

UNIV100: Essentials of Learning and Thinking – Spring 2023



Essentials of Learning and Thinking

Course Prefix/Number:

UNIV 100-03

Course Title: Essentials of Learning and Thinking

Class Meeting Times: UTR 11-11:50am

Instructional Modality: Onsite

Class Location: B311

Instructor: Ms. Sandy Stein

Office Location: A310

Office Phone: 1802040, extension 3367

Email: sstein@auk.edu.kw

Office Hours: MW 12:30-2:00 pm, UTR 10-11am

Catalog Course Description:

The course facilitates students' integration into AUK's learning community by developing their understanding of the university's liberal arts culture. Skills for academic success are integrated into an interdisciplinary context which fosters students' meaningful educational engagement and encourages them to incorporate self-reflective practices into their learning. The course also encourages students to participate actively in the academic life of the university and to cultivate personal responsibility toward personal and social wellness.

Student Learning Outcomes: Upon successful completion of this course, the student will be able to:

- Demonstrate an understanding of the value of a liberal arts education as well as the challenges such model is facing
- Develop and apply a variety of transferable, durable skills needed for success at a university level and beyond. Skills for success include but are not limited to: goal setting, note-taking, test-taking, reading, writing, listening and presenting.
- Examine and construct self-reflective practices and employ effective behavioral strategies conducive to learning and becoming an effective member of the University community.

UNIV100: Essentials of Learning and Thinking – Spring 2023

Required Text:

Thriving in College and Beyond: Research-Based Strategies for Academic Success and Personal Development, 5th edition by Joseph Cuseo, Aaron Thompson, Michele Campagna, and Viki Sox Fecas (ISBN # 9781524996703).

You can purchase the eBook version here > <https://he.kendallhunt.com/product/thriving-college-and-beyond-research-based-strategies-academic-success-and-personal#>

Browser Compatibility Check:

It is the student's responsibility to ensure that the browser used to access course material on his/her computer/electronic device is compatible with AUK's learning management system, Moodle. Problems in this area need to be discussed with faculty at the time of occurrence.

Course Delivery/Methodology:

For this course we will be meeting in person. Course material and assessments will be posted on Moodle. All assignments must also be submitted through Moodle. You will be completing the following evaluations for this course: short papers, class presentations, media productions, and quizzes. To successfully complete this course, you must complete readings ahead of time, post regularly on the discussion forum, actively participate in class discussions by the posted due dates and times.

Technology Issues:

In this class, all assignments need to be submitted on Moodle, unless stated otherwise by the professor. Issues with technology happen from time to time. If a technology issue does occur regarding an assignment submission, email me at sstein@auk.edu.kw and attach a copy of the completed assignment you are trying to submit. This lets me know you completed the assignment on time and are just having problems with the online submission feature in Moodle. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

Email Communication:

Please be sure to write your full name and indicate which class and section you are taking (UNIV 100, section, DAY/TIME– EX: UNIV 100-01 UTR/8am) when you send me an email. If you have a question, please check the syllabus first and if your question is not answered there, then please feel free to send an email and I will be happy to clarify. Optionally, you may contact me through MS Teams. I respond to emails within 24 hours of receiving them; if I do not respond within 24 hours, please re-send the email. Please note I normally respond during these working hours: 7:00am – 4:00pm. Emails sent on weekends will be responded to on Sunday.

UNIV 100 is a prerequisite for UG courses as it is an important foundation for your academic success. As a foundation course, according to the AUK catalog, you must achieve a minimum grade of "C-" to advance.

AUK official Grading Scale:

A = 94 - 100
A- = 90 - 93
B+ = 87- 89
B = 84 - 86
B- = 80 - 83
C+ = 77 - 79
C = 74 - 76
C- = 70 -73
D+ = 67 - 69

UNIV100: Essentials of Learning and Thinking – Spring 2023

D = 64 - 66

D- = 60 - 63

F = 0 - 59

Course Assessment:

<p>Final Creative Project: Create your own YouTube video reflection with research on a study technique that you have applied to your studies.</p> <ul style="list-style-type: none"> ● Outline, Script, and Bibliography (5%) ● Video (25%) 	<p>30%</p> <p>Due May 25</p>
<p>Holistic Experience</p> <p>a. Class visits – 2%</p> <ul style="list-style-type: none"> ▪ The Academic Advising Center: DegreeWorks ▪ Student Life: Life at AUK ▪ The Writing & Tutoring Center: Fundamentals of writing & WTC services. <p>b. Co-curricular engagement – 8% - 2 points each</p> <ul style="list-style-type: none"> ● Attend 4 events indicated as ‘Passport Event’ in This Week at AUK 	<p>10%</p> <p>a. To be completed throughout the semester. 50-minute class visits to be arranged between instructor and department, and students to be informed of date.</p> <p>b. Due June 1</p>
<p>Coursework:</p> <p>a. In class presentations and activities 20%</p> <p>b. Time Management Plan 30%</p> <ul style="list-style-type: none"> ● SMART Goal (2.5%) ● Prioritizing (2.5%) ● Journal (5%) ● Weekly Schedule (6%) ● Semester Calendar (6%) ● Reflection Essay (8%) <p>c. Participation 10%</p>	<p>60%</p> <p>a. Class discussions and presentations based on assigned readings and videos.</p> <p>b. Due dates in syllabus</p> <p>c. Including attendance, sign-in activities, and class activities.</p>
	<p>100%</p>

UNIV100: Essentials of Learning and Thinking – Spring 2023

AUK Mission Statement

The American University of Kuwait is a liberal arts institution based on the American model of higher education. It is dedicated to providing students with knowledge, self-awareness, and personal growth experiences that can enhance critical thinking, effective communication, and respect for diversity. AUK seeks to create leaders and lifelong learners who aspire to the highest standards of moral and ethical responsibility in their societies.

Academic Integrity and Classroom Etiquette

The Student Code of Conduct and Code of Academic Honesty and Integrity will be applied. **Cheating, plagiarism, and other forms of academic dishonesty will result in failure on the exams or assignments.**

AUK Attendance Policy:

- Students are expected to attend all classes, laboratories, and/or required fieldwork. Excessive absences prevent students from receiving full course benefit and disrupt orderly course progress.
- Attendance is taken daily. Tardiness for up to 10 minutes is allowed. If you enter after 10 minutes has elapsed, you will be marked absent. Further accommodations by Faculty will be addressed on a case-by-case basis.
- Students who miss more than 15% of the class sessions of any course during a semester, irrespective of the reasons, may be advised by the instructor to withdraw from the course. It is the student's responsibility to withdraw the course by the specified deadline (please refer to the Withdrawal section in the Catalog). Students who withdraw from a course receive a grade of "W." Students who do not withdraw will fail the course.
- Students who miss more than 15% for reasons of: inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities are required to submit documented evidence to the course instructor. If excused, students are required to satisfy all course work due or assigned during their absences, as determined by the course instructor.

Disability Accommodations:

If you believe that you need accommodations for a disability, kindly arrange for an appointment with Dr. Huda Shaaban (hshaaban@auk.edu.kw) at the Counseling Center located in the Student Center Building at the earliest with the understanding that all disability-related accommodations require registration with the Counseling Center and are not applied retroactively.

AUK Library Services:

The AUK Library provides you with the necessary support to conduct research and find additional readings for your class work. Need to research but don't know where to start? Not sure how to find and use online resources (books, data, articles...etc.)? Not sure how to cite a source or develop a reference list? Ask a librarian! Research help is available through email, MS Teams, Zoom. Contact the library at: library@auk.edu.kw or go to <https://www.auk.edu.kw/academics/Library> to begin your search!

UNIV100: Essentials of Learning and Thinking – Spring 2023

Course Schedule – dates and assignments may vary slightly

WEEK	IN-CLASS	HOMEWORK ASSIGNMENTS
Week 1 Feb. 5-9	Introduction to the course “AUK: Learn, Think, Become, in our Connected Community”	Explore: https://www.auk.edu.kw/student-affairs/vpsa/holistic-student-experience Buy: Textbook Read: Syllabus & mark dates in your calendar Read: Ch. 1 Touching All Bases p.1 for Sunday Sept.25
SUN		
TUES		
THURS	Feb. 9 Drop/Add deadline at 4:00 pm	
Week 2 Feb. 12-16	Ch. 1 Touching All Bases What does it mean to be a college student? AUK Student Resources Academic Catalog Resources Teamwork – Strategies for Success Discussion Rubric	Finish Reading: Ch. 1 Touching All Bases Prepare: Team Presentations on the Four Principles Explore AUK Resources: https://www.auk.edu.kw/pathways/students https://www.auk.edu.kw/about-auk/office-of-public-affairs/auk-publications/catalog/academic-catalog-2020-2021 https://www.auk.edu.kw/about-auk/elearning-resources Pre-Read: Chapter 3 pp.59-62 Goal Setting and Motivation: Moving from Intention to Action for Oct. 4
SUN		

UNIV100: Essentials of Learning and Thinking – Spring 2023

TUES		
THURS	Team Presentations on Ch. 1: The Four Principles	
Week 3 Feb. 19-23	Introduce Time Management Plan (TMP) project Ch. 3 Goal Setting TMP – What is a SMART Goal? What is an Action Plan?	Finish Reading: Chapter 3 Goal Setting and Motivation Explore AUK Resources: https://www.auk.edu.kw/academics/registrar/about-us https://www.auk.edu.kw/academics/library https://www.auk.edu.kw/admissions-financial-aid/auk-academic-scholarships TMP: Write your SMART Goal and Action Plan
SUN	Feb 19 - Prophet's Ascension (University Closed)	
TUES		
THURS		
Week 4 Feb. 26-March 2	Ch. 3 SMART Goal & Action Plan cont., Motivation, Mindset, & Grit Student Affairs Resources In-class WS: Student Life	Explore AUK Services: https://www.auk.edu.kw/student-affairs/division https://www.auk.edu.kw/student-affairs/vpsa/about-us https://www.auk.edu.kw/student-affairs/academic-advising-center/about-us https://www.auk.edu.kw/student-affairs/alumni-career/about-us https://www.auk.edu.kw/student-affairs/counseling-center/about-us Prepare 3 Open-ended Questions on Grit and Mindset for Discussion on Thursday

UNIV100: Essentials of Learning and Thinking – Spring 2023

		<p>Pre-Read: Chapter 4 (pp.74–90) Time Management</p> <p>Do: Exercise 4.4 - Time Analysis Inventory on p.90 for Sun March 5</p>
SUN & TUES	Feb. 26-28 National & Liberation Day Holiday/ Spring Break	
THURS	Discussion 1: Mindset & Grit	
<p>Week 5 March 5-9</p>	<p>Ch. 4 Time Management: Prioritizing Tasks, Preventing Procrastination, And Promoting Productivity</p> <p>TMP Step 4: Weekly Schedule Draft 1</p>	<p>Complete: TMP: Setting priorities - Time Management Matrix</p> <p>Begin Weekly Schedule</p> <p>Finish reading chapter 4</p>
SUN	Step 1 - SMART Goal and Action Plan DUE	
TUES		
THURS		
<p>Week 6 March 12-16</p>	<p>Ch 5 Deep Learning: Strategic Note Taking, Reading, and Studying (Collaborative Learning)</p> <p>TMP Step 4: Weekly Schedule Draft 1 cont.</p>	<p>Study Techniques:</p> <p>Watch - - How to Study Effectively for School or College [Top 6 Science-Based Study Skills]</p> <p>https://www.youtube.com/watch?v=CPxSzy1RCI</p> <p>Watch - - POMODORO TECHNIQUE - My Favorite Tool to Improve Studying and Productivity (2 videos)</p>

UNIV100: Essentials of Learning and Thinking – Spring 2023

		<p>https://www.youtube.com/watch?v=mNBmG24djoY</p> <p>https://www.youtube.com/watch?v=Z-zNHHpXoMM</p> <p>Note Taking Techniques:</p> <p>Read and Watch - - "The Outlining Note-Taking Method: A Beginner's Guide" https://e-student.org/outline-note-taking-method/</p> <p>Watch - - Cornell Method of Note taking (3:24 min) https://www.youtube.com/watch?v=ErSjc1PEGKE</p> <p>Watch - - How to Take Notes in Class: 5 Best Methods – College Geek (6:39 min) https://www.youtube.com/watch?v=AffuwvJZTQQ</p> <p>Watch - - 7 Steps to Mind Mapping (3:17 min) https://www.youtube.com/watch?v=kCKZ75VDaSI</p> <p>Watch - - The 50/50 Rule of Visual Note Taking (Flow-based) (4:50 min) https://www.youtube.com/watch?v=DNFk1Hv1Cho&list=PLw5JGo1bwsC8GIDudtEo1w2XNIGKPedOq</p> <p>Watch/NT - - Learning How to Learn – Dr. Barbara Oakley (17:50 min) - take notes during this lecture using one of the note-taking methods you have learned. Be prepared to discuss it in class. https://www.youtube.com/watch?v=O96fE1E-rf8</p> <p>Watch: Best Study Applications https://www.youtube.com/watch?v=94emc6eqllE</p> <p>Choose: Note-taking, Reading, and Study Methods to experiment with next week</p> <p>Pre-Read: Chapter 6 (pp.129-144) Test Taking Skills & Strategies for class on Sun. March 26</p>
SUN	Step 2 - Time Management Matrix DUE	

UNIV100: Essentials of Learning and Thinking – Spring 2023

	Step 4 - Weekly Schedule Draft 1 DUE	
TUES		
THURS		
Week 7 March 19-23	<p>TMP Step 3: Learning Journal - <u>Follow your Weekly Schedule Draft 1, Try out 2-3 Note-taking, Reading, and Study Methods</u> & Keep a Journal about what works, what doesn't</p> <p>TMP Step 4: Weekly Schedule Draft 2 (Fix the problems)</p> <p>Ch. 6 Test Taking Strategies</p>	<p>Try out: Note-taking, Reading, and Study Methods in your classes this week</p> <p>Journal it: What did you try? In which class(es)? How did it feel? What worked and what didn't</p>
SUN		
TUES		
THURS	March 23 - Ramadan Begins	
Week 8 March 26-30	<p>Ch. 6 Test Taking Strategies cont.</p> <p>TMP Step 4: Weekly Schedule Draft 2 cont.</p>	<p>TMP Step 4: Fix the problems you found in the first draft of your weekly schedule.</p> <p>Add to your weekly schedule:</p> <ul style="list-style-type: none"> ● SMART Goal & Action Steps ● Which NT Strategies used (add them to the classes you want to use them for).

UNIV100: Essentials of Learning and Thinking – Spring 2023

		<ul style="list-style-type: none"> ● Which Study/Reading Strategies you want to use (add them to your study and review times) ● Highlight or Mark the changes made to Draft 2
SUN	Step 3 - Learning Journal DUE	
TUES		
THURS	TMP Step 4: Weekly Schedule Draft 2 DUE	
Week 9 April 2-6 Midterms	TMP Step 5: Semester Calendar	TMP Step 5: Begin adding class assignment information and any personal dates to your semester calendar
SUN		
TUES		
THURS		

UNIV100: Essentials of Learning and Thinking – Spring 2023

<p>Week 10 April 9-13</p>	<p>TMP Step 5 cont. Ch. 12 Physical Wellness Introduce Infographic project</p>	<p>TMP Step 5: Add in your SMART Goal and Action Plan Steps & any extra study/preparation time needed for big projects or exams Pre-Read: Ch. 12 - Physical Wellness for Sunday, April 16</p>
<p>SUN</p>	<p>April 9 Midterm Grades Available at 4:00pm</p>	
<p>TUES</p>		
<p>THURS</p>	<p>TMP Step 5: Semester Calendar DUE</p>	
<p>Week 11 April 16-20</p>	<p>Ch. 12 - Physical Wellness Group Projects Introduce Final Creative Project (FCP)</p>	<p>How to Create an Infographic & Free Templates: ** Best free sources In PowerPoint: https://blog.hubspot.com/marketing/create-infographic-in-powerpoint#:~:text=Step%201%3A%20In%20the%20Design,stamps%2C%20or%20other%20key%20information **In Canva: https://www.canva.com/infographics/templates/ https://www.canva.com/q/make/infographics/?utm_source=google_sem&utm_medium=cpc&utm_campaign=REV_US_EN_CanvaPro_Infographic_EM&utm_term=REV_US_E</p>

UNIV100: Essentials of Learning and Thinking – Spring 2023

		<p>N CanvaPro Free Infographic%20Templates EM&gclid=Cj0KCQiAsdKbBhDHARIsANJ6-je2Jb6dU-o6D6Z96K4N63P5fpbnLi-WCHTQBOxXx0pPEvXP_MdnNEaAhIQEALw_wcB&gclsrc=aw.ds</p> <p>**VISME: https://www.visme.co/templates/infographics/</p> <p>Freepick: https://www.freepik.com/free-photos-vectors/infographic-template</p> <p>**Adobe Spark: https://www.youtube.com/watch?v=bp0xKJBQNPU&t=44s https://spark.adobe.com/</p> <p>**Venngage: https://venngage.com/blog/templates-infographics?utm_source=google&utm_medium=cpc&utm_campaign=Middle%20East%20-%20EN%20-%20Brand%20-%20Exact&utm_content=Middle%20East%20-%20EN%20-%20Brand%20-%20Templates%20-%20Infographic%20-%20Exact&utm_term=venngage%20infographic%20templates&match=e&campaignid=11180446966&adgroupid=138752518987&gclid=Cj0KCQiAsdKbBhDHARIsANJ6-IfqMhnbBsiEtP3C3eHKK43AsLR3QxHZeeOGNFA-qG8Ah1OzfdhuS20aAvnhEALw_wcB</p> <p>Work with your group to research additional information about your topic & Create your Infographic</p> <p>Choose the topic for your FCP</p>
SUN		

UNIV100: Essentials of Learning and Thinking – Spring 2023

TUES		
THURS	<p>Ch. 12 Presentations & Infographics DUE</p> <p>FCP Topic DUE</p>	
<p>Week 12</p> <p>April 23-27</p>	<p>How to create an Educational Video</p> <p>Creative Elements to add to your videos</p>	<p>Do research on your FCP & begin writing the script (in essay form)</p> <p>Watch: How to Make YouTube Videos on Your Phone, Start to Finish</p> <p>https://www.youtube.com/watch?v=ek53TQ9U35o</p> <p>Read: How to Make a YouTube Video</p> <p>https://www.wikihow.com/Make-a-YouTube-Video</p> <p>Watch: How to Make a YouTube Video (Beginners Tutorial)</p> <p>https://www.youtube.com/watch?v=aB0TIsnkY6E</p> <p>Read & Watch: How to Make a YouTube Video (Beginner’s Guide)</p> <p>https://www.techsmith.com/blog/make-youtube-video/</p> <p>Read & Explore: How to Make a Killer YouTube Video - A Full Guide</p> <p>https://www.uscreen.tv/blog/how-to-make-a-good-youtube-video/</p> <p>Read: Ch. 7 (pp.167-172) Public Speaking: Making Oral Presentations and Delivering Speeches</p>

UNIV100: Essentials of Learning and Thinking – Spring 2023

SUN	April 23-24 Eid El-Fitir (University Closed)	
TUES		
THURS		
<p>Week 13</p> <p>April 30 - May 4</p>	<p>Ch. 7 Public Speaking: Making Oral Presentations and Delivering Speeches</p> <p>How to create a bibliography</p> <p>Turn It In for Plagiarism</p>	<p>Watch: How to do a good presentation in class</p> <p>https://www.youtube.com/watch?v=mQALS KubuVw</p> <p>Watch: The Good Presentation vs. the Bad Presentation</p> <p>https://www.youtube.com/watch?v=V8eLdb KXGzk</p> <p>Watch: How to start a speech</p> <p>https://www.youtube.com/watch?v=w82a1FT5o88&t=462s</p> <p>Watch: How to start and how to end a presentation</p> <p>https://www.youtube.com/watch?v=LrjIW00kkws</p> <p>Write your FCP bibliography</p> <p>Check your FCP script for plagiarism & fix anything higher than 25%</p>

UNIV100: Essentials of Learning and Thinking – Spring 2023

SUN		
TUES		
THURS	Video Script & Bibliography DUE	
<p>Week 14 May 7-11</p>	<p>FCP: Conferences on Script & Bibliography</p>	<p>Find Your Humor Style PPT https://docs.google.com/presentation/d/1B-iaFHaCG6AVFCAILAhbAD2P60UXsu-U/edit?usp=sharing&oid=108653707135862306787&rtpof=true&sd=true</p> <p>Types of Humor document https://docs.google.com/document/d/1NJD9VwCdQf4yB4IArz3oOWru26KN5j7J/edit?usp=sharing&oid=108653707135862306787&rtpof=true&sd=true</p> <p>Explore - - Free Animation-Maker https://www.animaker.com/</p> <p>Animaker Tutorial: (43) Animaker - Tutorial and Complete Review!! [2021] - YouTube</p> <p>Watch - - How to Create Videos with Canva (10:29 min) https://www.youtube.com/watch?v=tECa1RO22Qo</p> <p>Watch: Prezi Presentations https://www.youtube.com/watch?v=vCkvy4Gvqw8</p>

UNIV100: Essentials of Learning and Thinking – Spring 2023

		<p>Watch - - How To Create YouTube Videos Within Minutes Using AI Content Creation Tools</p> <p>https://www.youtube.com/watch?v=sZHbKIDYyHI</p> <p>Meet with me in my office to get feedback on your video script and bibliography</p> <p>See Conference Schedule on Moodle</p>
SUN		
TUES		
THURS		
Week 15 May 14-18	FCP: Filming of the video	
SUN		
TUES		

UNIV100: Essentials of Learning and Thinking – Spring 2023

THURS		
Week 16 May 21-25	FCP - Editing of the video TMP Step 6 - Introduce Reflection Essay	
SUN		
TUES		
THURS	Final Creative Project Video DUE!	
Week 17 May 28- June 1	Sharing and watching the FCPs in class	
SUN		
TUES		
THURS	Last Day of Classes TMP Step 6 - Reflection Essay DUE	
Week 18 June 4-8	FINAL EXAMS in <u>other</u> courses – No Classes	

UNIV100: Essentials of Learning and Thinking – Spring 2023

June 11-15	Grades Due & Available
MON	Grades Due by 10:00am
TUES	Grades Available to Students at 4PM Faculty on Campus
WEDS	Faculty on Campus