



ATEM 1100.001 • Freshman Seminar • Fall 2016

Mondays • 9:00 – 9:50 a.m. • ATC 2.101

Lisa Bell

lisa.bell@utdallas.edu | ATC 3.105Q | 972.883.2052¹

Office hours: Tuesdays 10:00-11:00 and by appointment

General Course Information

Pre-reqs/	You must complete the CLA+ by Saturday, September 3. Students who fail to meet this
Co-reqs/	deadline will receive no credit for ATEM 1100 and will need to repeat ATEM 1100 in Fall 2017.
Restrictions	You cannot graduate from The University of Texas at Dallas without completing the CLA+.

Course Description	The ATEM 1100 Freshman Seminar introduces incoming freshmen to the intellectual and cultural foundations of the School of Arts, Technology, and Emerging Communication (ATEC). This introduction seeks to help students transition successfully to college by engaging them in active learning, valuing a diverse community, and developing meaningful connections to the university community, which in turn will help students live, learn, and connect through their programs of study – strategies that will help them throughout life.
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Learning Outcomes	By the end of Freshman Seminar, students should know how to: <ul style="list-style-type: none">• Relate the core curriculum learning outcomes and degree program outcomes to the goal of being an educated individual in a democratic society;• Examine their own skills as an incoming university student through self-assessment, then compare that assessment to the skills necessary for success as university students – including critical thinking skills, communication skills, teamwork skills, empirical and quantitative skills, and social and personal responsibility;• Use new skills to develop a roadmap to academic success; and• Integrate into the university community.
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Required Materials	This course has no required textbook, but students should make a habit of coming to class with paper and a writing implement.
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Assignments & Academic Calendar

ATEM 1100 assignments are designed to help you integrate into the ATEC community, develop strategies to support your long term goals, and enhance your skills needed to succeed academically.

<u>ASSIGNMENT</u>	<u>VALUE</u>	<u>DEADLINE</u>
CLA+		September 3
Success Strategies (6 total)	300	9.9, 9.23, 10.7, 10.21, 11.04, 11.18
Event Attendance (6 total)	300	9.16, 9.30, 10.14, 10.28, 11.11, 12.02
Group Presentation	150	December 7
Success Strategy Portfolio	150	TBA (final exam date)
Participation	100	Daily
TOTAL POINTS	1000	

¹ Calling me is the *worst* possible way to contact me. Email is the best way to reach me, but please allow at least 24 hours for a response.
Fall 2016 ATEM 1100.001 Syllabus, Rev. 8.22.2016

- **CLA+:** You will take the CLA+, a 90-minute standardized exam, in the Testing Center. This exam assesses critical thinking, analytic reasoning, problem solving, and written communication skills. You should schedule your appointment at utdallas.edu/studentsuccess/testingcenter
- **Success Strategies:** Throughout the semester, you will synthesize course materials to develop a personal plan for success at UTD and beyond.
- **Group Presentation:** Small groups will research, prepare, and deliver a presentation synthesizing information about professional networking opportunities.
- **Event Attendance:** You will attend six events during the semester and prepare a short reflection about each. You may consult www.facebook.com/ATEC1100Events for a convenient list of options updated regularly, but this list is not exhaustive. You can also find many options on the Comet Calendar (<https://www.utdallas.edu/calendar/index.php>). Each event will need to satisfy a different category:
 - ATEC – events sponsored by ATEC organizations
 - Career – events sponsored by the UTD Career Center
 - Diversity – events hosted on campus focusing on a cultural group with which you do not identify
 - Service – events sponsored by the UTD Office of Student Volunteerism
 - Social – any event on campus
 - Wellness – events sponsored by UTD Recreational Sports, the Health Center, or the Counseling Center

The following course-specific policies supplement the standard UT Dallas policies that you must know and follow (available at <http://go.utdallas.edu/syllabus-policies>).

Course Policies

I use a criteria-based rather than norm-based (curved) grading system. Each assignment includes specific criteria, but I generally assess your work according to the resourcefulness with which it fulfills the criteria set out in the assignment specifications and demonstrates insightful understanding of course concepts by synthesizing diverse elements and offering nuanced critical evaluation.

All work should conform to professional and ethical standards, so proofread and edit work that you submit in this class for clarity, mechanics, and style issues. Professionalism also means that you use appropriate source citations wherever and whenever necessary.

Grading Criteria

You should not submit any work for this course that you developed for another course without written permission from both course instructors. While you may explore topics across courses, the work you submit for ATEM 1100 should be substantially different from the work that you submit in any other course.

Grades reflect the quality of the work product you submit. I will assign final grades according to the 2016 UTD Undergraduate Catalog scale:

		B+	870-899	C+	770-799	D+	670-699		
A	930-1000	B	830-869	C	730-769	D	630-669	F	0-599
A-	900-929	B-	800-829	C-	700-729	D-	600-629		

Even if you become my new best friend and you move next door to me so that we may grow old together, I do not curve individual items, nor do I offer “special consideration” such as extra credit or revising and resubmitting work to raise your grade. If a personal situation arises during the semester that may affect your classroom performance, please talk to me sooner rather than later. If you wait until the end of the semester, I cannot help you. I can work with you more easily if you speak to me when the situation arises. I can’t help you if I don’t know you need help.

**Special
Consideration:**

**Extra Credit,
Late Work, and
Make-up Work**

I do not grade late submissions. Unreasonable bosses, time travel glitches, court appearances, cataclysmic acts of nature, Facebook crises, twenty-first birthdays, Twitter wars, binge watching House of Cards, the Syrian Electronic Army hacking your website, and other calamities do not excuse late work. Start your work early and save it often – ideally in several places.

I reserve make-up privileges for university-specified circumstances, including religious holy days and university-sponsored activities. If you must miss class or deadlines for such reasons, you should make arrangements with me in advance.

Woody Allen might argue that 80% of success is showing up, but simply showing up won’t generate 80% of the possible participation points. More than just attendance, this grade reflects how you share your ideas, participate in classwork, engage your classmates, and behave with respect toward them. Your comments and insights contribute to the class’s success, so you must attend class prepared to discuss material as a public, interactive process. Everyone benefits when you engage alternative perspectives, challenge interpretations, and invite constructive arguments – so long as you do so respectfully.

This grade explicitly includes civility and professionalism in all course communication and behavior, such as contributing to conversations, respecting others’ opinions, working together in a spirit of cooperation, and actively listening to those who are speaking. Some of the ways you can demonstrate your skills in this area include (but certainly are not limited to):

Participation

- Keeping the class in the foreground of your attention.
- Showing respect to your peers and to the instructor in your listening and communicating behaviors.
- Participating actively in class rather than simply waiting to be called on.
- Adding value with your contributions to discussion, such as connecting disparate ideas, bringing topical information to the table, and asking insightful questions.
- Taking responsibility for the consequences of your choices and actions.
- Demonstrating a strong work ethic by engaging all ungraded work (such as completing assigned readings, minor homework, and in-class exercises) with a mindfulness and timeliness to reflect a professional approach to the class.

The preceding points frame class engagement in a positive light, but I also note violations of the implied classroom contract even though I may not call you on them.

Work assigned for this class carries no less priority than work you may have to complete for any other class or job. Classroom lectures, discussions, and activities do not lend themselves to summary after the fact. Moreover, class participation is a vital part of your learning process. Indeed, studies show that regular class attendance is the single best predictor of academic performance – more so than study habits, study skills, or standardized tests.²

**Class
Attendance**

What happens in Vegas, stays in Vegas. You may miss up to two class sessions for any reason without penalty, but each subsequent absence will decrease your final grade in the course, with excessive absences potentially resulting in failure of the course. Notice that no adjectives modify “absence.” I make no distinction between “excused” and “unexcused” absences, so you neither need to ask my permission nor provide documentation when you need to miss class to attend a pole dancing competition in Vegas (or for any other more mundane reason).

Unless you have a disability, religious holy day, or other university-specified accommodation, the excellence of your excuse is not a factor; you either attend class or not.

Digital Devices

You may use laptops, tablets, cell phones, and other digital devices so long as you use them responsibly and respectfully – and particularly if you use them to enhance the class’ experience. If your digital device disturbs other students or interferes with your ability to participate meaningfully in class activities, you may be asked to remove the distraction and/or leave class, thus losing credit for any of the day’s activities. Please silence device notification settings before class begins and refrain from accepting calls in class.

That said, I encourage you to take notes by hand. Studies increasingly find that people remember information more effectively when they take notes by hand because they have to listen more actively to decide what matters rather than mindlessly typing everything said in class.³

**Tobacco-Free
Zone**

In accordance with university policy, neither tobacco nor e-cigs – including non-tobacco flavors – shall be used in class.

² Crede, Marcus; Roch, Sylvia G.; and Kieszczyńska, Urszula M. 2010. Class Attendance in College: A meta-analytic review of the relationship of class attendance with grades and student characteristics. *Review of Educational Research* 80: 272-295.

³ Mueller, Pam A. and Oppenheimer, Daniel M. 2014. The Pen Is Mightier Than the Keyboard: Advantages of longhand over laptop note taking. *Psychological Science* 25: 1159-1168.

FALL 2016 ATEM 1100.001 COURSE SCHEDULE

MONDAY TOPICS	WEDNESDAY TOPICS	DELIVERABLE DEADLINES
8.22 University Culture	8.24 College v High School	
8.29 Maximizing College	8.31 Campus Services	9.03 CLA+ Deadline
9.05 LABOR DAY (no class)	9.07 Getting Involved	9.09 Success Strategy 1
9.12 Social Media Savvy	9.14 Professional Communication	9.16 Event 1
9.19 Group Processes	9.21 <i>Leader Choice</i>	9.23 Success Strategy 2
9.26 Creative Thinking	9.28 Making Smart Choices	9.30 Event 2
10.03 Critical Thinking	10.05 Group Project Work Day	10.07 Success Strategy 3
10.10 Practical Thinking	10.12 Managing Stress	10.14 Event 3
10.17 Taking Risks	10.19 Midterm Madness	10.21 Success Strategy 4
10.24 Portfolio Development	10.26 Wellness	10.28 Event 4
10.31 Effective Critique Skills	11.02 Civility in a Diverse Society	11.04 Success Strategy 5
11.07 Personality Inventory	11.09 Relationships	11.11 Event 5
11.14 Careers and Internships	11.16 Money/Budgeting	11.18 Success Strategy 6
11.21 FALL BREAK (no class)	11.23 FALL BREAK (no class)	11.25 THANKSGIVING BREAK
11.28 Group Project Work Day	11.30 <i>Leader Choice</i>	12.02 Event 6
12.05 Group Project Work Day	12.07 Group Presentations	
TBA FINAL: Success Strategy Portfolio		

These descriptions and timelines are subject to change at the discretion of the Professor.

Voted on by the UT Dallas student body in 2014, the Comet Creed is a standard that Comets choose to live by and encourage others to do the same:

As a Comet, I pledge honesty, integrity, and service in all that I do.