



Course Prefix/Number/Title: UNIV 105 First Year Experience

Number of Credits: 1

Course Description: This course is required for all freshman students and is intended to provide them with insight and information about what the institution deems are the most important concepts in student retention and positive student outcomes.

Pre-/Co-requisites: NA

Course Objectives: As a two-year college, Dakota College at Bottineau subscribes to a philosophy that promotes student success through faculty, staff, and student interaction. This course is formatted to foster that interaction and meet the following objectives:

- Increase student's ability to adjust to the demands of the first year of college
- Assist students in developing positive learning skills
- Expose and orient students to the programs and services available at Dakota College at Bottineau
- Inform students about policies and procedures that govern student life

Instructor: Heidi Hauf

Office: NA

Office Hours: Evening appointments arranged upon request.

Phone: NA

Email: Course Messages feature within Blackboard is preferred. [heidi.hauf@dakotacollege.edu](mailto:heidi.hauf@dakotacollege.edu)

Lecture/Lab Schedule: Online; See course outline for details

Textbook(s): NA

Course Requirements:

- View PowerPoint/video presentations as required
- Complete reading Assignments
- Complete weekly tests and/or assignments
- Final Paper

Tentative Course Outline:

| Week | Dates  | Chapters, Tests  |
|------|--|--|
| 1    | August 23-27   | Online Courses Pre-Test<br>Using Key Features                |
| 2    | August 30-September 3<br>Fee Payment is due<br>September 8 <sup>th</sup> | Study Skills<br>Understanding Financial Aid & Fee<br>Payment |
| 3    | September 6-10<br>September 6 Campus Closed                              | Library<br>ProctorU Information                              |
| 4    | September 13-17  | Respondus Lockdown Browser<br>Blackboard Collaborate Ultra   |
| 5    | September 20-24  | Policies & Procedures<br>Career Awareness                    |
| 6    | September 27-October 1   | Online Scavenger Hunt<br>Bookstore                           |
| 7    | October 4-8  | Review<br>Online Courses Post-Test                           |
| 8    | October 11-15  | Final Paper using SafeAssign                                 |

Academic Calender: Please review <https://www.dakotacollege.edu/academics/academic-calendar/8-week-sessions> for important dates.

Grading Scale:

|               |          |
|---------------|----------|
| 100-90%       | <b>A</b> |
| 89-80%        | <b>B</b> |
| 79-70%        | <b>C</b> |
| 69-60%        | <b>D</b> |
| Less than 60% | <b>F</b> |

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

- This course aligns with Competency/Goal 2, specifically Learning Outcome 2: Uses electronic resources to solve problems.
- This course aligns with Competency/Goal 4, specifically Learning Outcome 4: Collaborates with others.

Relationship to Campus Focus: This course utilizes technology to enhance the educational environment and encourages personal growth as they embark on the adventure of being a college student.

Classroom Policies:

- Regular participation is expected.
- The student is expected to complete all assignments and tests as outlined; assignments and tests must be completed in the order that they are presented.
- All weekly discussions, assignments, and tests are due on Friday at 11:59 p.m. CST.
- **Late assignments will be docked 10% per day late.** I do understand that sometimes emergencies do occur. In this case, arrangements can be made with instructor for a new due date, but **ONLY** if arrangements are made before the original due date.

- The student is expected to communicate with other students and instructor via course messages or discussions when it is required.
- The student will complete each assignment before taking the related test.

#### Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

#### Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

#### Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

#### Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.