

UNIV100: Essentials of Learning and Thinking – Spring 2022



Essentials of Learning and Thinking

Course Prefix/Number:

UNIV 100-03

Course Title: Essentials of Learning and Thinking

Class Meeting Times: UTR
11:00 -11:50am

Instructional Modality:

Online/Onsite

Class Location: B311

Instructor: Sandy Stein

Office Location: B507

Office Phone: 1802040, extention 3367

Email: sstein@auk.edu.kw

Office Hours: MW 8-9:00am, 11am-1:00pm, by appointment in

Personal Zoom Room:

<https://auk.zoom.us/j/7711614105?pwd=ZlZCSElGRGZrbUINbmo0YWh3NGtFQT09>

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.

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- Examine and construct self-reflective practices and employ effective behavioral strategies conducive to learning and becoming an effective member of the University community.

Required Text:

Thriving in College and Beyond: Research-Based Strategies for Academic Success and Personal Development 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#>

Technology Requirements:

To participate in one of AUK's online courses, you need this technology:

- A computer/laptop capable of running Windows 10 or later, or MAC OS X
 - Please note: other electronic devices such as tablets or phones may function for attending Zoom sessions. However, they are not recommended for typing (assignments, discussion forums, using chat feature etc.). In addition, during some Zoom sessions, you may be asked to collaborate on a Google doc, which would be easier to do when using a laptop or desktop computer.
- The latest version of Firefox, Chrome, Microsoft Edge, Internet Explorer, or Safari
- Microsoft Office Suite or a compatible Open Office Suite (can be downloaded from AUK website)
- Adobe Acrobat Reader or other applicable PDF reader
- High speed internet access
- Webcam or other built-in camera on laptops, tablets, or phones
- Microphone or other built-in microphones on laptop, tablets, or phones

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 in a hybrid environment that would take into account the demands of the current health pandemic. 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 exams. 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

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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.

Netiquette:

- Be on time to Zoom/MS Teams meetings and make sure you attend and participate regularly
- Check your AUK email regularly to receive all relevant announcements and communication
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Professor or Dr. unless invited by faculty to use a less formal approach
- When writing, ensure to use formal, respectful, professional language and double-check spelling/grammar function before sending/posting. This applies to emails, typing on Zoom/MS Teams chat, posting on discussion forums, assignments, or any other form of writing you will complete within the context of this course
- Check the discussion board frequently and respond appropriately and on subject
- Cite all quotes, references, and sources
- Capitalize words only to highlight a point. Otherwise, capitalizing is generally viewed as SHOUTING!
- Do not dominate discussions and allow other students to post or join in
- It is not appropriate to forward someone else's messages or emails without their permission
- Be careful when using humor. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism)
- Recording Zoom/MS Teams sessions is prohibited

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
D	= 64 - 66
D-	= 60 - 63
F	= 0 - 59

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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, Bibliography (5%) • Video (25%) 	<p>30%</p> <p>Due June 5</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 Week 15</p>
<p>Coursework:</p> <p>a. In class presentations and activities 25%</p> <ul style="list-style-type: none"> • Discussions (10%) • Presentations (10%) • Other Activities (5%) <p>b. Time Management Plan 20%</p> <ul style="list-style-type: none"> • Weekly Schedule (5%) • Semester Calendar (5%) • Reflection Essay (10%) <p>c. Participation 15%</p> <ul style="list-style-type: none"> • Attendance (5%) • Sign-in Activities (5%) • Weekly Participation (5%) 	<p>60%</p> <p>a. Class discussions and presentations based on assigned readings and videos.</p> <p>b. Due dates in syllabus</p>
	100%

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

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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.**

In addition, the followings will be adhered to in Virtual classes:

- Video-recording of class sessions (by Instructor and/or student) is prohibited.
- The privacy of the session is to be maintained (no other members of the household to be available during the session).
- Dress Code applies to Virtual classes. All participants in the Virtual class should ensure proper attire and setting (blurred background can be used to accommodate settings).
- Select an area in your house and/or room that is quiet, organized, and ready with all necessary tools, inclusive of your textbook(s), notepad, and pen.
- Classes will be held in real time, i.e. synchronously, according to the class schedule. Be ready to connect 5 minutes before class time.
- **During all in-class assessments, students' and instructors' cameras will stay ON throughout the assessment. If a student's camera is not ON, faculty have the right to not accept the in-class assessment.**

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.
- Due to the eLearning, tardiness for up to 15 minutes is to be tolerated to account for technical issues. 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.

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Contact the library at: library@auk.edu.kw or go to <https://www.auk.edu.kw/academics/Library> to begin your search!

Course Schedule – dates and assignments may vary slightly

WEEK	IN-CLASS	HOMEWORK ASSIGNMENTS
Week 1 Feb. 10	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 Pre-Read: Ch. 1 Touching All Bases for Sunday Feb 13
THURS		
Week 2 Feb. 13-17	Ch. 1 Touching All Bases What does it mean to be a college student? Introduce Time Management Plan (TMP) project AUK students Academic catalog and eLearning resources	Read: Ch. 1 Touching All Bases 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 Goal Setting and Motivation: Moving from Intention to Action (pp.59-70)
SUN		
TUES	Discussion 1/ <i>Add/Drop Deadline at 4pm</i>	
THURS		
Week 3 Feb. 20-24	Ch. 3 Goal Setting TMP – What is a SMART Goal? What is an Action Plan?	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 Pre-Read: Chapter 4 (pp.74–90) Time Management: Prioritizing Tasks, Preventing Procrastination, & Promoting Productivity for Sunday March 6
SUN		
TUES		
THURS	Discussion 2	
Feb 27- Mar 3	National & Liberation Day Holiday/ Spring Break – University Closed	
Week 4 Mar 6-10	Ch. 3 cont. Motivation, Mindset, & Grit Ch. 4 Time management TMP: How to Prioritize tasks Student Affairs Resources	Pre-Read: Chapter 4 (pp.74–90) Time Management Do: Exercise 4.4 - Time Analysis Inventory on p.90 Do: Self-evaluation pp.66-67 Complete: TMP Time Management (TM) Matrix Explore AUK Services: https://www.auk.edu.kw/student-affairs/division https://www.auk.edu.kw/student-affairs/vpsa/about-us

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		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
SUN		
TUES		
THURS	Discussion 3	
Week 5 Mar 12-17 Saturday Makeup UTR Day	Ch. 4 cont. Time Management Ch. 5 Deep Learning TMP: How to create a weekly schedule	Read: Chapter 5 (p93. – p.127) Deep Learning: Strategic Note Taking, Reading, and Studying (Collaborative Learning) Create: Weekly Schedule
SAT	Asynchronous Class – Create Your Weekly Schedule	
SUN		
TUES		
THURS	Discussion 4	
Week 6 Mar 20-24	Ch. 5 cont. Note Taking & Study Skills and Memorization; Procrastination TMP: Adding Study & Review Times	Add: Study and Review times to Weekly Schedule Watch: Best Study Applications https://www.youtube.com/watch?v=94emc6eqllE
SUN		
TUES		
THURS	Discussion 5	
Week 7 Mar 27-31 Midterms	Ch. 5 cont. TMP: Creating Schedules that Work, Experimenting with different note-taking and study skills Ch. 6 Test Taking Skills and Strategies	Do: Follow your weekly schedule this week and try out different note-taking and study skills Finalize/Revise: your weekly schedule for Sunday April 3 Read: Chapter 6 (pp.129-144) Test Taking Skills & Strategies
SUN		
TUES		
THURS	Discussion 6 Final Weekly Schedule with Study and Review Times/Techniques DUE to Moodle	
Week 8 April 3-7 Midterms Ramadan	Ch. 6 cont. Test Taking Creating a Semester Calendar	Read: Ch. 6 cont. Do: Add all major assignments, quizzes, projects, and exams to the semester calendar for all courses
SUN		
TUES		
THURS	Discussion 7 Semester Calendar DUE	
Week 9 April 9-14 Saturday Makeup MW Day	TMP Reflection Ch. 12 Physical Wellness	Write: TMP Reflection Essay Read: Ch. 12 Physical Wellness (pp. 285-305) Nutrition, Exercise, Rest & Avoiding Risky Behaviors

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SAT	Asynchronous Class – Complete Semester Calendar - DUE to Moodle	
SUN	Discussion 8	
TUES		
THURS	TMP Reflection Essay DUE	
Week 10 April 17-21	<p>Ch. 12 Physical Wellness cont.</p> <p>Introduce the Final Creative Project (FCP) - YouTube Videos and Education</p> <p>Researching Your Topic and Outlining Your Presentation</p> <p>Your YouTube Chanel</p>	<p>Choose: FCP Topic</p> <p>Watch: How to Make YouTube Videos on Your Phone, Start to Finish https://www.youtube.com/watch?v=ek53TQ9U35o</p> <p>Read: How to Make a YouTube Video https://www.wikihow.com/Make-a-YouTube-Video</p> <p>Watch: How to Make a YouTube Video (Beginners Tutorial) https://www.youtube.com/watch?v=aBOTlsnkY6E</p> <p>Read & Watch: How to Make a YouTube Video (Beginner's Guide) https://www.techsmith.com/blog/make-youtube-video/</p> <p>Read & Explore: How to Make a Killer YouTube Video - A Full Guide https://www.uscreen.tv/blog/how-to-make-a-good-youtube-video/</p> <p>Pre-Read: Ch. 7 (pp.167-172) Public Speaking: Making Oral Presentations and Delivering Speeches for Sunday April 24</p>
SUN		
TUES		
THURS	FCP Topic Choice DUE	
Week 11 April 24-28	<p>FCP Research</p> <p>Presentation Skills – How to Capture Your Audience's Attention</p>	<p>Watch: How to do a good presentation in class https://www.youtube.com/watch?v=mQALSKubuVw</p> <p>The Good Presentation vs. the Bad Presentation https://www.youtube.com/watch?v=V8eLdbKXGzk</p> <p>How to start a speech https://www.youtube.com/watch?v=w82a1FT5o88&t=462s</p> <p>How to start and how to end a presentation https://www.youtube.com/watch?v=LrjIW00kkws</p> <p>Research: FCP Topic – peer-reviewed article; make appointment with AUK Librarian (optional extra credit)</p>
SUN		
TUES	Discussion 9	
THURS		
May 1-5	Eid Al-Fitr – University Closed	
Week 12 May 8-12	<p>FCP: Organizing Your Speech in a Formal Outline</p> <p>Presenting on Prezi/ PowerPoint/ Animaker and more</p>	<p>Create: FCP Outline Draft 1</p> <p>Other Video-Making Options:</p> <p>Watch: How to Create Animated Educational Videos [Easy Tutorial] with Animaker https://www.youtube.com/watch?v=QXHURxjcek8</p> <p>Watch: Prezi Presentations https://www.youtube.com/watch?v=vCKvy4Gvqw8</p> <p>Watch: From PowerPoint to a video presentation https://www.youtube.com/watch?v=D8JV3w4TOVw</p> <p>Watch: How to Create Videos with Canva (10:29 min) https://www.youtube.com/watch?v=tECa1RO22Qo</p>

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		Watch: How to Create YouTube Videos Within Minutes Using AI Content Creation Tools https://www.youtube.com/watch?v=sZHbKIDYyHI
SUN		
TUES		
THURS	Discussion 10	
Week 13 May 15-19	FCP: How to Create Your Bibliography/ Speech script	Discuss: FCP Outline Draft 1 Create: FCP Bibliography & Script Complete: FCP Research Revise: Outline Sign up for: FCP Conference Time
SUN	Outline Draft 1 DUE Before Class	
TUES		
THURS	FCP Outlines Draft 2, Bibliographies, & Scripts DUE to Moodle	
Week 14 May 22-26	Preparation for project – Student Conferences – No Classes	Film: FCP Videos Revise: FCP Scripts if more than 25% Similarity
SUN		
TUES		
THURS		
Week 15 May 29- June 2	Preparation for project – Student Conferences – No Classes	Edit: FCP Videos
SUN		
TUES		
THURS	<i>Last day of classes</i>	
Week 16 June 5-9	FINAL EXAMS in other courses – No Classes	
SUN	FCP DUE to Moodle	
TUES		
THURS		
June 12	Grades Due by 9am	
June 13	Grades Available to Students at 4PM	
June 19	Summer Session Begins	