



ETSU 1011, Introduction to the University

Syllabus, Fall

Office Hours

Office hours are a chance for us to discuss our course or anything on your mind. Please call or email me to schedule a time for us to meet in person or through Zoom.

What Is ETSU 1011?

Succeeding in college requires the same abilities as succeeding in your life after graduation. In our course you will . . .

- Imagine the life you'd like to have after graduating from ETSU and begin working toward this life today.
- Learn how to study smarter, not harder, so you can make the most of your time.
- Practice keeping track of your time, your commitments, and things to do for yourself (sleep helps).
- Increase your awareness of the lives of people whose backgrounds differ from yours and improve your ability to communicate across differences.
- Become a more skillful user of information.
- Make lasting connections with your ETSU 1011 classmates, instructor, and BIG.
- Discover the total ETSU experience. Don't miss out!

Instructional Materials

All instructional materials are free and available on our course D2L site (<https://elearn.etsu.edu/>).

Email Communication

Please email me! I want to hear from you, and email is the main way I and other professionals communicate online. Use your ETSU account (<https://webmail.etsu.edu/>). It's officially approved for communication between students and faculty. Follow these guidelines when you email me, other ETSU faculty or staff, or fellow students:

- Include a subject line that describes the purpose of the email. (Not just "Hi" or "Question.")
- Include an appropriate greeting and use proper grammar.
- Avoid slang and texting shorthand (LOL).
- Use standard fonts that are easy to read on mobile devices and computers.

These rules apply to all professional emails, not just at ETSU.

Attendance

Your class attendance is essential, because every class meeting you'll work on tasks and have experiences with your classmates that will help all of you succeed here and after graduation. For this reason I'll take attendance every day, and attendance will be a graded part of our course.

- I'm counting on you to attend class every day, unless you're sick or participating in an approved ETSU activity. So you'll start the term with 10 points for excellent attendance. That's like having an A for attendance when our course begins.
- You'll keep all those points if you have no more than one unexcused absence* during the term.
- Each unexcused absence after that will reduce your attendance points by 3 points. (So if you have two unexcused absences, the first one won't count against you, but the second one will reduce your attendance points from 10 to 7. If you have four unexcused absences, the first won't count, but the others will, and you'll have lost all your attendance points and will get a zero on this part of your grade. Don't let that happen!)

I want you to do well in ETSU 1011, and I'm concerned when you're not in class. If you know you're going to miss class, please email me in advance and let me know. If you miss class unexpectedly, email me as soon as possible.

*Excused absences include illness of you or a dependent, participation in an approved university activity, or other reasons beyond your control. I may ask you to provide documentation.

Graded Assignments

Your final grade is based on how many points you earn in our course. You'll earn points by successfully completing the following assignments:

Assignment	Points	Due
Attendance	10	---
Email your instructor	5	9/7
Time Management Success report (in class)	5	9/14
"Where I Come From" presentation	10	9/21
First meeting with BIG	10	9/21
Your Buccaneer Life, part 1	4	9/28
Smart Study plan (in class)	5	10/5
Wellness plan (in class)	5	10/12
Smart Study report (in class)	5	10/19
"My Life after Graduation" mind map	10	11/2
Second meeting with BIG	10	11/2
"My Life this Semester, in a Song" presentation & questions	12	11/9
Your Buccaneer Life, part 2	4	11/16
TOTAL	95	

Grade Scale

You can earn up to 95 points in our course, and your grade is based on the percentage you earn:

Final Grade	% of Points	Final Grade	% of Points	Final Grade	% of Points	Final Grade	% of Points
A	100-92%	B+	89-88%	C+	79-78%	D+	69-68%
A-	91-90%	B	87-82%	C	77-72%	D	67-60%
		B-	81-80%	C-	71-70%	F	< 60%

So if you earn 90 points, that's 95% of the possible points, and you'll earn an A. I'll record your points in the D2L grade book, so you can follow your progress throughout the term.

Make-Ups and Late Assignments

Making up in-class work. It's your responsibility to arrange make-up work with me.

Late assignments. If an assignment is late, I will subtract 1 point from the total points you earn for it possible for each day it is late, including weekends. If you think the lateness was beyond your control, you should discuss it with me, and I may waive this penalty.

Extra credit. If I give an extra-credit assignment, it will be available to everyone in the class.

Course Schedule

Week	Date	Day	Topic
1	8/31	Th	Welcome to Your Buccaneer life!
2	9/7	Th	Your Life, Your Time
3	9/14	Th	Navigating College
4	9/21	Th	"Where We Come from" presentations
5	9/28	Th	We Can Do This! (CPA experience)
6	10/5	Th	Study Smarter
7	10/12	Th	Fostering Your Wellness
8	10/19	Th	Introduction to Design Thinking, Part 1
9	10/26	Th	Introduction to Design Thinking, Part 2
10	11/2	Th	Head, Heart, Hustle
11	11/9	Th	"My Life this Semester, in a Song" presentations

Academic Accommodations for Students with Disabilities

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the university's commitment to equal educational access. Any student with a disability who needs accommodations, such as arrangements for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D.P. Culp Student Center, Room 326, 423-439-8346. Visit [Disability Services](#) for more information.

Facing Personal Challenges

Mental health, including significant stress, mood changes, excessive worry, or problems with eating or sleeping, can interfere with your academic performance. ETSU provides mental health services in a variety of ways to support your personal and academic success.

- ETSU's [Counseling Center](#) offers free, confidential services. Third floor, D.P. Culp Student Center (423-439-3333 or counselingcenter@etsu.edu)
- The Bucs Press 2 helpline is available 24/7/365 with counselors to assist you: 423-439-4841, press 2.

Getting help is a smart and courageous thing to do—for yourself and those who care about you.

More Help and Support

These offices are part of your support crew! Reach out to them to get the most out of your ETSU education.

Career questions: [University Career Services](#), Carrier Center, 2nd floor D.P. Culp Student Center. (423-439-4450 or careers@etsu.edu). To request help, go to <https://etsu.campus.eab.com/>, sign in with your ETSU username and password (same as for ETSU email), and click the Get Assistance button.

D2L questions: [D2L Help Student Home](#) or [ITS Help Desk](#) (423-439-4648 or itshelp@etsu.edu).

Personal or non-academic needs: Dean of Students. To request help, go to <https://etsu.campus.eab.com/>, sign in with your ETSU username and password (same as for ETSU email), and click the Get Assistance button.

Technology questions: [ITS Help Desk](#), 1st floor Sherrod Library. (423-439-4648 or itshelp@etsu.edu)

Tutoring: Center for Academic Achievement, 1st floor Sherrod Library. (423-439-7111 or Learning@etsu.edu). To schedule free tutoring sessions, go to <https://etsu.campus.eab.com/>, sign in with your ETSU username and password (same as for ETSU email), and click the Get Assistance button.

Don't know who to ask or what to ask??? University Advisement Center, Carrier Center, 2nd floor D.P. Culp Student Center. (423-439-5244 or <https://www.etsu.edu/uac/>, then click Virtual Office link)