

UNIV 4074 – Student Leadership

Spring 2019

Instructor:

Dr. Shelley D. Lane Shelley.Lane@utdallas.edu (972) 883-2028 Office: FO 2.701E
Office Hours: by appointment only

T.A.:

Uy Nguyen qhn140030@utdallas.edu (214) 663-7806 Office: FO 2.204C
Office Hours: T 1-3:00 p.m.

Section .001

2018 Executive FYL	M 3-4:50 p.m.	SLC 1.204
2019 Executive FYL:	Kavneet Kaur	kxk151430@utdallas.edu
	Abbas Raza	aar150030@utdallas.edu

Section .003

2018 Executive FYL:	T 3-4:50 p.m.	FN 2.204
2019 Executive FYL:	Udit Bhatt	uvb140030@utdallas.edu
TA:	Shuaib Arab	sma160630@utdallas.edu
	Uy Nguyen	qhn140030@utdallas.edu

Section .002

2018 Executive FYL:	W 3-4:50 p.m.	SLC 1.204
2019 Executive FYL:	Farah Zaman	fmz150030@utdallas.edu
	Mattie Watts	mgw160030@utdallas.edu

Catalog Description:

UNIV 4074 Student Leadership (0 semester credit hours) This is the required course for all students selected to participate in University recognized leadership programs, including but not limited to First Year Leaders, and Student Tour Ambassadors for Recruitment. Credit/No Credit only. May be repeated up to three times. Instructor consent required. (2-0) Y

Course Description:

UNIV 4074 is a training and observation course for students accepted into the First Year Leader (FYL) program. Students will be trained to instruct, mentor and create successful learning environments for first-year students in the Freshman Seminar course. The instructor, T.A., and Executive FYLs will observe student performance and behavior throughout the semester and use their observations to determine whether a student will continue as a FYL in the fall semester. Specifically, we will consider ...

- Academic Performance
 - Quality of rough draft and final versions of a lesson plan;
 - Quality of activity demo/presentation
 - Meetings with Executive FYLs;
 - Contributions to and participation in class discussions and activities;
 - Quality of fall 2019 schedule;

- Quality of FYL notebook information – appearance, organization, quantity of notes, readability, etc.
- Maturity, Responsibility and Professionalism
 - Attending class regularly, arriving on time, remaining for the entire class session
 - Turning in all assignments on or before the due date
 - Refraining from the use of technology during class time
 - Behaving in a civil and professional manner at all times

Student Learning Objectives:

FYLS in UNIV 4074 will learn ...

- About the roles and responsibilities of a FYL
- About content you may/will teach in the Freshman Seminar
- How to create a lesson plan
- A variety of ways to teach content
- How to manage a classroom
- How to work/co-teach with a professor
- How to work/co-teach with a co-FYL
- How to mentor a first-year student

Guest speakers will present much of the content in UNIV 4074. You may choose to ask a guest speaker to visit your Freshman Seminar section in the fall, or you may want to present the content on your own. This content will also help you during one-on-one's when a freshman asks you for advice and/or how to solve a problem.

Required Textbook and Materials:

There are no required books for this class. Readings and hand-outs will be posted on the course eLearning site. However, students are required to bring a notebook to class and to take notes during each class session prior to the student demos. The notebook should be light-weight and include three brads for securing paper. Include a title page with your name and UNIV 4074 section number.

Course Requirements:

UNIV 4074 is a credit/no credit course. To receive credit, students must ...

- Complete the compliance training bundle that includes FERPA, UT Dallas ethics policy, information security, EEO and sexual harassment, workplace safety, drug-free campus policy
- Create and turn in all required lesson plans and present a minimum of one activity demonstration. **Students who are absent on the day(s) they're scheduled to present an activity demonstration will not receive credit for the class and will not be considered for a FYL position.**
- Meet with the two Executive FYLs assigned to your section during the semester to discuss topics related to the Freshman Seminar and the FYL program. You can use this

time to discuss the lesson plan you will use to guide your activity demo/presentation. You can also use this time to practice your presentation. The Executive FYLs will **NOT** meet with students during the last two weeks of the semester (4/22, 4/23, 4/24 and 4/29, 4/30, 5/1).

- Turn in a rough draft of your lesson plan to an Executive FYL at least one week before your assigned presentation.
- Send me *via email* a completed (final draft) lesson plan **prior to your presentation**. I will take a hard copy to class and will determine how well you present the material according to the information on your lesson plan. Send your final draft to Shelley.Lane@utdallas.edu.
- Turn in a copy of your fall class schedule from Galaxy/Orion and a time matrix sheet with your available times. The fall 2019 course schedule will be available in CourseBook on Monday, March 18 (spring break week) and the fall 2019 enrollment period begins on April 1 (you will receive priority registration clearance for fall registration). **Your fall schedule and time sheet should be uploaded to eLearning no later than Friday, April 5).**
- Turn in a copy of a FYL notebook (you will need to type your notes if you have messy handwriting; you will not receive credit for this assignment if I can't read your notes). You are required to use one page for each class hour. Your FYL notebook should include notes about content and ideas for lessons that you may present as a FYL. Each note page should include the date, the title of the presentation, material about the content presented that hour, and any ideas you have for future lessons. To ensure that your notebook is complete, you will need to obtain notes from a classmate after an absence. **The notebooks are due the week before spring break** and will be returned to you the week after spring break so you can add notes about student demos and other presentations.

The following rubric will be used to determine whether students receive credit for UNIV 4074 (and are assigned to a Freshman Seminar section in the fall). Students who receive a “yes” on each component of the rubric will have priority consideration for Freshman Seminar assignments. Student with one or more “no’s” will be assigned at the discretion of the director. ***N.B. students will not receive credit for assignments handed in late.***

Completed Activity and/or Assignment by Due Date	Yes	No	Comments
Online Training			
Met with Executive FYL - 1			
Met with Executive FYL - 2			
Rough draft lesson plan to Executive FYL at least one week prior to activity demo			
Final lesson plan sent via email to Dr. Lane prior to presentation			

Activity Demo			
Contribution to and participation in class discussions and activities			
FYL Notebook (due in class, 3/11; 3/12; or 3/13)			
Fall 2019 schedule and time matrix sheet (due 4/5)			
Professional Behavior			
Absences – had only one free absence and free tardy			

Important UNIV 4074 Information

Technology Policy:

Students should NOT use their smart phones, tablets, laptops etc. in class unless informed otherwise. These electronic devices cause students to concentrate on non-class related information and research shows that they are a distraction to other students. All technology should be silenced and stored in a backpack, briefcase, etc.; you will be asked to leave class and will be counted as absent if you use technology without permission during class time.

Civility Policy:

All FYLs enrolled in UNIV 4074 should be committed to affirming identities, realities and voices of all students, especially those from historically marginalized or underrepresented backgrounds. This course values the use of person-centered language, preferred gender pronouns, and respect for the experience of others. All FYLs should communicate based on the “three R’s: “respect, restraint, and responsibility to the classroom community.” Additionally, students are expected to refrain from engaging in side conversations, distracting nonverbal communication, and discourteous verbal communication

Attendance:

Professional workplace behavior includes informing a supervisor when you will be absent, and arriving on time and remaining at work until a designated time. The same professional behavior is expected of students enrolled in UNIV 4074. Class attendance is required as there will be participatory activities which are factored into the course grade. Therefore, attendance will be taken at the beginning of each class session. Students who arrive to class 10 minutes late (or more) will receive an unexcused absence for the day.

The way students handle absences during the course will be used as a reflection of their professional behavior as a FYL. Students have one “free” absence and one “free” tardy during the semester. Two or more absences and/or tardies reflect unprofessional behavior and may cause a FYL to be dropped from the program. **It is the student’s responsibility to inform the professor of their presence *immediately* after class if they arrive late.** Tardies will remain on the roll sheet if students fail to notify the professor on the day that that that tardy occurs. Emergency absences and tardies will be handled on a case-by-case basis. If you know in advance that you will be absent on the day that you section meets, you may attend a different section of

UNIV 4074. However, you must notify me and your Executive FYLs for approval *prior* to your absence.

NB: There is no guarantee that students will be assigned a Freshman Seminar section in the fall!

- **Obtaining credit for UNIV 4074 does NOT guarantee a student’s continuation in the program as a FYL**
- **Students are expected to maintain at least a 3.0 cumulative GPA at the end of the spring semester**

Comet Creed:

This creed was voted on by the UT Dallas student body in 2014. It 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.”

UT Dallas Syllabus Policies and Procedures:

The information contained in the following link constitutes the University’s policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

UNIV 4074 Tentative Schedule

Week	First Hour	Second Hour
Week One 1/14, 1/15, 1/16	Review course syllabus	<u>Exec FYLs</u> - Getting-to-know-you icebreaker(s)
Week Two 1/21, 1/22, 1/23	The Freshman Seminar at UT Dallas and benefits that result from the Freshman Seminar	<u>Exec FYLs</u> – TBD
Week Three 1/28, 1/29, 1/30	Michael Saenz, SSC, academic resources, “student learning styles”	<u>Exec FYLs</u> – First day activities
Week Four 2/4, 2/5, 2/6	Danny Cordova, Coordinator of Diversity Education, “diversity”	Class management techniques and dealing with discipline problems
Week Five 2/11 2/12, 2/13	Alanna Carrasco, UTD Counseling Center, “resources for dealing with depression, anxiety, etc.”	How to engage your students
Week Six 2/18, 2/19, 2/20	Kacey Sebeniecher, Wellness Center, Bystander Interventions	How to create and use lesson plans
Week Seven 2/25, 2/26, 2/27	How to create and use lesson plans, continued (in-class time to work on lesson plans)	<u>Exec FYLs</u> – How to work with a co-FYL and how to work with your Freshman Seminar instructor

Week Eight 3/4, 3/5, 3/6	Matt Johns, Gallerstein Gender Center, “LGBT+”	Exec FYLs – Effective one-on-ones; mentoring freshmen
Week Nine 3/11, 3/12, 3/13	Exec FYLs – demos (individual)	Exec FYLs – demos (co-FYLs)
Spring Break 3/18, 3/19, 3/20		
Week Ten 3/25, 3/26, 3/27	3 student demos @ 15 minutes each (5 minutes each for feedback)	3 student demos @ 15 minutes each (5 minutes each for feedback)
Week Eleven 4/1, 4/2, 4/3	3 student demos @ 15 minutes each (5 minutes each for feedback)	3 student demos @ 15 minutes each (5 minutes each for feedback)
Week Twelve 4/8, 4/9, 4/10	3 student demos @ 15 minutes each (5 minutes each for feedback)	3 student demos @ 15 minutes each (5 minutes each for feedback)
Week Thirteen 4/15, 4/16, 4/17	3 student demos @ 15 minutes each (5 minutes each for feedback) and/or TBD*	3 student demos @ 15 minutes each (5 minutes each for feedback) and/or TBD*
Week Fourteen 4/22, 4/23, 4/24	3 student demos @ 15 minutes each (5 minutes each for feedback) and/or TBD*	3 student demos @ 15 minutes each (5 minutes each for feedback) and/or TBD*
Week Fifteen 4/29, 4/30, 5/1	Danny Cordova, Coordinator of Diversity Education, “how to teach diversity”	Mentoring Future FYLs

Class content during the last three weeks of the term may consist of group presentations, additional Executive FYL demos, and presentations about leadership by former Future FYLs.