

# CGS /ARTSC 0092 University Seminar (1cr.) Online

Spring 2022 [2224 Term]

**Instructor**

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*This is the best way to reach me. I respond within 24 hrs on weekdays and 48 hrs on weekends.*

**Website**

[View my profile](#)

**Office Location**

1413 Posvar Hall  
230 S. Bouquet St.

**Office Hours**

Thursday, 12-1pm  
[Virtual on Zoom](#) and by appointment.

**Canvas Course Site**

<https://canvas.pitt.edu/courses/128878>

**Class Format**

Online with 4 synchronous meetings

**Class Zoom Meetings**

1/10, 2/7, 3/14, 4/25

**WHAT IS THIS COURSE ABOUT?**

CGS 0092 University Seminar provides new and/or transfer students with the skills necessary to maximize their potential for academic success at the University of Pittsburgh. During this course students will be exposed to various University resources; explore educational and career planning; gain academic confidence; and will become familiar with and utilize cognitive science-based skills and competencies necessary for college success.

**Course Prerequisites**

This course has no prerequisites.

**WHAT WILL YOU ACCOMPLISH?**

Upon successful completion of this course, you will be able to:

1. Develop and apply effective study habits and skills to maximize your academic success.
2. Identify and articulate personal academic and career goals that align with your skills, values and interests and continue to explore interest and abilities with confidence and purpose.
3. Identify and access campus and student resources critical to your college success.
4. Explain the value of academic integrity and follow academic standards, policies, and procedures.
5. Develop a network and community of support.

**WHAT COURSE MATERIALS WILL YOU NEED?**

We will use open educational resources (OER) in this class. Textbook readings and materials can be accessed through our Canvas Course site.

- Textbook: *Effective Learning Strategies (OER)*, **Authored by:** Heather Syrett. **Provided by:** Austin Community College. Lumen Learning.

## COURSE FORMAT

University Seminar is an online hybrid course offered through Canvas. The course combines web-based asynchronous with synchronous instruction and promotes active learning through technology, open educational resources, exploration, self- reflection, and group discussions.

### *An Important Note About Online Classes*

Online courses are very convenient for students because they provide additional flexibility in learning. However, students should not think that an online course is an excuse for neglect of academic responsibility. Please be prepared to conscientiously work and give this course the attention it deserves. I recommend that you log in on Mondays and then several times throughout the week, review the announcements area for updates and note any assignments due that week. I will use the class report function in Canvas to review student activity in the course shell.

## EVALUATION AND GRADING

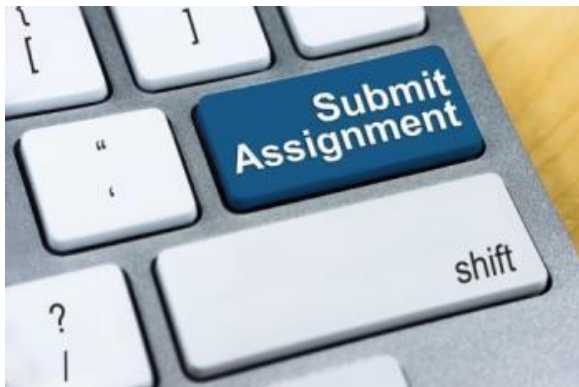
You will earn one elective credit on a CREDIT / NO CREDIT basis upon successful completion of this course. Since this is a seminar-based class, our work this term will include elements common to seminars such as journals, collaborative projects, weekly readings and activities, and participation in class discussions. To receive credit for this course, you must complete the following requirements and **earn a minimum of C as your final grade.**

<b>Attendance and Participation:</b>	<b>30%</b>	<p>A+ 99-100%</p> <p>A 93-98%</p> <p>A- 90-92%</p> <p>B+ 88-89%</p> <p>B 83-87%</p> <p>B- 80-82%</p> <p>C+ 78-79%</p> <p><b>C 73-77%</b></p> <p>C- 70-72%</p> <p>D+ 68-69%</p> <p>D 63-67%</p> <p>D- 60-62%</p>
Zoom Virtual Workshops (4 x 5 pts each)		
Discussion Prompts (5 x 4pts each)		
<b>Pitt Onboarding Modules:</b>	<b>15%</b>	
Teaching Center's Student Online Toolkit (C/I)		
Study Lab's Module (C/I)		
Hillman Library's Academic Integrity Module (C/I)		
<b>Online Self-Assessments &amp; Consultations:</b>	<b>20%</b>	
LASSI Study Skills & Meet with an academic coach (C/I)		
YouScience & Meet with a career counselor (C/I)		
<b>E-Portfolio Journal:</b>	<b>35%</b>	
Self-reflection journal entries (9 x 5 pts each)		
<b>Total:</b>	<b>100%</b>	

Legend: C/I = Complete / Incomplete

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## COURSE REQUIREMENTS



### **Attendance & Participation (30%)**

Class participation and engagement are an important component of this course and are measured through a set of activities such as your attendance and participation in four virtual synchronous workshop and contributions to discussion prompts.

#### *Virtual Workshops*

Our class meets virtually on four Mondays: **1/10, 2/7, 3/14, and 4/25**. On those dates, we will meet at 5pm on Zoom

(you can access the Zoom link for each meeting from within our Canvas course site). Those meetings will last 50 minutes. You are required to **attend all four workshops**.

#### *Discussion Prompts*

You are expected to actively participate in asynchronous class discussions throughout the semester. Discussion topics will be based on the content assigned for reading and journal writing in given weeks. You will create an initial post and respond to at least one classmate. Detailed instructions and an e-netiquette are provided in the Start Here module in Canvas.

### **PITT Onboarding Modules (15%)**

Pitt University Offices and Centers offer various onboarding / orientation modules in Canvas to help new students prepare for their first semester and academic studies at Pitt. As part of this course, you will be required to complete: The Student Online Toolkit (focus: technology); the Study Lab module (focus: active study skills and strategies), and Hillman Library's Academic Integrity Module (focus: academic honesty and critical inquiry). The submission of these assignments is graded as Complete/Incomplete.

### **Online Self-Assessments & Consultations (20%)**

Over the course of the semester, you will complete several free self-assessment skills and personality inventories as part of your textbook readings. You will be asked to **submit the results for only two of them**: LASSI and YouScience. Access to these two inventories is provided by Pitt's Study Lab and The Career Center. You will also set up a meeting with an academic coach and a career counselor to debrief your results and discuss actions if necessary. Detailed instructions are provided in the Assignments area in Canvas. The submission of these assignments is graded as Complete/Incomplete.

### **E-Portfolio (35%)**

You will use the questions provided in each week's readings and discussions to reflect on the content covered in class and relate this knowledge to the experiences you engage in during your first semester at Pitt (classwork, campus events, workshops, extra-curricular activities, studying, etc.). You will set up an E-Portfolio in Canvas

and create a page for each of the weeks a journal reflection is due. On select weeks, you will be asked to choose and share for class discussion an excerpt from your journal entry and offer comments, feedback, and ideas to the postings of your classmates (See *Discussion Prompts*). Further instructions for your E-Portfolio are provided in the Start Here module in Canvas.

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## UNIVERSITY AND COURSE POLICIES

### *Technology Requirement*

This course is offered completely online through the Internet using Canvas. As such, you must have reliable access to a computer with a high-speed internet connection. Please note: Because this course involves the use of computers on an advanced network system, there may be periodic problems associated with technology. If, at any time an event occurs that you believe reflects a problem with the system, contact me immediately. We will do everything we can to correct any true errors and to work out a fair solution. However, please be aware that we are experienced in the operation of this technology and are able to track in detail your access to the system by time and date as well as the length of time that you were logged in. Please do not make statements which are patently dishonest about the dates and times you have attempted to take examinations or your failure to use prudent judgment in executing your responsibilities for completing this course successfully. Students who delay doing their assignments until the 11th hour will receive no sympathy from this instructor. Assignments will close on the time/date posted on this syllabus, after which they will no longer be available.

### *Late /Incomplete Work and Free Passes*

All assignment due dates are given on the course schedule. Please mark your calendar accordingly. In the event of a true emergency (accident, family emergency, severe illness) that prevents you from attending the class for an extended period of time, I will make accommodations with legitimate student documentation. Please be aware that make-up assignments may differ in both content and format. Should there be any changes to the schedule, I will notify you in advance. My advice to you is not to wait until the last day to start an assignment, as doing so you will run the risk of falling behind in this class. However, I do recognize that sometimes life gets in the way and things happen. See the next section on free passes to learn more about how you can request a deadline extension or resubmit an assignment. But please note, if you do find yourself falling behind or are having difficulty with the material, please, email me, or make an appointment to meet virtually or chat on the phone prior to the due date. I want you to succeed and I am here to help!

### *Free Passes*

Each student will receive 4 free passes at the beginning of the semester.

- ❖ 1 free pass = a 24-hour grace period to submit an assignment that has a firm due date (Note: discussion class prompts and virtual workshops are excluded).

Example: You could use 2 free passes to turn an assignment in 48 hours late with no penalty. But you need to claim your free passe(s) within 24 hours of the date the assignment was due. An email to me would suffice.

You can also use free passes to revise and resubmit an assignment (2 free passes per revision). Your grade will be based on the revision you submit. Note that you will only have 48 hours to submit your revision before the free

passes expire. Remember: You can't use free passes after the last day of class, virtual workshops, or assigned discussion board prompts.

After the 4 free passes are used up, assignments will receive a 1 point per calendar day reduction for each day late after the due date.

### *G Grades*

The "G" grade is applied only when students who have been attending a course and making regular progress are prevented from completing the course by circumstances beyond their control, such as a major medical emergency. These grades will only be given in very rare, documented circumstances governed by the current University policies: <http://www.registrar.pitt.edu/students/student-grades>.

### *Office Hours/Virtual Workshops*

If you would like to set up an appointment outside our scheduled virtual workshops, please email me at [boryana.dobreva@pitt.edu](mailto:boryana.dobreva@pitt.edu). Mentoring you is one of my top priorities, so please do not hesitate to take advantage of office hours!

### *Communication*

Any course announcements will be sent to you via Canvas, so it is important that you regularly check Canvas and your Pitt email account. Students may have their email forwarded to another email account if they wish, however the establishment of such is solely the responsibility of the student. I encourage students to contact me with any questions/ concerns/ issues/ comments as often as they feel necessary. I look forward to hearing from you and make it a point to respond in a timely manner. The easiest way to get in touch with me is via email ([boryana.dobreva@pitt.edu](mailto:boryana.dobreva@pitt.edu)). Please include a meaningful subject line including the course number (e.g., "CGS 0092- Question about Weekly Journal 2" and NOT "HELP!"). Please properly sign all emails; if you use a non-Pitt email account or have a common name, I may not be able to figure out who you are. Please do not use texting short-hand. I generally will respond within 24 hours during normal business hours (8:30-5PM M-F). If you do not receive an email response from me within 24 hours it means that I never received your email or I responded and, for some reason, you never received the response - please resend your email. If you are emailing me because you are having trouble with an assignment, please do not wait until the last minute to ask for help.

### *Disability Services*

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Office of Disability Resources and Services, 140 William Pitt Union, 412-648-7890/412-383-3346 (Fax), as early as possible in the term. Disability Resources and Services will verify your disability and determine reasonable accommodations for this course.

### *Turnitin*

Students agree that by taking this course all required translations may be subject to submission for textual similarity review via Turnitin. All submitted documents will be included as source documents in the reference database solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com page service is subject to the Usage Policy and Privacy Pledge posted on the Turnitin.com site.

### ***Religious Observances***

In order to accommodate the observance of religious holidays, students should inform the instructor (by email, within the first two weeks of the term) of any such days which conflict with scheduled examinations or assignment due dates. The instructor will contact the student to confirm alternative arrangements.

### ***Health and Safety***

During this pandemic, it is extremely important that you abide by the public health regulations, the University of Pittsburgh's health standards and guidelines, and Pitt's Health Rules. These rules have been developed to protect the health and safety of all of us. Please note that if you are taking in-person classes or visiting campus, universal face covering is required in all classrooms and in every building on campus, without exceptions, regardless of vaccination status. For the most up-to-date information and guidance, please visit [coronavirus.pitt.edu](https://coronavirus.pitt.edu) and check your Pitt email for updates before each class.

If you are required to isolate or quarantine, become sick, or are unable to complete online class activities and assignments by the required due date, contact me as soon as possible to discuss arrangements.

### ***Academic Integrity***

Plagiarism and other forms of academic dishonesty will not be tolerated. Students suspected of violating the University of Pittsburgh Policy on Academic Integrity, will be required to participate in the outlined procedural process as initiated by the instructor. A minimum sanction of a zero score for the assignment will be imposed. (For the full Academic Integrity policy, go to <https://www.as.pitt.edu/faculty/policies-and-procedures/academic-integrity-code>.)

### ***Respectful Speech and Actions***

All members of the University must treat one another as they would wish to be treated themselves, with dignity and concern. As an institution of higher education, the University of Pittsburgh has the obligation to combat racism, sexism, and other forms of bias to provide an equal educational opportunity. Students are asked to accept the obligation to live by these common values and commit themselves to principles of behavior that contribute to a civil campus environment and to support this behavior in others. The Pitt Promise is at <https://www.studentaffairs.pitt.edu/dean/pittpromise/>

## Course Schedule

See the [University of Pittsburgh Academic Calendar](#) for important dates like the final dates to add and drop or withdraw from courses.

The course schedule is subject to change if I determine that changes will improve your learning experience. If I change the course schedule, I will notify you well in advance and post a new copy of the course schedule immediately. Discussion and journal assignments are listed in Canvas and are due on the dates noted there.

<b>Week/Date</b>	<b>Topics/Activities</b>	<b>Virtual Workshops</b>
1: Jan.10	START HERE: INTRO TO COURSE Ch. 1: Manage the Transition to College	Zoom Meeting #1 @5pm
2: Jan. 17	Ch. 2: Set Yourself Up for Success CANVAS ONLINE STUDENT TOOLKIT	
3: Jan. 24	Ch. 3: Discover Your Values and Goals	
4: Jan. 31	Ch. 4 & 5: Managing Your Time and Staying Organized	
5: Feb. 7	Ch. 6: Theories of Learning	Zoom Meeting #2 @ 5pm
6: Feb. 14	Ch. 7: Critical Thinking and Evaluating Information	
7: Feb. 21	Ch. 8 & 9: Personal Learning Preferences and Information Processing	
8: Feb. 28	Ch. 10: Active Listening Strategies LASSI INVENTORY	
9: Mar. 7	SPRING BREAK - NO CLASSES	
10: Mar. 14	Ch. 11 & 12 Note-Taking and Active Reading Strategies STUDY LAB MODULES 1-3	Zoom Meeting #3 @ 5pm
11: Mar. 21	Ch. 13: Test-Taking Strategies STUDY LAB MODULES 4-5	
12: Mar. 28	Ch. 14: Writing Effectively ACADEMIC INTEGRITY MODULE	
13: Apr. 4	Ch. 15: Planning for Your Career YOUSCIENCE INVENTORY	
14: Apr. 11	Ch. 16: Managing Your Mental and Physical Health	
15: Apr. 18	Ch. 17: Diversity and Cultural Competency	
16: Apr. 25	Ch. 18: Managing Your Money	Zoom Meeting #4 @5pm