

UNIV100: Essentials of Learning and Thinking – Fall 2018

Course Prefix/Number: UNIV100- _____
Course Title: Essentials of Learning

Instructor:
Office Location:
Phone: 2224-8399 ext.
E-mail: [@auk.edu.kw](mailto: @auk.edu.kw)

Office Hours:

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 and appreciation for the liberal arts and a variety of liberal arts concepts
- 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.
- Critically question and analyze their physical, emotional and social behavior in order to demonstrate awareness between academic well-being and personal choices.
- Integrate into the AUK liberal arts culture by attending and actively participating in a variety of co-curricular events and indicate this through reflecting on and summarizing their experiences.
- Examine and construct self-reflective practices and employ effective behavioral strategies conducive to learning and becoming an effective member of the University community.

Course activities **may include but are not limited to** the following learning activities:

- 1) Group and/or individual **presentations** (indicating comprehension of various concepts through paraphrasing/providing additional examples).
- 2) Individual self-analysis (indicating application of concepts) through short and/or long-term **projects**
- 3) **Reflective written response** (indicating synthesis of concepts) to be provided by individual students to open-ended prompts/questions.
- 4) **Free writing** (indicating comprehension as well as the application of various concepts).

Assessment:

1. **Exam 1** 10% {2 short response questions - 40 points}
2. **Exam 2** 10% {40 multiple choice questions - 40 points}
3. **Final Exam** 20% {short response + multiple choice questions}
4. **Assignments** 20% {10 assignments such as 1 min. papers, 3-2-1, 2-2, KWL, Cases Studies, etc....completed either in class or at home; TBD by instructor }
5. **Project /Presentation** 20%
 - TBD by instructor {Goal Setting OR Professional Interview Project }

UNIV100: Essentials of Learning and Thinking – Fall 2018

6. Active Involvement : 20% Co-Curricular Involvement and Class Discussion

- **Co-Curricular Events/Activities:** (15%)

Involves attending **6 co-curricular events** outside of regular class time **and** scheduled campus events/workshops (TBA).

*All students must attend a minimum of 6 co-curricular events, as verified by stamped and/or signed student passport to success. You must turn in a written summary or other required assignment along with stamped passport of attendance within one week of the event in order to receive credit and submit it along with your stamped passport. (**Assignments must be submitted no later than a week after the specific event**). You must identify each event for each passport event writing the event name, time, and date.

Please inform your professor/instructor if you work (full-time or part-time) or if you are part of an AUK club or athletic team (or trying out for one). As these are also examples of active involvement.

You must attend:

- 1 **library** Workshop (TBA by your professor)
- 1 **writing** Workshop (TBA by your professor)
- 1 **Counseling Workshop** (TBA by your professor)
- 1 **academic** lecture
- 1 **social** event
- 1 **cultural** event

In addition, you will be required to participate in five campus-wide, group workshops/events as announced by your instructor. These required group workshops may be held instead of regular class times – **ATTENDANCE IS MANDATORY**. To be clear, *classes will not be cancelled*; rather, you must “actively participate” in co-curricular events during class or outside of regular class time *instead of class*. Your instructor will inform you in advance of these workshops/events.

- **Class Discussion** (5%)

Class discussion is an integral part of any course in the liberal arts and is essential for success at a liberal arts university. In order to appropriately discuss anything, you must have information. For our purposes, information is gained through reading. Participation in class discussions over assigned readings is expected and can make the difference both in your comprehension and in your final grade. A class participation and discussion grading rubric will be handed out

Required Texts:

Thriving in College & Beyond 4th edition by Joseph Cuseo, Aaron Thompson, Michele Campagna and Viki Sox Fecas (ISBN # 978_1_4652_9093_9)

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

UNIV100: Essentials of Learning and Thinking – Fall 2018

- A- = 90 - 93
- B+ = 87- 89
- B = 84 - 86
- B- = 80 - 83
- C+ = 77 - 79
- C = 74 - 76
- C- = 70 -73
- D+ = 67 - 69
- D = 64 - 66
- D- = 60 - 63
- F = 0 - 59

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

Students are expected to adhere to the AUK Honor Code. Cheating, plagiarism, and other forms of academic dishonesty will result in failure on the exams or assignments.

- Students using mobile phones and other electronic devices will not be permitted to attend class. **ABSOLUTELY NO TEXTING** – you may be asked to leave if you persist in texting.
- Students are not permitted to arrive late to class, *nor are they permitted to leave and reenter class*. Students arriving late or leaving class early will be marked absent. Students disrupting class will not be permitted to attend.
- **Note-taking must be done by hand**. You are expected to pay attention and join in individual and group discussions. It will help you master the material which will positively affect your grade.
- Side conversation makes it difficult for your classmates to actively listen and learn. Please be considerate of others. Choose civility.
- Students who miss class for any reason are responsible for all homework and assignments missed AND for making sure they are up-to-date with all materials and ready to participate in class when they return.
- All students must purchase the textbook and bring it to class **every class; photocopies are unacceptable and a violation of copyright laws**.
- **All assignments must be turned in on or before the specified due date.**

AUK ATTENDANCE POLICY

The American University of Kuwait recognizes the importance of class attendance as being an important element of the student's classroom success and has set forth the following policy on class attendance:

UNIV100: Essentials of Learning and Thinking – Fall 2018

- 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.
- 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.
- The American University of Kuwait recognizes that class attendance is an important element of students' classroom success. Students are expected to attend all classes, laboratories, and/or required fieldwork. Because excessive absences prevent students from receiving full course benefit, and disrupt orderly course progress, AUK has established the following policy on class attendance:

Any student who misses MORE THAN 15% of the class sessions of any course during a semester should expect to fail, unless s/he submits documented evidence to the course instructor of inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities. If excused, students are required to satisfy all coursework due or assigned during their absences, as determined by the course instructor. If a student does not submit documented evidence for her/his absences exceeding the limit, it is the student's responsibility to withdraw from the course by the specified deadline, as indicated on the Academic Calendar. Students who withdraw from a course receive a grade of "W." **Students who do not withdraw from a course nor submit supporting documents for excessive absences will receive a grade of "FN" (failure for non-attendance).**

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.

Definitions of Plagiarism include (but are not limited to) the following:

- 1) Submitting another's published or unpublished work, in whole, in part, or in paraphrase, as one's own without fully and properly crediting the author with footnotes, citations, or bibliographic reference
- 2) Submitting as one's own, original work, material obtained from an individual or agency without reference to the person or agency as the source of the material
- 3) Submitting as one's own, original work, material that has been produced through unacknowledged collaboration with others without release in writing from collaborators

UNIV100: Essentials of Learning and Thinking – Fall 2018

Please be aware that there *may* be a need to schedule make-up class

***ALL DATES AND ASSIGNMENTS ARE SUBJECT TO CHANGE ***

UNIV 100 TENTATIVE COURSE SCHEDULE FALL 2018

WEEK	IN-CLASS	SUBMIT
Week 1 Sept 9 – 13 <i>No Classes on Sept 11</i>	Syllabus, compare and contrast University and HS Chap. 1 – Touching all Bases	Reading: Introduction and Chapter One
Week 2 Sept 16 - 20	Chap. 2 - What is a "Liberal Arts" Education	Reading: Chapter Two
Week 3 Sept 23 - 27	Chap. 2 - What is a "Liberal Arts" Education	
Week 4 Sept 30 – Oct 4	Chap. 3 - Goals, Motivation	Reading: Chapter Three
Week 5 Oct 7 - 11	Chap. 4 - The "P" Word – Planning; Time Management	Reading: Chapter Four
Week 6 Oct. 14 - 18	Chap. 4 - The "P" Word – Planning; Time Management	Exam One – subjective short essay questions only (Intro, 1, 2, 3, 4)
Week 7 Oct 21 - 25	Chap. 5 - Academic Skills: Learning and Memory, note taking, reading strategies	Reading: Chapter Five
Week 8 Oct 28 – Nov 1	Chap. 6 - Strategies for Taking Tests Mid-Term Exam Week	Reading: Chapter Six
Week 9 Nov 4 - 8	Chap. 6 - Strategies for Taking Tests	Reading: Chapter Six
Week 10 Nov 11 - 15	Chap. 7 – Three Keys to Academic Success And Lifelong Learning	Reading: Chapter Seven
Week 11 Nov 18 – 21 No Classes Nov 22	Chap. 7 – Three Keys to Academic Success And Lifelong Learning	Exam TWO: Objective M/C questions only. (Intro, 1, 2, 3, 4, 5) Reading: Chapter Seven
Week 12 Nov 25 - 29	Chap. 11 - Educational Planning and Decision Making	Reading: Chapter Eleven
Week 13 Dec 2 - 6	Chap. 11 - Educational Planning and Decision Making	Reading: Chapter Fourteen
Week 14 Dec 9 - 13	Chap. 14- Health and Wellness	Reading: Chapter Fourteen
Week 15 Dec 16 - 20	Projects/Interviews presentations	
	Winter Break December 23 – Jan 3	UTR Classes Resume on January 6
Week 16 Jan 6 – 7 UTR Classes ONLY!	Culminating Activities and Reflections	
Week 18 Jan 8 - 13	Final Exam Week: Please Note: Saturday Exams	Final Exam: includes BOTH short essay subjective questions (5, 6, 7, 11, 14) and M/C objective questions (6, 7, 11, 14).

UNIV 100 SYLLABUS ADDENDUM AUK ATTENDANCE POLICY

According to the AUK published 2018-2019 catalog

“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.”

“Students who, during a semester miss more than 15% or 8 hours of the class sessions of any course, irrespective of the reasons, may be advised by the instructor to withdraw from the course. Students who withdraw from a course receive a grade of “W.” Students who do not withdraw will fail the course.” (61)

Be aware that you may receive a final grade of “F” if you miss more than 15% of the course.

You will be referred to the AALS for early intervention and may be required to meet with me after you have missed 2-3 classes (which equals 1 week, depending on your meeting pattern (MW or UTR) to clarify your individual circumstances and reinforce the concept of active learning on your part.

Please make every effort to get to all classes every day.

UNIV 100 SYLLABUS and AUK ATTENDANCE POLICY

I have received the UNIV 100 syllabus and AUK attendance policy and understand and accept its terms. I further agree to meet with the UNIV Coordinator and/or AAC advisor if/when absences begin to interfere with my opportunity to succeed at AUK.

Name (print)

Student Number

Signature

Date

UNIV section # & Instructor Name