

UNIV 120: Introduction to Engaged Learning

Spring 2021

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Welcome to UNIV 120!

This course is about trying things out. Together, we'll explore your interests in several engaged learning opportunities offered on KU's campus, including service learning, research, global opportunities, and internships. Some units will interest you more than others, and that's okay. I hope you'll find something new you're interested in, too!

In each unit, we'll learn about the experience as a whole, then you'll build the skills, materials, and contacts you need to pursue the opportunities of your choosing. At the end of the semester, you'll have a portfolio of materials.

Last year, students used the materials they developed in this class to get new jobs in fields of interest, apply for leadership roles in student organizations, make specific plans to study abroad, connect with faculty members in their field, and enroll in experiential learning certificates. I can't wait to see what YOU will do!

Learning outcomes:

By completing UNIV 120, you will be able to:

- Explain how your personal values and CliftonStrengths and TruTalents results inform your engaged learning interests by engaging in personal exploration activities.
- Develop an engaged learning opportunity action plan that reflects your skills, personality, and interests by participating in hands-on activities throughout the semester.
- Understand the contributions of specific scholarly work and perspectives to ongoing scholarly "conversation" by mapping citations of a scholarly work.
- Identify the benefits and pitfalls of collaborating with teams with diverse CliftonStrengths by engaging in group activities.

Required Text and Materials:

CliftonStrengths assessment: Free

TruTalents assessment: cost (\$20) at career.ku.edu/assessments

Course Format:

This is a hybrid class. Half of the class time is replaced with online activities.

Class time is for:

1. Expanding on and answering questions related to readings and online lecture content
2. Asking questions about and discussing course content
3. Learning from guest speakers (virtually and in-person)
4. Participating in interactive activities related to online content

Online activities are for:

1. Providing additional context to support your learning through readings
2. Engaging with videos with lecture content from your instructor, guest speakers, and others
3. Preparing you for active participation in in-class activities

Inclusion Statement: At KU, administrators, faculty, and staff are committed to the creation and maintenance of “inclusive learning” spaces. These are classrooms, labs, and other places of learning where you will be treated with respect and dignity and where all individuals are provided equitable opportunity to participate, contribute, and succeed. In our classroom, all students are welcome regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality and other diverse identities that we each bring to class.

Classroom Respect: Your success at KU and beyond is enhanced by the innovation and creativity of thought that inclusive classrooms facilitate. The success of an inclusive classroom relies on the participation, support, and understanding of you and your peers. We encourage you to speak up and share your views, but also understand that you are doing so in a learning environment in which we all are expected to engage respectfully and with regard to the dignity of all others.

Academic Honesty: Stealing and passing off as your own someone else’s ideas or words, or using information from another’s work without crediting the source, is called “plagiarism.” Some specific examples of actions that constitute plagiarism include pasting together uncredited information or ideas from the Internet or published sources, submitting an entire paper written by someone else, submitting a paper written for another class (and thus not original work), and copying another student’s work (even with the student’s permission). In order to avoid unintentional plagiarism and to represent your work honestly, you will need to give credit to any and all sources, whether directly quoted (even a few words) or paraphrased. Please see us if you have any questions about documenting sources. For details concerning KU’s policies on academic misconduct please see the [academic misconduct policy](#).

Academic Support: The [Academic Achievement and Access Center \(AAAC\)](#) coordinates academic accommodations and services for all eligible KU students with disabilities. If you have a disability for which you wish to request accommodations and have not contacted the AAAC, please do so as soon as possible. They are located in 22 Strong Hall, and can be reached at 785-864-4064 (V/TTY). Please contact us privately in regard to your needs in this course.

Title IX and Sexual Assault Services for Survivors on campus and in Lawrence: Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been assaulted or harassed, and you wish to speak in confidence to a trained counselor, contact Merrill Evans: <http://studenthealth.ku.edu/merill-evans> or the Sexual Trauma and Abuse Care Center, at 785/843-8985 or <http://stacarecenter.org/>. You may also wish to contact Lawrence Memorial Hospital Emergency Room (785/505-6162). If you want to pursue disciplinary action or criminal charges against the perpetrator, you may contact Institutional Opportunity and Access (IOA), 785/864-6414 (instructions on how to file a complaint can be found here: <http://ioa.ku.edu/file-complaint>) and the KU Police (785-864-5900) or the Lawrence Police Dept. (785-830-7400). IOA is the KU office responsible for investigating complaints of sexual harassment, including all forms of sexual violence (rape, sexual assault, domestic violence, dating violence, stalking, etc.). For detailed information visit sexualharassment.ku.edu or ioa.ku.edu.

Concealed Carry Statement: Individuals who choose to carry concealed handguns are solely responsible to do so in a safe and secure manner in strict conformity with [state and federal laws](#) and [KU weapons policy](#). Safety measures outlined in the KU weapons policy specify that a concealed handgun:

- Must be under the constant control of the carrier.
- Must be out of view, concealed either on the body of the carrier, or backpack, purse, or bag that remains under the carrier's custody and control.
- Must be in a holster that covers the trigger area and secures any external hammer in an un-cocked position
- Must have the safety on, and have no round in the chamber.

Cell Phone/Electronics Policy: A crucial part of this course is your engagement with the material and classroom discussions. Cell phones and other electronics not required for the day's activities inhibit your ability to do so. With this in mind, cell phones and other electronics will not be allowed for use during class time unless the instructors have indicated otherwise, or you have an extenuating circumstance that you have notified the instructor of prior to the beginning of class. Students who do not abide by this policy, specifically seen texting, on social media, etc., will be given a verbal warning. If the student is warned more than once, they will be asked to leave class and will not receive participation points for the day.

Grading: Classes at the University of Kansas that offer multiple sections have course grading policies that establish consistency across all sections. This is done to benefit students and instructors by establishing clear, shared requirements and expectations

- All UNIV 120 courses will grade +/- on the following scale:
 - Grading scale (based on %):

▪ 100-93 = A	▪ 76-73 = C
▪ 92-90 = A-	▪ 72-70 = C-
▪ 89-87 = B+	▪ 69-67 = D+
▪ 86-83 = B	▪ 66-63 = D
▪ 82-80 = B-	▪ 62-60 = D-
▪ 79-77 = C+	▪ 59-0 = F

Attendance: Attendance is required. Students do not receive a grade for attending class, but students cannot pass the class without attending class regularly. The following policy has been approved for students who have unexcused absences (excused absences include documented illness or emergency, university sanctioned events, and other extenuating circumstances that can be documented).

Every **unexcused absence** after the 3rd unexcused absence (3 absences equals 10% of course meetings) equals a full letter grade deduction:

- 4 absences: one full letter grade deduction (if A, student earns B. If C-, student earns D-, etc.)
- 5 absences: two full letter grade deductions (if A, student earns C, if C, student fails course, etc.)
- 6 absences: three full letter grade deductions (if A, student earns D, if B, student fails course, etc.)
- A student cannot pass the course with more than 6 unexcused absences.

Do not attend your in-person class if you have COVID-19, if you are experiencing symptoms consistent with COVID-19, if you have been in close contact with others who have symptoms, if you need to care for an individual with COVID-19, or have other health concerns related to COVID-19. Students who miss class due to the above conditions **will not be penalized** for their absence and will not

be asked to provide formal documentation from a healthcare provider.

If you are unable to attend class, take the following steps.

- Notify me in advance of the absence or inability to participate, if possible.
- Participate in class activities online and submit assignments electronically, to the extent possible.
- Reach out to me if illness will require late submission or other modifications to deadlines.
- If remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related circumstances, contact me to discuss other options.

As your instructor, I will trust your word when you say you are ill, and in turn, I expect that you will report the reason for your absences truthfully.

Participation: In this class, the instructor acknowledges that different personality types may feel comfortable participating in different ways (i.e., talking is not the only acceptable form of participation). However, the instructor expects students to come to class prepared, be present (both physically and mentally) for activities, take part in group discussions, ask questions as appropriate and necessary, and refrain from using cell phones and electronics per the class policy.

On days our activities are completed online, participation is defined by actively engaging in any assignments involving interacting with me and/or your classmates. Please follow the directions for assignments requiring your interaction with your classmates carefully, and adhere to the civility expectations discussed elsewhere in this syllabus.

What to do if you are sick or under a public health directive to miss class: If you are unable to complete coursework because you are exhibiting symptoms of COVID-19, have been in close contact with others who have symptoms, or have been following public health directives for self-quarantine, you can follow the absence notification process on the Student Affairs website (studentaffairs.ku.edu/student-emergencies, 785-864-4060), which will send an email notification to all of your instructors, including me. You will not be asked to provide a doctor's note. Please try to keep up with coursework, as much as possible, including participating in activities and submitting assignments electronically, to the extent possible. When you are able, you should follow up with me regarding any missed instruction and coursework. If completing the necessary requirements is impossible, we can discuss other options.

To protect all of us, everyone must wear a mask in the classroom as required by the [Protect KU Pledge](#) and by University policy. Violations of the mask policy in classrooms are treated as academic misconduct. If you come to class without a mask, I will ask you to put one on. If you do not put on a mask when asked, you will have to leave class. Violations will be reported, and consequences will follow, up to and including suspension from the course.

Assignments

Unit	Points
Self-exploration <ul style="list-style-type: none">• CliftonStrengths assessment and worksheets• TruTalents assessment and worksheet• Autobiography	125 points 25 points 25 points 75 points
PT Jobs/ Internships <ul style="list-style-type: none">• Job posting• Resume• Employer visit worksheet• Mock interview	125 points 20 points 40 points 40 points 25 points
Service learning <ul style="list-style-type: none">• Service participation and reflection• In-class social justice activity	125 points 75 points 50 points
Study abroad <ul style="list-style-type: none">• Academic plan• International experience participation and reflection	125 points 50 points 75 points
Undergraduate research <ul style="list-style-type: none">• Information literacy assignment• Faculty research assignment, email, interview & reflection• Research project	125 points 20 points 75 points 30 points
Final paper, presentation, and portfolio	125 points
Participation <ul style="list-style-type: none">• Active participation in class• Meeting with instructor	125 points 75 points 50 points
Total	100% / 875 points

Overview of Final Project: Throughout the semester, you will build a portfolio of work related to the experiential learning experiences and self-discovery activities we complete both in and out of class. For your final project, you will complete 2 assignments: a 4-6 minute presentation on the experiential learning opportunities in which you participated, and a 3-4 page final reflection on the semester and your next steps. More detailed information and the grading rubric for this assignment are posted on the course's Blackboard.

Extra Credit: Students can receive up to 5 extra credit points. These points will be added to the student's final grade at the end of the term (85% can become 90%). To earn a point, a student must participate in an on-campus event related to the engaged learning opportunities highlighted in this course sometime during the semester. Examples of approved events are listed in the course's Blackboard page, but other events may be used for extra credit *with prior approval from the instructor*. After attending the event, the student will write a two-page summary of their experience, what they learned, etc. and submit it on Blackboard.

End of Semester Notice: Late assignments and extra credit will not be accepted on or after Stop Day. Grades will not be adjusted after Stop Day.

Late assignments: Assignments will be submitted in Blackboard and are due by the beginning of class time on the indicated due date. After one week, the assignment will receive a 0. Of course, in extreme circumstances (illness, death of family member, etc.) this policy will be adjusted. Please communicate with me in these instances. Because there are no exams in the class, your entire grade is based on your assignments. Therefore, it is extremely important to pay attention to deadlines and submit your assignments on those due dates. **Please coordinate arrangements with me if needed.** I understand we are living in extraordinary times, and I want to help.

Blackboard: Course assignments, announcements, and grades will be posted in Blackboard. You will also submit nearly all of your assignments in Blackboard. You will log on to Blackboard using your KU Single Sign-On (SSO). You can access Blackboard by going to <http://courseware.ku.edu>

The Nature of a Hybrid Course: All assignment descriptions, materials, and examples are described or listed in Blackboard. Please reference these materials **before** completing the assignments. Please do not hesitate to call or email me with additional questions, or set up an appointment.

Response time: I will do my best to respond to any emails from students received during normal business hours (Monday - Friday, 8:00a.m. – 5:00p.m.) within 24 hours; however, a 24-hour response may not always be possible. Emails received evenings or over the weekend may take longer.

Resources:

KU Counseling and Psychological Services (CAPS) – CAPS can help students with issues related to adjusting to college and other psychological, interpersonal, and family problems. Individual and group sessions are available. You can find more information at <https://caps.ku.edu/> Phone is 785-864-2277 and hours are M, W, F 8-5 and T, H 8-6. CAPS is located in Watkins Memorial Health Center

KU Office of Multicultural Affairs (OMA) – OMA provides direction and services for current and prospective students from underrepresented populations. In addition, through collaborative partnerships it offers diversity education programs that foster inclusive learning environments for all students. OMA's programs and services enhance the retention of successful matriculation of students, while supporting their academic and personal development. You can find more information at: <https://oma.ku.edu/about> Phone is 785-864-4350 OMA is located in the Sabatini Multicultural Resources Center next to the Union.

University Academic Support Centers (UASC) – UASC offers many services and programs to assist students in their academic success and to enhance their collegiate experience at KU. Choose from learning strategy consultations, group workshops or general or course-specific academic assistance, by appointment or on a walk-in basis. Feel free to talk with UASC and ask for information or direction about academic and personal issues. You can find more information at: <https://uasc.ku.edu/> Phone is 785-864-4064 The UASC is located in Rm 22 Strong Hall.

KU Public Safety – Public safety is dedicated to providing a safe and secure environment for the thousands of students, faculty, staff and visitors that are on campus each day. Public Safety’s website (<https://publicsafety.ku.edu/>) contains practical information that can protect you from becoming a victim of a crime, help you recognize and report suspicious activity, and guide you in the event of an emergency.

KU Emily Taylor Center for Women & Gender Equity (ETC) – The ETC provides leadership and advocacy in promoting gender equity and challenge gender-related barriers that impede full access, inclusion, and success. The ETC provides services, assistance, advocacy and support to campus community members of all genders. We also provide consultation, information and resources to Edwards and KUMC campus members, parents of KU students and the community by request. Appointments are recommended, but not necessary. Services are private. In situations involving discrimination and violations of Title IX, ETC staff report information to campus authorities. Center programs and facilities are also accessible to individuals with disabilities. For those requesting accommodations, please contact KU Student Access Services at 785-864-4064 or achieve@ku.edu The ETC is located in Burge Union, Suite 1040

KU Writing Center - The Writing Center offers a variety of ways for students and members of the community to get feedback on their writing. It offers face-to-face consultations, online appointments, and an eTutoring appointments. Information regarding each type of appointment and a tool for scheduling can be found at <http://writing.ku.edu> The Writing Center has multiple locations on campus.

KU Student Involvement & Leadership Center (SILC) – SILC prepares students to become contributing members of society by providing meaningful co-curricular experiences. SILC is responsible for coordinating registered university organizations and providing leadership education experiences for students in addition to providing programs and services to specific target populations including fraternity/sorority members, non-traditional students, and students of all gender identities, gender expressions and sexual orientations. More information can be found at <https://silc.ku.edu/> A notable program of SILC is the Safe Zone Training, which aims to reduce homophobia, transphobia, and heterosexism on our campus to make KU a safer and freer environment for all members of our community, regardless of sexual orientation, gender identity, or gender expression. By agreeing to become a Safe Zone ally, the participant agrees to undergo training and to serve as a resource for people seeking clarification on issues of sexuality and gender diversity. SILC is located in the Sabatini Multicultural Resources Center.

Sexual Assault CARE Coordinator - Watkins Health Services provides support to victims of sexual and domestic violence. Merrill Evans, LSCSW, is our CARE (Campus Assistance, Resource, and Education) Coordinator whose primary role is to coordinate support for individuals (both victim and alleged perpetrators) impacted by sexual violence including incidents of sexual assault, sexual battery, partner violence, dating violence and stalking. The CARE Coordinator is a confidential position and is not required to report incidents to University officials or organizations. If you or someone you know has been affected by any form of sexual violence, please do not hesitate to contact Merrill or stop by Watkins Health Center Room 2615 during normal business hours. If WHS is closed, the Sexual Trauma & Abuse Care Center is available 24 hours for victim assistance at 785-843-8985. <https://studenthealth.ku.edu/sexual-assault>

Sexual Assault Prevention and Education Center (SAPEC) - SAPEC promotes social change and the elimination of sexual violence through prevention education, inclusive programming, and campus-wide collaboration. SAPEC is located at Burge Union, Suite 1030; Phone 785-864-5879; email: sappec@ku.edu
<http://sappec.ku.edu/>

Institute of Institutional Opportunity & Access (IOA) - The Office of Institutional Opportunity and Access (IOA) is responsible for administering the University of Kansas equal opportunity and non-discrimination policies and procedures, as well as, encouraging a campus climate of respect and understanding of all aspects of the human experience. To accomplish these duties, the IOA offers assistance and protective measures to students, faculty, and staff who report acts of harassment, discrimination, sexual misconduct, sexual violence, and retaliation; provides information about health, safety, advocacy, and support resources for members of the Lawrence and Edwards campuses; performs formal investigations to detect, discontinue, and prevent violations of the Non-Discrimination Policy and Sexual Harassment Policy; and ensures University compliance with state and federal civil rights laws. IOA is located at 1082 Dole Human Development Center; Phone 785-864-6414; email: ioa@ku.edu;
<http://ioa.ku.edu/>

Formal KU Policies - Students should be aware of KU's academic policies, available at the KU policy library: academic. While the policies are numerous, key policies to be aware of include: Academic Misconduct (<http://policy.ku.edu/governance/USRR#art2sect6>), Final Examination Schedules (<http://policy.ku.edu/governance/USRR#art1sect3>), and The Grading System (<http://policy.ku.edu/governance/USRR#art2sect2para3>)

Additional resources - Any student who has difficulty affording groceries or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to contact us or Student Affairs for support (studentaffairs@ku.edu). Other resources you may find helpful:

Student Emergency Assistance Fund: <https://studentaffairs.ku.edu/emergency-assistance-students>

Free food at the Campus Cupboard: <http://www.cco.ku.edu/food/>

Free Legal Services for Students: www.legalservices.ku.edu

If you have any questions or concerns do not hesitate to raise them in class or with me directly.

Course Schedule:

This schedule is subject to change. **All assignments are due by the start of class on the date indicated.** Additional information on assignments will be posted in the class Blackboard site. Questions? Please ask!

Week	Dates	Topic	Assignments Due
1	Online	Syllabus & greetings; CliftonStrengths assessment and lecture	
	2/3 - Class	CliftonStrengths activity	CliftonStrengths assessment Career Survey
2	Online	CliftonStrengths + TruTalents lecture	
	2/10 - Class	CliftonStrengths + TruTalents activity	TruTalents assessment
3	Online	Navigating a career fair lecture Jayhawk Ready: Attending a Career Fair Work values activity	
	2/17 - Class	No class - Attend virtual career fair	Attend virtual career fair (see Blackboard for information)
4	Online	Resume lecture Jayhawk Ready: Resume modules	
	2/24 - Class	Resume building activity	Autobiography
5	Online	Interviewing lecture Jayhawk Ready: Interviewing modules	
	3/3 - Class	Interviewing activity	Submit resume to UCC dropbox
6	Online	Application materials peer review	
	3/10 - Class	Employer virtual visit	Employer visit worksheet
7	Online	Certificates and Fellowships lecture Food desert readings	
	3/17 - Class	Food desert activity	Final resume and mock interview
8	Online	Service 101 videos and readings	
	3/24 - Class	Pathways to service activity	Meeting with instructor
9	Online	Intercultural competency video	
	3/31 - Class	Developing a plan to study abroad	Academic plan (at end of class)
10	Online	Global engagement Study abroad application process video	
	4/7 - Class	International discussion/activity	
11	Online	Communicating with faculty lecture The research cycle lecture	
	4/14 - Class	Researching faculty	Service learning reflection
12	Online	Information literacy module	
	4/21 - Class	Writing research questions	Faculty research assignment
13	Online	Research project instructions	
	4/28 - Class	Faculty visit	Research project
14	Online	Final presentation preparation Jayhawk Ready: Developing an Action Plan	
	5/5 - Class	Developing an action plan	Faculty interview reflection
15	Online	Final presentation preparation	
	5/12 - Class	No class	Final presentation and reflection Career survey