

Course: UNIV EI01 – The Drexel Experience

Date: Fall Term 2017-18

Instructor:

Email:

Phone: 215-895-

Course Description

UNIV E101 is a one-credit course that provides new students with key elements for a successful academic transition to Drexel University, to the program of study in the academic major, and to engage with faculty, academic advisors, professional staff, and peers. The course integrates academic content with interactive in class activities to (1) maximize understanding of curricular options, (2) plan coursework and co-curricular activities, and (3) begin to create a future career plan through self-reflection.

Learning Outcomes

- Be able to identify a range of university, college/school, and program resources
- Identify goals for Drexel career and beyond
- Will be able to achieve academic or personal goals by engaging in appropriate opportunities
- Understand choice of major
- Understand curricular options and be able to successfully register for classes
- Explore their transition to college life at Drexel University and to the College of Engineering (COE)

Office Hours

- Instructors include hours here:

Required Resources

- Drexel University Student Handbook (http://drexel.edu/studentlife/community_standards/studenthandbook/)
- One.drexel.edu
- Access to Drexel Learn (<https://learn.dcollege.net>)

Grading

You will receive a final grade at the end of the term based upon successful completion of required assignments as outlined, including weekly attendance.

Grading Scale:

97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-

77-79	C+
73-76	C
70-72	C-
67-69	D+
60-66	D
<60	F

Assignment Grading

You will be graded on whether or not you completed the assignment as instructed. Instructors reserve the right to deduct points based on quality of the work submitted.

Late Assignments

Assignments should be submitted via BBlearn no later than the start of class on the day it is due. If I receive a late assignment, the highest possible grade you can receive is 50%. You will receive no credit for an assignment that is over 1 week late.

Attendance Policy

You are allowed one unexcused absence per term. You must inform your instructor in advance of the class time missed in order for your absence to be considered excused. More than one unexcused absence will result in a final grade of "F" for UNIV E101.

Tardy Policy

If you are more than 10 minutes late to class or are habitually tardy, you will not be given credit for attendance per the discretion of the instructor. Tardiness is disrespectful to your instructors and classmates.

Classroom Etiquette

During class time, you are not permitted to use your cell phone, arrive late, depart early, or have private conversations (they interrupt the class and are disrespectful to fellow classmates and to speakers). If you are disruptive, you will be asked to leave the classroom and will not receive credit for attendance for that day.

Weekly Schedule (subject to change)

Week 1: Welcome to UNIV E101

- Course syllabus overview
- Instructor/student introductions
- Add/drop policy review

*Assignment: Letter to self due in class **Week 2***

****Mark your calendar for Activities Unlimited on October 4th!****

Week 2: College of Engineering

- Overview of majors in the College of Engineering

Assignment: Read 80/20 Article <https://www.thelearnwellprojects.com/thewell/why-good-students-do-bad-in-college-proven-insights-2/>

*Assignment: Personal/Social Badge due before class **Week 3** via bblearn*

*Assignment: Major article summary due before class **Week 4** via bblearn*

Week 3: Maximizing Your Drexel Experience

- Building relationships with your success team and professors
- Email etiquette and management
- Campus offices and resources
- 80/20 rule article discussion

Reminder: Major article summary due before class Week 4 via bblearn

Week 4: Life Outside the Classroom

- Getting involved on campus
- Dragonlink
- Types of friendships

*****Mark your calendar for the International Opportunities Fair on October 24th!*****

Week 5: Short-Term Academic Planning: Course Registration

- Course registration
- Plans of study

Assignment: Academic Badge due before class Week 6 via bblearn

Week 6: Academic Policies and Procedures

- Course withdrawals
- Grade repeat policy
- GPA Calculations
- Academic standing
- Satisfactory Academic Progress (SAP) and Financial Aid
- FERPA

*Assignment: Career/Co-op Badge (Professional Communication) due before class Week 7 via **EMAIL***

Week 7: Time Management & Stress Management

- Tips for prioritizing
- Time & stress management

Assignment: "Other" Badge due before class Week 8 via bblearn

Week 8: Long-Term Academic Planning: Customizing a Plan of Study

- Plans tab (DegreeWorks overview)
- Supplemental Opportunities
 - BS/MS
 - Study abroad
 - Minors
 - Undergraduate Research

Assignment: "Other" Badge due before class Week 9 via bblearn

Week 9: Thanksgiving week – NO CLASS

Week 10: Engineering Careers, Research, Connecting to Your Major

- Faculty/upperclassman student discussion
- What it means to ‘do research’
- Your major beyond freshman year

Bring computer to class Week 11!

Week 11 - Beyond the Fall Term

- Long-term goal setting
- Revisit goals letter from Week 1
- End of term survey

Assignment: Freshman Survival Skills Guide due Sunday, December 10th at 11:59PM via bblearn (one submission per group)

Assignments

Assignments	Points	Due Date
Letter to Self	5	Week 2
Major Article Summary	5	Week 4
<i>The Game of College</i>		
Personal/Social Badge (treat school like a job)	10	Week 3
Academic badge (registration)	10	Week 6
Career/Co-op (professional communication)	10	Week 7
1 other badge (choice)	10	Week 8
1 other badge (choice)	10	Week 9
Survival Skills Guide (group project)	40	Sunday, December 10 th (one submission per group)
Attendance and Participation		Mandatory to pass
Total	100 Points	
EXTRA CREDIT (Optional)		
Solid Badge Level	10 extra points (must complete two additional badges of your choice)	Rolling, no later than week 10

Letter to Self (5%)

During our first class, you will receive a blank sheet of paper, on which you’ll be writing a letter to yourself which will ideally include your short term goals for the fall term. This letter will be collected in class Week 2, and will be returned to you during our final class period. No one will read this letter except you. The goal of this assignment is for you to write down your goals for the fall term. You may also choose to include advice, reminders, or personal values. There is no preferred format, so you may write freely.

Due date: Week 2 (in class)

Major Article Summary (5%)

During Week 2, we will be discussing the College of Engineering's academic offerings, including different majors and sub-disciplines. Every student chooses their major for a different reason, so for this assignment, you will find an article or technical report that relates directly to your major (or any field of Engineering if you have not yet declared a major). This article or technical report should be from a scholarly source, preferably through Drexel's library database.

You will read the article of your choosing, and then write a brief overview summary (one paragraph) of the article's key points, and one paragraph that connects the event/research/career to you personally for a total of two (2) paragraphs. The main focus of this assignment is to connect the topic to your interests, so do not worry about specific facts, statistics, or details from the article. For example, if you read an article about advances in solar energy, you could write about why this is important to you, and how you might see this fitting into your career path. **You must cite the article if you use ideas that are not your own.**

The assignment should be two (2) paragraphs in length (4-5 sentences per paragraph) and **MUST** include the title and author of the article, and link if necessary.

* **Article resources**

http://libguides.library.drexel.edu/sb.php?subject_id=37733

<https://scholar.google.com>

* **APA Citation Guide**

<https://owl.english.purdue.edu/owl/resource/560/01/>

Due date: upload before class Week 4

The Game of College (50%)

Will you advance through the levels of freshman year? Which skills do you need to be successful? How will you navigate your first three terms as a Drexel student? Who will help and support you as you find your way?

When you play the "Game of College" you will earn badges as you demonstrate proficiencies in different areas. Students must complete badges in order to reach different skill levels. Each badge completed will count as earned credit towards your final grade.

Basic – 5 badges earned

You will advance, however you might be missing out on some great opportunities and resources. Consider advancing to the next level in order to make the most of your first year!

****(EXTRA CREDIT) Solid – 7 badges earned**

You are well positioned to make the most of your time at Drexel. You are equipped to make good choices and know how to navigate the college landscape. You've done a good job setting yourself up for success!

Badge Options

You are required to complete at **least five badges**, and you will see that **three** of those badges are already specified. You may choose your remaining **two** badges from the list below.

Academic Survival Badges

1. ****REQUIRED** Reduce Registration Drama:** Understanding how your curriculum is built is vital. If you have an understanding of your major's prerequisites and required courses, you will be able to make educated decisions for yourself during registration time. Having a plan and knowing how to be flexible will make things easier and save you time!
 - Refer to bblearn for your registration resources, such as the plan of study for your major, course catalog, and the term master schedule. Create a sample winter schedule in Microsoft Excel including the classes you plan to take, as well as the course reference numbers (CRNs).
 - ***Due date: Upload Excel file to bblearn before class Week 6***

2. **Explore the Advising for Engineers bblearn community:** The College of Engineering advising team thinks it's important that you can find the resources that you need easily.
 - Explore the Advising for Engineers bblearn community. *This page is separate from our UNIV E101 course page.* Take a look at the different sections on your own and write down 5 new things/items you learned. Feel free to include any questions that were generated for which you could not find the answer on your own.
 - ***Upload comments via submission link in bblearn***

3. **Build Your Relationship with Advising:** The Advising Syllabus that you received during Welcome Week is a guide for your relationship with your advisor. The more you know about how to best utilize them, the quicker you may be able to get the support you need.
 - Review the advising syllabus and think about when or what you might want to talk to your advisor about specific topics such as registration, long term planning, or summer classes. Create a list of items you might want to discuss, how you plan to communicate (email, appointment, walk in), and when (what quarter and week).
 - ***Submit your list of questions/discussion points via bblearn, along with a one paragraph description of how to plan to reach out to your advisor.***

4. **Go To ACE/CLASS:** ACE (Academic Center for Engineers) provides tutoring for students taking engineering courses. Students can walk in or schedule appointments. The Center for Learning and Academic Student Success (CLASS) offers workshops on a variety of topics that are aimed at helping students succeed in the classroom, such as time and test anxiety management. Both of these centers offer peer tutoring and coaching.
 - Visit the Learning Alliance online to learn more about these resource centers: http://drexel.edu/studentlife/student_family_resources/learning-alliance/
 - ***Attend a tutoring session or event at ACE –or- attend a CLASS workshop. Then email your UNIV E101 instructor with the event/workshop/tutoring/coaching session and date so they can confirm your attendance.***

5. **How do pre-requisites work?** You must choose one freshman course and connect it to three other courses in your plan of study. Create a flow chart to show how this class might be a pre-requisite for upper level classes in your major, *or* state how you think the content covered in this course might support you in an upper level class. Use the course catalog as a reference to view pre-reqs and course descriptions.
 - **Catalog link:** <http://catalog.drexel.edu>
 - ***Upload flow chart and comments into BBLearn***

1. *****REQUIRED*** -- Treat School Like a Job:** Prioritizing, time management, and organization are keys to success at Drexel. For example, if you treat school like a job and do your schoolwork from 9am-5pm, you can plan free time during nights and weekends. If you leave all of your schoolwork until night, you might find yourself missing out or skipping study time which will catch up to you.
 - Create weekly calendar using whichever scheduling or calendar resource you prefer showing when you will be in class, hanging out, and doing homework. Upload your calendar, or screen shot of your organizational tool, as well as a one paragraph description of your thought process in creating your schedule. For example, maybe you're a student athlete and need to allot two hours per day to practice.
 - ***Due: Week 3 via bblearn***

2. **Get Involved:** The Activities Unlimited fair during Week 2 (October 4th!) is great place to talk to people who have similar interests. If you missed this fair—don't fret! You can also look up clubs on Dragonlink, found in Community tab on DrexelOne, or on social media. When you are involved on campus outside of classes, you give yourself more opportunities to meet new people.
 - Upload a flyer of a club you'd like to join, *or* an event that you attended on campus. You may also upload a selfie of yourself at a Drexel club meeting or event. You must also include a one paragraph description of the event and comments on what you've learned.
 - ***Upload to bblearn***

3. **DU Phone Home:** Talking to a family member or friend from home can really brighten your day! Sharing what you are experiencing at school (good and bad) with others is important. Let your loved ones support you!
 - ***Upload a selfie (or screen shot) of your face to face hangout, FaceTime chat, or skype call and submit a one paragraph description of how this person fits into your support system***

1. **What's Going On:** Create a calendar for important dates such as birthdays, anniversaries, and other celebrations of key people in your support network, as well as dates that may be important to you, such as cultural/religious celebrations. This will help you to remember these dates every year, and provide you with an opportunity to connect with your support network. Consider adding these dates or reminders to your phone, Google calendar, or personal organizational system. Be sure to include a one paragraph description of how you chose these events, and why they are important to you. Consider adding these dates or reminders to your phone, Google calendar, or personal organizational system. Be sure to include a one paragraph description of how you chose these events, and why they are important to you.
 - ***Upload calendar or screen shot of a select term/month (ex: fall term, October, etc.) to bblearn, along with your one paragraph description***

Career/Co-op Survival Badges

1. ****Required** Professional Communication:** How you present yourself matters and you want to make a good impression. Leave the texting lingo for your friends. When you are sending messages from your Drexel email to your professors, advisors, coordinators, or peers, you want to appear professional.
 - ***By Week 7: email UNIV E101 instructor with subject line "Professional Communication Badge." Body of email should include sample/actual email that you would send to a***

professor or advisor, and MUST include your email signature. Remember our email etiquette discussion in class?

2. **Your Life in Ten Years: Where Will Your Career Take You?** Think about the type of career path you may want to pursue. What drew you to engineering, and what types of jobs could you see yourself doing? Write a 2 paragraph reflection on your career goals. You can use the following resources to help get you started:
 - SCDC's career guides: <http://drexel.edu/scdc/career-services/counseling/career-guides/>
 - Discover E engineering career guide: <http://www.discovere.org/discover-engineering/engineering-careers>
 - **Upload reflection to bblearn**

3. **What if I Don't Know What I Want to do?** Not everyone has a clear idea of what they want to do for a career. That's okay! During your time at Drexel, you'll have plenty of opportunities to explore different careers. Maybe you're not sure about your major, and that's okay, too! Schedule an appointment with Emily Parry, Freshman Career Advisor in SCDC to explore your interests.
 - **Learn more about Steinbright's first year career counseling:** <http://drexel.edu/scdc/career-services/counseling/first-year/>
 - **Submit 2 paragraph summary of your meeting with Emily to bblearn. If you have a meeting scheduled, but it's in the future, submit a screen shot of your appointment confirmation, along with a list of questions you plan to discuss with Emily.**

Freshman Survival Skills Guide (40%)

Group submission due: Sunday, December 10th at 11:59PM

Students that succeed usually utilize a network of resources which often include their Drexel peers. As such, you will work with a team to share the insights you learned from your badge collection and put together a Freshman Survival Skills Guide of your own. You will be assigned to a group in class- this is a great opportunity to meet new people and start expanding your network!

Please use the template sample on our bblearn page as a reference for what's expected for this assignment. The report should not be longer than [two](#) pages.

This guide must include the following:

SECTION ONE: Facts and Figures

Must include the following information. Can be displayed visually or written.

- What badges has your team **collectively** completed?
- What categories of survival are you most proficient in as a team?
 - For example: if 2 group members did 3 badges from Personal/Social, and only 1 completed a badge in the Career/Co-op, you are most proficient in Academic Survival as a Team
- Analysis of Data
 - Summarize: Why did group members choose the badges they completed? Looking back on the term, and speaking with one another, what badges would have been helpful/useful that you did

not complete? Of the required badges, what was most helpful to you in building your survival skills?

SECTION TWO: Recommendations to Future Drexel Students

Based on your data and analysis in section one, choose your top **three (3)** college survival skills for future Drexel freshmen. They do not have to be any of the badges listed. Briefly discuss why you selected the skills you did as well as suggestions for how a future Drexel student can acquire proficiency in these skills (should use the format of the badges as a template).

Submission details: your group will submit one report, so be sure to include all group member's names on the final submission. Submission due via bblearn.

Student Responsibilities

Course Evaluation: Your feedback about the course and instructor is the only way instructors and academic units can improve the quality of a course and its content. The evaluations are entirely **confidential and will preserve your anonymity**.

Academic Integrity Policy:

Drexel University is committed to a learning environment that embraces academic integrity. In order to protect members of our community from results of dishonest conduct, the University has adopted policies to deal with cases of academic dishonesty. Please read, understand, and follow the "Academic Integrity" policy as part of the Code of Student Conduct:

http://drexel.edu/studentaffairs/community_standards/studentHandbook/general_information/code_of_conduct/.

You can find the full Student Handbook here:

http://drexel.edu/studentaffairs/community_standards/studentHandbook/.

Dropping or withdrawing from a course:

Once a student is registered, it is his/her responsibility to attend the course, drop the course, or withdraw from the course. Dropping and withdrawing are distinct actions governed by different policies and impact on a student's course enrollment status differently.

- *Dropping* a course causes the course to disappear from the student's transcript. Students must drop by the end of Week 1.
- *Withdrawing* from a course causes a "W" to appear on the student's transcript next to the name of the course instead of a letter grade. This will not affect the student's GPA. Before withdrawing from a course, students should consult the instructor and meet with their advisor. Students must withdraw by the end of Week 7.

There are billing consequences and academic record impact during this process; therefore, the student must attend to the proper procedure when dropping or withdrawing from a course. All students must obtain the instructor's and the Academic Advisor's signature on the "Add/ Drop/Withdraw" form, which is available online at <http://drexel.edu/drexelcentral/courses/adjustments/>

Financial/academic record impact for Drop/Withdrawal:

Dropping or withdrawing from courses can have serious financial and academic implications, possibly affecting billing, financial aid, VA benefits, eligibility to participate in NCAA athletic events, and immigration status. Students are strongly encouraged to consult with their Academic Advisor and a Drexel Central representative before withdrawing. Students are considered the responsible parties for any/all transactions processed against their academic record.

Financial Obligations:

Students who do not satisfy financial obligations to Drexel University are not entitled to a grade by the instructor or the University.

Incomplete Policy:

If the student requests an incomplete (INC) or no-credit (NC) grade, it is the student's responsibility to make sure she/he meets the University criteria and deadlines for requesting these grades. If the student stops attending the class, she/he will not be automatically dropped from the course and she/he will receive a grade according to her/his overall performance. It is the student's responsibility to make sure that she/he is properly enrolled or de-enrolled in the course.

Disability Accommodations

Students requesting accommodations due to a disability at Drexel University need to present a current Accommodations Verification Letter (AVL) before accommodations can be made. AVLs are issued by Disability Resources (DR). For additional information, visit the DR website at drexel.edu/oed/disabilityResources/overview/, or contact DR for more information by phone at 215.895.1401, or by email at disability@drexel.edu.