UCOL 100a: Foundations of Inquiry for Dual Admission Program Students
Southern Illinois University
Syllabus

Instructor Information

Name:  
Office Location:  
Office Telephone:  
Office Hours:  
Email Address:  

Course Information

Semester Credit Hours:  
Section Number:  
Days: n/a  
Location: online  
Course Website: online.siu.edu

COURSE DESCRIPTION. UCOL 100a - Foundations of Inquiry for Dual Admission Program Students: Course one of three. This seminar supports the transition of transfer students as they begin exploring entering our research university. Upon completion of this course, students will have started to prepare their transfer plans, built community among other prospective transfer students, and learned to cope with internal and external pressures affecting college students. Students will acquire these capabilities as they are introduced to the foundations of inquiry—the interests and assumptions, methodologies, and potential academic and career tracks associated with the disciplines offered at SIU. This course is delivered in an online format to transfer students who plan to attend SIU Carbondale and are participating in the SIU Dual Admission Program. Students will take one credit hour each semester or term beginning as early as their second semester at the community college.

STUDENT LEARNING OBJECTIVES. The goals of this course are aligned with the nine SIU University College and Saluki First-Year Core Competencies.

1. Students will begin to develop a broad, comprehensive perspective on higher education.
2. Students will contribute to and help maintain a safe, supportive, and positive learning experience for themselves and their academic peers.
3. Students will understand and begin to practice basic communication skills appropriate to the University setting.
4. Students will begin the process of understanding critical thinking in the University context.
5. Students will understand and apply information technology in support of their academic work.
6. Students should begin to develop knowledge of their own abilities, skills, and life demands so that they can develop these more effectively in pursuit of their academic goals.
7. Students should begin to develop an understanding of career opportunities available to them and the professional responsibility associated with that career.
8. Students will become information literate, using critical thinking, and problem solving skills to build an intellectual framework for discovering, using, and evaluating information.
9. Students will demonstrate an understanding of inquiry as they begin to explore transferring to a research University, specifically SIU.

REQUIRED TEXT AND COURSE MATERIALS.

B. Southern Illinois University Carbondale Undergraduate Catalog (http://registrar.siu.edu/catalog/undergraduatecatalog.html).
C. A planner; the SIU Dawg Book is suggested and an organizational system for maintaining class materials.
D. View course materials and maintain access to SIU Online and your SIU email account.

ATTENDANCE POLICY.

A. Online participation is required, as it is essential for optimal learning experiences in this class. Material and information will be presented via online discussions and assignments that is not found in your text.
GRADING. Assignments will be evaluated using the assigned points for each activity for a total of 500 points. Unless otherwise indicated, assignments are to be submitted no later than Friday at 4:30 p.m. central time the week the assignment is due as a word document via SIU Online. See each assignment on SIU Online for specific instructions.

Assignments and Points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Student Organization Paper and Posting</td>
<td>30</td>
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<tr>
<td>Student Conferences (2 Sessions @ 15 points each)</td>
<td>30</td>
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<tr>
<td>Professional Interview Paper</td>
<td>15</td>
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<tr>
<td>Virtual SIU Visit Paper and Posting</td>
<td>30</td>
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<tr>
<td>Resume</td>
<td>30</td>
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<tr>
<td>Transfer Plan</td>
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Grading Scale

- 500-450 A
- 450-400 B
- 399-350 C
- 349-300 D
- 299 and below F

Other Point Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
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<tbody>
<tr>
<td>Journals</td>
<td>65</td>
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<tr>
<td>Discussion Leader</td>
<td>30</td>
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<tr>
<td>Weekly Online Discussion/Worksheet Participation</td>
<td>60</td>
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<tr>
<td>Quizzes</td>
<td>30</td>
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<tr>
<td>AlcoholEdu</td>
<td>30</td>
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<tr>
<td>Midterm Examination</td>
<td>50</td>
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<td>Final Examination</td>
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A. **Policy on Late Assignments.** Many of the assignments in this course are specifically developed to promote student success at particular times or stages during your first semester; assignments need to be completed in a timely manner to be most effective. Late assignments will not be accepted.

B. **Quizzes and Examinations.** Quizzes, and comprehensive midterm and final examinations will be given to assess students’ comprehension of the learning objectives of UCOL 100a and SIU policy and requirements. The midterm and final examinations will cover assigned readings, online discussions and assignments, events, and material given by your instructor. No make-up examinations will be given.

C. **‘Incomplete’ Policy.** An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. Refer to the SIU University Policy on ‘Incomplete’ as a course grade in the 2014-2015 Undergraduate Catalog, p 32.

D. **Additional Assessment Tools.** In addition to assignments, quizzes and examinations, additional assessment tools will be utilized in UCOL 100a. They will include specified journal entries, involvement in online discussions, and various other assignments.

E. **Written Assignments.** Assignments are required to include the following formatting: (1) Double-Spaced, (2) 1” Margins, 10-12 point font (preferably Times New Roman), and (3) Properly Cited.

COURSEWORK.

A. **Student Conferences.** You are required to participate in two conferences with your instructor. The first conference is to be completed no later than week 2; the second conference no later than week 16. These conferences provide us the opportunity to become acquainted, discuss coursework, and for you to discuss any issue(s) that you would like address in a private setting. These conferences will take place via Skype or by telephone.

B. **Journals.** The purpose of the journals is to provide a private medium of communication between you and your instructor concerning your academic and personal transition and transformation as you prepare to enter into SIU. Your journal will only be viewed by you and your instructor. Check SIU Online for more details and to submit the assignment.
C. Alcohol Edu. Check SIU Online for more details on this assignment.

D. Discussion Leader. You will be assigned a week during the semester to be the discussion leader on the topics covered for assignments. Each week, someone will post discussion questions or facilitate conversation relevant to the readings and assignments for that week. Check SIU Online for more details on class discussions and being a discussion leader.

E. Online Discussion Participation. This class is a seminar, which means discussion. The success of this class depends upon you taking an active role in online discussions and completing online assignments. Check SIU Online for more details on class discussions.

F. Resume. Produce a resume that summarizes your experience to the present date. It must be typed and error-free, neat, consistent, and concise. Check SIU Online for more details and to submit the assignment.

G. Transfer Plan. Using your Dual Admission Program plan complete a plan of action for your next semesters at your community college. Check SIU Online for more details and to submit the assignment.

PAPERS.

A. Student Organization Paper and Posting. Attend one or more student organization meetings of your choice. You will submit a paper and present your finding via an online posting. Check SIU Online for more details and to submit the assignment.

B. Professional Interview Paper. Interview a faculty member at your community college or a professional working in a field you are interested in. Check SIU Online for more details and to submit the assignment.

C. Virtual SIU Visit Paper and Posting. Visit the SIU campus online, then write and share your experiences. Check SIU Online for more details and to submit the assignment.

COURSE EXPECTATIONS.

A. Freedom in and Responsibility to Our Class. You are responsible for completing your work with excellence and submitting assignments on or before due dates. Be prepared for dialogue and reflection on assigned readings and online discussions. Treat class members and your instructor with courtesy and respect. If you are having any problems in or outside of class, please contact me so we can work together to resolve them.

B. Communication. You and your academic and personal well-being are of paramount importance. You are encouraged to regularly contact your instructor with any questions or concerns regarding course requirements, or any academic, personal, and/or social issues. You may contact me as needed.

C. Technology. In addition to SIU email, we will use SIU Online, which is the University’s course management system. You will submit assignments and participate in on SIU Online. The syllabus and all the descriptions/expectations for each assignment will be posted on SIU Online. You may check your grades on each assignment through SIU Online.
UNIVERSITY POLICIES.

A. **Academic Integrity.** You are expected to submit your original work and adhere to the academic policies as stated in the SIU Student Conduct Code: [policies.siu.edu/policies/conduct.html](http://policies.siu.edu/policies/conduct.html). Any act of academic dishonesty, cheating, or plagiarism in any form, including anonymous internet sources used in student papers, will be reported. These acts are taken seriously and the consequences may range from failing an assignment to expulsion from the University.

B. **SIU Email.** Your SIU email account is an official form of University communication. Your instructor will use SIU email as a primary means of electronic communication with our students. Please make sure that you maintain a valid password and acquire the habit of regularly checking your SIU email account for important instructor and University announcements. You may view the official SIU Student Email Policy at: [policies.SIU.edu/policies/email.html](http://policies.SIU.edu/policies/email.html)

C. **Statement on Inclusive Excellence.** SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ from you is an important part of your education in this class, as well as an essential preparation for any career.

D. **Emergency Procedures.** SIU is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with SIU Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at bert.siu.edu, the SIU Department of Public Safety’s website dps.siu.edu (disaster drop down and video, “Shots Fired”), and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

E. **Supplementary Assistance.** SIU is committed to assisting students with disabilities. With the cooperation of SIU’s Disability Support Services (DSS), each student who qualifies for reasonable supplementary assistance has the right to receive it. Students requesting supplementary assistance must first register with DSS in Woody Hall, B-150, 618-453-5738 or 618-453-2293 (TTY), by email DSS@siu.edu, or disabilityservices.siu.edu. Notice: If you have any type of special need(s) or disability for which you require accommodations to promote your learning in class, please contact me as soon as possible. The Office of Disability Support Services (DSS) offers various support services and can help you with special accommodations. You may wish to contact DSS to verify your eligibility and options for accommodations related to your special need(s) or disability.

STUDENT SERVICES.

A. **Learning Support Services.** The Center for Learning Support Services (CLSS) assists students of all cultures, abilities, backgrounds and identities with enhancing their self-management and interdependent learning skills. Programs offered by CLSS include; group study sessions; math tutoring; academic coaching; early intervention program; and study skills seminars. For additional information please contact CLSS in Woody Hall, Room A-313, 618-453-2925, or tutoring.siu.edu.

B. **Writing Center.** The Writing Center offers free tutoring services and assistance with improving writing skills to all SIU undergraduate and graduate students and faculty. For center locations and hours, to schedule an appointment online, and to view information regarding the Online Writing Lab (OWL) contact the Writing Center at 618-453-1231 (Morris Library location); 618-453-2927 (Trueblood location), or write.siu.edu.
C. Saluki Cares. The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. To make a referral to Saluki Cares click, call, or send: salukicares.siu.edu; (618) 453-5714, or siucares@siu.edu.
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<tr>
<th>Date</th>
<th>Topic</th>
<th>Due this week</th>
<th>Assignments</th>
<th>Read for Next Class</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>• Welcome/overview</td>
<td>• Discussion #1/partner interviews</td>
<td>• Lifeline activity&lt;br&gt;• Check out SIU Online, Salukinet, and your SIU email account&lt;br&gt;• Instructor-student conferences due week 2</td>
<td>• Syllabus</td>
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<td>• Community building</td>
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<td>• Legacy tuition rate paperwork</td>
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<td>• Assign discussion leaders and partners for interviews</td>
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<td>Week 2</td>
<td>• Lifelines</td>
<td>• Discussion #2/Lifeline Instructor-student conference due</td>
<td>• Virtual SIU Visit paper and presentation due week 4&lt;br&gt;• Read the Introduction and Quick Start Guide xi-xiii &amp; xiv-xix of Navigating the Research University (NRU)</td>
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<td>• Expectations</td>
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<td>• Syllabus</td>
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<td>Week 3</td>
<td>• Introduction to text</td>
<td>• Discussion #3&lt;br&gt;• Journal 1</td>
<td>• Start attending student organization meetings for assignment&lt;br&gt;• Chapter 1 of NRU pp. 1-32</td>
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<td>• Research institution</td>
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<td>Week 4</td>
<td>• Saluki pride</td>
<td>• Discussion #4/virtual SIU visit presentation&lt;br&gt;• Virtual SIU visit paper due</td>
<td>• Student organization paper and online presentation due week 6&lt;br&gt;• Chapter 3 of NRU pp. 64-97</td>
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<td>• SIU traditions and Alumni</td>
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<td>Week 5</td>
<td>• Workload management</td>
<td>• Discussion #5&lt;br&gt;• Journal 2</td>
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<td>• Time management</td>
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<td>• Stress management</td>
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<td>Week 6</td>
<td>• Involvement at community college and at SIU</td>
<td>• Discussion #6/student organization&lt;br&gt;• Student organization paper due&lt;br&gt;• Journal 3</td>
<td>• Professional Interview paper due week&lt;br&gt;• Alcohol EDU due week 7&lt;br&gt;• Chapter 6 of NRU pp. 152-181</td>
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<td>Week 7</td>
<td>• AlcoholEDU</td>
<td>• Discussion #7</td>
<td>• Create a review plan for your mid-term exams.</td>
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<td>• Alcohol, sexual assault, safety</td>
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<td>Week 8</td>
<td>MIDTERM</td>
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<td>• SIU Undergraduate Catalog 2015-2016 pp. 19-74</td>
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<td>Date</td>
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<td>Due this week</td>
<td>Assignments</td>
<td>Read for Next Week</td>
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| Week 9   | • Degrees and majors  
• Academic classes, enrolling  
• Selecting majors  
• Transfer planning | • Discussion #8 | • Transfer Plan due week 11          | • Chapter 5 of NRU pp. 123-151  
• SIU Undergraduate Catalog Chapter 4 & 5-  
your College & degree requirements (see instructor for your catalog year) |
| Week 10  | • GPA  
• Teaching and learning styles  
• University Core Curriculum  
• How to calculate a GPA worksheet | • Discussion #9  
• Journal 4 |                           | • Explore www.onetonline.org |
| Week 11  | • Career exploration  
• Career goals  
• Values worksheet | • Discussion #10  
• Transfer Plan due week 13 |                           | • Search good resume samples at careerservices.siu.edu |
| Week 12  | • Career exploration  
• Interests, abilities, and values in the world of work  
• Career Opportunity Inventory | • Discussion #11 |                           | • Search good resume samples at careerservices.siu.edu |
| Week 13  | • Resume  
• Practice interview on InterviewStream-University College  
siu.interviewstream.com | • Discussion #12  
• Professional Interview Paper due week 16 |                           | • Explore services at careerservices.siu.edu  
• Chapter 8 NRU pp. 219-247 |
| Week 14  | • Interviewing  
• Final interview on InterviewStream – University College  
siu.interviewstream.com | • Resume due  
• Journal 5  
• Discussion #13 |                           | • Explore services at careerservices.siu.edu  
• Chapter 8 NRU pp. 219-247 |
| Week 15  | • Career Services  
• Internships  
• Leadership and development | • Discussion #14 |                           | • Review for final exam |
| Week 16  | FINAL EXAM | FINAL EXAM | • Discussion # 15  
• Student instructor conference due |                           |