University of North Texas at Dallas
Fall 2025
SYLLABUS

UGST 1100 – HP01 (1335): Learning Foundations - 1 hr.

Department of	Liberal Arts and Sciences (LAS) in conjunction with the Office of the Provost
Instructor Name	Jessica Alvarez
Office Location	Founders Hall 117B
Office Phone	972-338-1468
Email Address	Jessica.alvarez@untdallas.edu
Office Hours	Monday/Wednesday; 10am-11am
Virtual Office Hours	Tuesday/Thursday; 10am-1pm
Course Format/Structure	Face-to-Face using Canvas as an instructional tool
Classroom Location	Founders Hall 212
Class Meeting Days & Times	Wednesday; 9:00AM - 9:50AM
Course Catalog Description	Study of critical theories of learning and their effective utilization for increasing academic performance and persistence.
Prerequisites	None
Corequisites	New Entering Freshman student
Required Reading	Materials shared through Canvas
Recommended Reading & References	Materials shared through Canvas
Recommended Technology	Computer or laptop needed to complete assignments and access class materials. Tablet may be adequate if has Microsoft Office capabilities, Word, PowerPoint, etc.

Access to Learning Resources	**UNT Dallas Library:**
	        Phone: (972) 338-1616;
	        Website URL: http://www.untdallas.edu/library
	UNT Dallas Bookstore:
	        Phone: (972) 780-3652;
	        Website URL: http://www.untdallas.edu/bookstore
	        Email: untdallas@bkstr.com

Canvas Resources	**Getting Help with Canvas:**

Supported Browsers:	Canvas 24/7 Phone Support for Students: 1-833-668-8634

• Chrome 67 & 68
• Firefox 60 & 61
• Flash 29, 30 (for audio/video)
• Respondus Lockdown Browser
• Safari 10, 11
 	
Supported Devices:
• iPhone
• Android
• Chromebook
Note: Tablet users can use the Canvas app
 	
Screen Readers:
• VoiceOver (Safari)
• JAWS (Internet Explorer)
• NVDA (Firefox)
Note: There is no screen reader support for Canvas in Chrome
	Canvas Help Resources:
	
	Canvas Student Guide -
	https://community.canvaslms.com/docs/DOC-10701
	
	For additional assistance, contact Student Assistance (UNT Dallas Distance Learning):
	      DAL1, Room 157
	      Phone: 972-338-5580
	      Email: distancelearning@untdallas.edu
	
	If you are working with Canvas 24/7 Support to resolve a technical issue, please keep me updated on the troubleshooting progress.
	
	If you have a course-related issue (e.g., course content, assignment trouble, quiz difficulties), please contact me during office hours or by email.

Course Overview

Course Goals/Overview:

The goal of this course is to acclimate students to the 4-year college experience and develop skills that will help them be successful in college and beyond.

Learning Objectives/Outcomes:

Students in this course will:

1. Build life management skills
2. Develop skills to be more active in their engagement with course content and the campus community
3. Understand the expectations for appropriate interaction and behavior in college
4. Explore career interests

Course Outline and Discussion Topics

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in writing via your UNT Dallas Email account and in class.

Timeline	Topic	Come Prepared: Readings/Activities/Assignments
Week 1 – *Aug 27th* *Last Day Add without instructor permission – Aug 29*	Welcome to UNTD and the UGST 1100 First-Year Seminar Assignment: Discussion Board 1 overview Assignment: Focus2 Assessment	Each student will get a name tent. That will be the way to take attendance each day. Another form of attendance will be through the google form that will be posted before class begins.
Week 2- *Sept 3rd* *Off Monday for Labor Day*	Teamwork and Get to Know Campus Assignment: Group Scavenger Hunt	Discussion Board 1 due Sept 5th
Week 3- *Sept 10th* *Sept10 - Census – cannot add classes anymore*	Academic success in a science-heavy curriculum, Advising Prep Discussion Assignment: Discussion Board 2 overview	Group Scavenger Hunt due today
Week 4- *Sept 17th*	Formal Writing and APA style citation and references Assignment: Career Exploration Paper Overview Assignment: Discussion Board 3 Overview	Discussion Board 2 due Sept 20th
Week 5- *Sept 24th*	Career Assessment interpretation and major/career reflections	Career Interests and Values Assessment due today Discussion Board 3 due Sept 27th
Week 6- *Oct 1st*	Group A: Registration Preparation – Guest speaker – Academic Advising Center	Be sure to come with your advising prep knowledge shared in our Sept 3rd course
Week 7- *Oct 8th*	Group A: Self-Regulated Learning	Career Exploration Paper due today

Timeline	Topic	Come Prepared: Readings/Activities/Assignments
Week 8- *Oct 15th* *Midterm*	Active Learning Techniques Assignment: Improvement Plan Project Overview	Think about a past paper or exam to create a roadmap for future success.
Week 9- *Oct 22nd*	Self-care, stress management and mental health

Group Project Organization Assignment: Group Project & Presentation Overview | Review your Career Exploration Paper: Think about the career goals and interests you identified at the beginning of the semester, as this project builds on that.

Consider your top 3 (or more) career interests: Be ready to connect with classmates who share similar career paths, as you'll be forming groups based on these interests. |
Week 10- *Oct 29th*	Time Awareness and Management	Come prepared to discuss and evaluate your own time management
Week 11- *Nov 5th*	Growth mindset & resilience; overcoming challenges	Discussion of common challenges in healthcare settings and strategies for overcoming them
Week 12- *Nov 12th*	Communication skills in healthcare: empathy/active listening, cultural competence and diversity	Review strategies for effective communication in healthcare.
Week 13- *Nov 19th*	Professionalism: ethical and legal considerations in healthcare	Discussion on how professionalism shows up in healthcare
Week 14- *Nov 26th*	Group Presentations	Group Project & Presentation due - all groups
Week 15- *Dec 3rd*	Group Presentations	Improvement Plan Project due
Week 16	Finals – No UGST Class	Sleep well and study for finals

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- Assignments – Scavenger Hunt, Focus2 Assessment
- Discussion Board – 3 prompts to post a response and respond to classmate's posts
- Written Papers – Career Exploration Paper
- Project – Improvement Plan (exam or paper)
- Group Project – Career Exploration Group Project and presentation
- Attendance and Participation

Grading Matrix:

Assigned Work	Value (points or percentages)	Total
Scavenger Hunt	10 points	10
Discussion Board Posts and Responses	10 points (X3)	30
Focus2 Assessment	10 points	10
Improvement Plan project	35 points	35
Career Exploration Paper	25 points	25
Group Project and Presentation	25 points	25
Overall Attendance and Participation		15
Total		*150 points*

Grade Determination:

A = 150 – 135 pts; i.e. 90% or better
B = 134 – 120 pts; i.e. 80 – 89 %
C = 119 – 105 pts; i.e. 70 – 79 %
D = 104 – 90 pts; i.e. 60 – 69 %
F = 89 pts or below; i.e. less than 60%

Need tutoring services or just some help with a particular assignment? For tutoring that empowers students to achieve success, schedule an appointment with the Learning Commons today at https://www.untdallas.edu/learning/schedule-appointment/.

Course-Specific Policies

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true.

Other Course Specific Policies:

Late Work

All coursework must be completed and turned in on time unless the student has an official university absence, and the instructor has agreed to a late submission in advance of the due date. However, if you find you are unable to submit work and are falling behind, please contact your instructor immediately with your proposed extension date before the original due date. An open line of communication with your instructor is one of the best ways to ensure academic success.

Participation, Engagement & Attendance

Students are expected to attend each class as attendance will be taken daily. A student will be considered absent if they arrive more than 10 minutes late for a session. **Beginning with the second unexcused absence, 15 points will be deducted from the student's final Attendance & Participation grade for each additional unexcused absence.** Only documented cases of illness, bereavement, or participation in university-sponsored events may be excused at the discretion of the instructor.

Because attendance is vital to success in this class, **more than 3 unexcused absences will result in the student receiving a failing grade in the course**.

In addition to the outside-of-class work, part of the learning in this course will occur with the community of your peers and the instructors, so it is important for both your own learning and your classmates' that you attend the class sessions and are on time. We look forward to your contributions and getting to know you throughout the course. If you feel nervous or shy about whole class discussions, please email an instructor to discuss how we can help mitigate anxiety or concerns about participation in class. There are a variety of ways for students to be actively engaged in the class sessions and to contribute to your classmates' learning.

Refer to the Attendance Policy below as needed. You are allowed to miss one class. **Students who have no more than one absence are eligible to receive as many as 15 points.** The remaining points are awarded for engaged participation in class as determined by the following criteria:

- **12-15 points**: student consistently contributes relevant comments or questions each week and is prompt, respectful, and attentive.

- **8-11 points**: students occasionally contributes relevant comments or questions during class, demonstrates limited engagement, and is prompt and respectful.

- **4-7 points**: student demonstrates little engagement with course content or peers, is frequently off-task and unorganized with comments, and lacks decorum.

- **0-3 points**: student is disengaged, unorganized, and disruptive in class.

Class Norms & Netiquette

All members of the class are expected to follow rules of common courtesy in all email messages, discussions, and chats. If the instructor deems any of them to be inappropriate or offensive, I will forward the message to the chair of the department and appropriate action will be taken, not excluding expulsion from the course. The same rules apply online as they do in person. Be respectful of other students. Foul discourse will not be tolerated. Participating in the virtual realm, including social media sites and shared-access sites sometimes used for educational collaborations, should be done with honor and integrity.

Technology Policies

Email

Only the official TCU student email address will be used for all course notification. It is your responsibility to check your TCU email on a regular basis and respond to correspondence related to this course as soon as you are able.

University Policies and Procedures

Students with Disabilities (ADA Compliance):
The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Disabilities Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time; however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at http://www.untdallas.edu/disability. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu on the first floor of the Student Center.

Canvas Instructure Accessibility Statement:
University of North Texas at Dallas is committed to ensuring that online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. The Canvas Instructure Accessibility Statement is provided at https://www.canvaslms.com/accessibility.

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the UNT Dallas Academic Integrity Policy in the appropriate Catalog at http://dallascatalog.unt.edu.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Artificial Intelligence (AI) Policy
Using AI in this course is permitted, but its use for personal reflection, analysis, and self-assessment is strictly prohibited. AI tools may be used to assist with tasks such as brainstorming ideas, refining sentence structure, or summarizing complex information. However, all assignments requiring you to reflect on your own experiences, express personal opinions, or demonstrate individual learning must be completed with your own thoughts and words.

> *Prohibited Uses of AI*
> * *Reflective Assignments: Do not use AI to generate personal reflections, journal entries, or self-evaluations. Your unique thoughts and experiences are essential for these tasks.*
> * *Original Analysis: Do not use AI to perform critical analysis of a text, event, or concept. This work must demonstrate your own understanding and interpretation.*
> * *Creating "Your" Voice: Do not use AI to write content that is meant to represent your personal perspective, opinions, or voice.*
>
> *Permitted Uses of AI*
> * *Brainstorming: You may use AI to generate ideas or topics to explore.*
> * *Drafting & Editing: You may use AI for grammar and spelling checks, or to rephrase sentences for clarity.*
> * *Information Gathering: You may use AI to summarize articles or explain complex concepts, but you must cite your sources and verify the information.*

All work submitted must be your own. Using AI in a way that misrepresents your own reflection, analysis, or personal voice will be considered a violation of academic integrity. If you have any questions about appropriate AI use, please ask.

Web-based Plagiarism Detection: Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom etiquette:
Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNTD Policy 7.001 found at https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true).

Classroom Disruption:
Students are expected to always engage with the instructor and other students in this class in a respectful and civil manner to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any other classes the student misses because of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missing material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNTD Policy 7.001 found at https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Course Evaluations:
Student evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I will not have access to the results of the evaluations until after final grades have been posted. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking:
UNT Dallas is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX, Texas laws and University Policies. Please note that all employees are mandated reporters and must report all instances of sexual misconduct, dating violence, sexual assault, domestic violence and stalking to the Title IX Coordinator. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at titleix@untdallas.edu or file a report here.

Pregnancy, Pregnancy Related Conditions and Parenting Modifications Under Title IX:
UNT Dallas is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students and students with pregnancy related conditions. If you are a pregnant, have pregnant related conditions or a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please email the Title IX Coordinator at titleix@untdallas.edu The Title IX Coordinator will work with your professors and academic unit to provide reasonable modifications needed to be supportive of your education while pregnant or as a parent under Title IX.

Bad Weather Policy:
Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet, or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook, and Twitter with closing information as soon as it is possible. For more information, please refer to http://www.untdallas.edu/police/resources/notifications.

Inclement Weather and Online Classes:

Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Technology Assistance: To successfully access the materials in Canvas, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Distance Learning at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups.

For more information see:

- UNT Dallas Canvas Technical Requirements: https://community.canvaslms.com/docs/DOC-10721
- Canvas Instructure Support & Unsupported Operating Systems: https://community.canvaslms.com/docs/DOC-10720