Goals</td>
<td>5</td>
<td>August 29 (Discussion Area; CourseDen)</td>
</tr>
<tr>
<td>4</td>
<td>Short Discussions</td>
<td>20</td>
<td>Dates TBD (Discussion Area; CourseDen)</td>
</tr>
<tr>
<td>5</td>
<td>Cover Letter</td>
<td>10</td>
<td>October 3 (Dropbox; CourseDen)</td>
</tr>
<tr>
<td>5</td>
<td>Resume</td>
<td>10</td>
<td>October 24 (Dropbox; CourseDen)</td>
</tr>
<tr>
<td>6</td>
<td>Reflective Essay</td>
<td>10</td>
<td>November 28 (Discussion Area; CourseDen)</td>
</tr>
<tr>
<td>7</td>
<td>Passport</td>
<td>10</td>
<td>Due in class on November 15</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

Letter Grades
Score >90% A; 89-80% B; 79-70% C; 69-60% D; <60% F

Written work
Please use standard American English. Please ask – would your professor in ENGL 1101 be happy to read your work? I suggest writing using Word, saving your work frequently, for all your written work.

Submission of work, including late work
Late work will not be accepted, and will be awarded zero credit, unless there is an emergency that is appropriately documented.
Policy on cheating
Occurrences of cheating are rare. However, cheating by one individual raises questions about fairness for the rest of the class, and indeed, endangers the honor code that governs our examination system. It is after considerable thought and agonizing that I have arrived at the following formula. If an individual cheats on a writing assignment for the first time, he/she will obtain a score of zero for that particular report or writing assignment. If an individual is caught cheating a second time during the semester, he/she will receive a grade of F for the entire course.

Resources for Students with disabilities
The Office of Accessibility Services at the University of West Georgia is committed to providing access to campus resources and opportunities to allow students with disabilities to obtain a quality educational experience at UWG.

Please see the site:
http://www.westga.edu/counseling/4486.php

Description of Activities/Assignments

In-class activities
These will focus on readings from the textbook and discussion. Periodically, speakers will be invited to class to discuss topics relevant to campus resources and student success. A detailed schedule will be available on CourseDen the week of August 15.

Biography
In approximately 250 words, introduce yourself to the class. Please see your instructor’s biography as a representative example.

Career Goals
What are your career goals? Describe in approximately 250 words – please include your rationale.

Short Discussions
These will be conducted on CourseDen, and will be based on topics discussed in class.

Cover letter and resume
Please prepare an application (cover letter and resume) for an internship/co-op/ position relevant to your chosen profession. The Career Services website has several resumes and cover letters you can view. Please go to their website for a starting point.

Reflective Essay
Please read your assignment on career goals, done earlier in the semester. Now, reflect on what you have learned, from the course materials, discussion in class and interaction with visitors. (Suggested word limit, 500 words)

Passport
Please use the Passport to record a minimum of 5 on-campus activities during the semester, through November 15.