

EDUCATIONAL PSYCHOLOGY 354L (10129)
LEADERSHIP IN NEW STUDENT TRANSITIONS
CONCEPT & COURSE SYLLABUS
SPRING 2018

COURSE: EDP 354L Leadership in New Student Transitions

CLASS TIME: Tuesdays and Thursdays, 3:30-5:00pm

CLASS LOCATION: SSB Glenn Maloney Room

LOCATION AND OFFICE HOURS

New Student Services (NSS) Building, Suite 3.410

Instructor/Supervisor office hours are best made by appointment. Please note that NSS is open from 8:00am-5pm, M-F

INSTRUCTORS

Celena Mondie-Milner, Ph.D., Director of New Student Services

celena.milner@austin.utexas.edu (512) 471-3304

Kyle St. Nicholas, M.A., Assistant Director, New Student Services

kstnick@austin.utexas.edu (512) 232-2838

Rebecca Marcus, B.A., Graduate Assistant, New Student Services

rebecca.marcus@austin.utexas.edu

COURSE DESCRIPTION

This class is designed to facilitate the development of leaders within the UT Austin student community. The course is designed to educate orientation advisors in the areas of student development theory, peer leadership, personal leadership development, campus resources, academic pre-advising, social responsibility and campus safety to assist new students and families entering the campus community. Through discussion and the shared experiences of class members, particular attention will be given to the leadership challenges that exist for orientation advisors. In addition to covering broad concepts of leadership, we will focus on skills development in some of the following areas: community building, risk management, social justice, and community service.

COURSE OBJECTIVE AND LEARNING OUTCOMES

The objective of this course is to enhance the personal and organizational growth of students by both educating and providing them with tools and concepts for leadership development.

As a student in this course, students will have the opportunity to do the following:

1. Explain the roles and responsibilities of a peer leader and university ambassador in order to effectively represent UT Austin.
2. Identify UT history, traditions, and culture in order to facilitate affinity and integration to campus.
3. Demonstrate effective interpersonal communication and facilitation skills in order to inform new students about the availability of institutional services and programs.
4. Design intentional programming that meets the needs of diverse student populations in order to promote an inclusive environment.
5. Recall college-specific requirements and expectations in order to explain class scheduling, registration processes, and campus life.

PROVIDED TEXTS

Duren, A. M., & Iscoe, L. (1979). *Overcoming: A History of Black Integration at The University of Texas at Austin*. (Austin): (Univ. of Texas).

Additional readings (UT web-based articles and website context) will be provided via Canvas

EDUCATIONAL PSYCHOLOGY 354L (10129)

LEADERSHIP IN NEW STUDENT TRANSITIONS

CONCEPT & COURSE SYLLABUS

SPRING 2018

GRADING

Attendance and Participation:		
Class:	(allowed 1 absence)	15 points
Committee:	(peer evaluation)	10 points
Academic Training:		
Reflections:	(5 at 3 points each)	15 points
Exam #1:		10 points
Campus Tour:		15 points
Final Exam:		20 points

Total Points Available:	100 points
-------------------------	------------

*Extra Credit (each person is allowed a maximum of 5 total points)
Students must attend and complete a one page, double spaced, reflection on their experience

Texas Leadership Summit	2 points
Ally Training	2 points
VAV Training	2 points
The Defamation Experience	2 points

GRADE SCALE

(A) = 100-94%	(B+) = 89-87%	(C+) = 79-77%	(D+) = 69-67%	(F) = 59-0%
(A-) = 93-90%	(B) = 86-84%	(C) = 76-74%	(D) = 66-64%	
	(B-) = 83-80%	(C-) = 73-70%	(D-) = 63-60%	

ASSIGNMENTS

Class Attendance and Participation (15 pts):

This class is intended to be a dialogue; therefore, lecturing will be kept to a minimum. Assignments are designed accordingly and active class participation is deemed crucial to success. Active class participation requires a thorough reading of any handouts and completion of assignments prior to coming to class.

Should you miss a class, you alone are responsible for any and all missed information. If a student misses **two (2)** class meetings (including Academic Training days), it will negatively affect the student's attendance grade. If a student misses **three (3)** class meetings (including Academic Training days), it will warrant serious discussion with the student to determine the ability to maintain class expectations and meet orientation advisor responsibilities. Should an emergency arise (illness, accident, etc.) that prevents you from attending a class session, it is your responsibility to contact the instructors before class. Class participation and engagement is extremely important for this class and you will be graded each week not just on your attendance but also your participation in class activities, quizzes, and discussions.

Absences related to co-curricular events will not be excused unless they are a university function. Students that arrive 15 minutes after class has begun or depart 15 minutes before class has been dismissed will be counted as absent.

Committee Attendance and Participation (10 pts):

All orientation advisors are required to serve on a committee that plans and implements programs and/or supports programs offered during the summer orientation program. You are expected to fully attend all scheduled meetings and to complete all assignments. Attendance will be taken at each committee meeting. If you have to miss a meeting, you must contact your committee chairs, as well as your supervisor to let them know that you will be absent. At the midpoint and the end of the semester, each student will evaluate their committee

EDUCATIONAL PSYCHOLOGY 354L (10129)
LEADERSHIP IN NEW STUDENT TRANSITIONS
CONCEPT & COURSE SYLLABUS
SPRING 2018

members. You will be evaluated on active participation, punctuality, and attendance.

Academic Training (15 pts):

You will be assigned to one of the following cohorts to work on aspects of the class supplemental training: Business Administration, Communication, Education, Engineering, Fine Arts, Liberal Arts/Liberal Arts Honors, Natural Sciences, Nursing, Plan II, and Undergraduate Studies. Beginning in January, you will begin meeting with their cohorts (includes Academic Liaisons). During Academic Training, you will meet with designated staff at a separate location. Attendance in Academic Trainings is REQUIRED. The Academic Liaisons will submit a grade evaluation for each student assigned to their cohort.

Students will be expected to attend academic training in their assigned college on select Tuesday sessions (1/30, 2/13, 2/27, 3/20, 4/3, 4/17, 5/1). The location of academic training can be found at the end of the syllabus.

Reflections (15 pts):

You will complete five (5) reflections throughout the semester on a specific topic or question that will be posted on Canvas at least a week in advance. Each reflection should be completed in a Word Document, at least one page in length, using one-inch margins on all four sides, 12-point font and double-spaced. They will be graded based on grammar/syntax, how well you give an analysis of the topic, whether you followed instructions correctly and if you completed the assignment. Submit reflections no later than 11:59 P.M. on the day that they are due.

Exam #1 (10 pts):

Your first exam will serve to test your knowledge and understanding of the course material to date. This will include materials covered in readings, assignments, and class sessions.

Campus Tour (15 pts):

OAs play a very important role during the summer giving campus tours! You will first be provided with a tour script and other tour materials that you will be expected to memorize and practice on your own outside of class. After going on a sample tour led by returning OAs on 3/29, you and your partner will give portions of the campus tour on 4/5. You will be evaluated on the following criteria: presentation style, tour flow, inclusion of pertinent buildings and campus information, ability to answer questions, ability to interact with a group, and overall quality of the tour. Campus Tour scripts will be given on March 22nd in class for you to practice on your own. Students will be graded on their campus tour on April 5th.

Final Exam (20 pts):

The final exam will be a comprehensive assessment on all that you have learned throughout the course. The exams will test your in-class knowledge, understanding of the reading assignments as well as pre-advising information.

COURSE EXPECTATIONS AND POLICIES

CLASS ASSIGNMENTS

Students are expected to be fully present and prepared for class. This means being ready to participate in any class activities and presentations on the date they are due. Scheduled readings are dated for when they will be discussed in class. Late reflections will only be accepted until the next class day and will receive a max grade of **one (1) point**.

CLASS ANNOUNCEMENTS

Students must sign up to make announcements prior to beginning of class. If time permits, announcements will be made during class. Announcements must pertain to and be directly related to class or events that pertain to the majority of the students in the class. No announcements regarding personal messages or political campaigns are allowed.

EDUCATIONAL PSYCHOLOGY 354L (10129)
LEADERSHIP IN NEW STUDENT TRANSITIONS
CONCEPT & COURSE SYLLABUS
SPRING 2018

ELECTRONIC DEVICE USE

All communications devices are to be off during class (for example no cell phones or laptops). If you anticipate a situation that would require you to use one of these devices, please contact the instructor prior to the beginning of class so appropriate arrangements may be made.

E-MAIL NOTIFICATION

Official communication with students in this class will be conducted through e-mail. Students are expected to check e-mail on a frequent and regular basis in order to stay current on class activities and assignments. Unless otherwise notified, the instructor will use the e-mail provided to the University as the official address. For more information read <http://www.utexas.edu/its/policies/emailnotify.html>

USE OF CANVAS IN CLASS

In this class, we will use Canvas—a Web-based course management system with password-protected access at <https://canvas.utexas.edu>—to distribute course materials, to communicate and collaborate online, to post grades, to submit assignments, and to give you online quizzes and surveys. You can find support in using Canvas at the ITS Help Desk at 475-9400, Monday through Friday, 8 a.m. to 6 p.m., so please plan accordingly.

OFFICE HOURS

Students are encouraged to schedule an additional appointment with instructors/supervisors so that we may get to know you and discuss how the course material relates to your college experience and aspiration of serving as an orientation advisor. The more open the lines of communication, the better able we will be to meet your desired learning outcomes. Please feel free to email us with any concerns, questions, or comments.

UNIVERSITY POLICIES

ACCOMMODATIONS

Any student with a documented disability who requires academic accommodations should contact Services for Students with Disabilities (SSD) at (512) 471-6259 (voice) or 1-866-329-3986 (video phone). Faculty are not required to provide accommodations without an official accommodation letter from SSD. For more disability-related information visit: <http://ddce.utexas.edu/disability/current-students/>

- Please notify me as quickly as possible if the material being presented in class is not accessible (e.g., instructional videos need captioning, course packets are not readable for proper alternative text conversion, etc.).
- Please notify me as early in the semester as possible if disability-related accommodations for field trips are required. Advanced notice will permit the arrangement of accommodations on the given day (e.g., transportation, site accessibility, etc.).

ACADEMIC INTEGRITY:

The University of Texas at Austin Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

Each student in this course is expected to abide by the University of Texas Honor Code. Any work submitted by a student in this course for academic credit will be the student's own work unless specified as a group project with collaborative participation as part of the grading structure.

Students who violate University rules on academic integrity and scholastic dishonesty and/or the Honor Code are subject to disciplinary penalties, including the possibility of course failure and/or institutional dismissal. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. For further information, please visit the Student Conduct and Academic Integrity web site at <http://deanofstudents.utexas.edu/conduct/>.

EDUCATIONAL PSYCHOLOGY 354L (10129)
LEADERSHIP IN NEW STUDENT TRANSITIONS
CONCEPT & COURSE SYLLABUS
SPRING 2018

Q DROP POLICY

The State of Texas has enacted a law that limits the number of course drops for academic reasons to six (6). As stated in Senate Bill 1231:

“Beginning with the fall 2007 academic term, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless the student shows good cause for dropping more than that number.”

RELIGIOUS OBSERVANCES

Students who will be missing class or other required activities, including examinations, for religious observances should inform the instructor at least fourteen days prior to the date of the observance of the religious holy day. This will allow for arrangements to be made to complete any missed assignments. We encourage you to honor your cultural and religious holidays and with proper notification, students will not be penalized for absences.

BEHAVIOR CONCERNS ADVICE LINE (BCAL)

If you are worried about someone who is acting differently or you may believe could be a danger to themselves or others, please use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual's behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>.

MENTAL HEALTH SUPPORT

In partnership with the Office of the Executive Vice President and Provost, the Counseling and Mental Health Center's CARE program has placed counselors in 13 colleges and departments to provide accessible mental health support for students who are struggling emotionally and/or academically. Please do not hesitate to reach out to these services if you need assistance: <https://cmhc.utexas.edu/CARE.html> While you are welcome to share challenges you are confronting with NSS staff, we are not clinical professionals.

SEXUAL MISCONDUCT AND SEXUAL HARASSMENT

It is the policy of the University of Texas at Austin to provide an educational environment for its students that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students to promptly report sex discrimination and sexual harassment. For more information, please refer to <https://policies.utexas.edu/policies/prohibition-sexual-discrimination-sexual-harassment-sexual-assault-sexual-misconduct>.

STUDENT OMBUDS

The mission of the Office of the Student Ombuds (OSO) is to provide a neutral, impartial, and confidential environment for students to voice concerns related to life at The University of Texas at Austin and to provide information and assistance to students who have University-related questions or complaints. The OSO functions in an independent and informal manner to help students discover pathways and options for effective problem solving and conflict resolution. The OSO also identifies and provides recommendations to the University regarding systemic issues.

The credibility of the office rests on its reputation for independence, impartiality, fairness, objectivity, tact, and respectful concern for the welfare of all members of the University community and the well-being of the University. The Student Ombuds advocates for fair and equitably administered processes and does not side with individuals or the University. The Office helps the University uphold the institutional core values, student honor code, and university code of conduct.

For more information, visit <https://ombuds.utexas.edu/student>

EDUCATIONAL PSYCHOLOGY 354L (10129)
LEADERSHIP IN NEW STUDENT TRANSITIONS
CONCEPT & COURSE SYLLABUS
SPRING 2018

SAFETY AND SECURITY

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. More information is available at <http://deanofstudents.utexas.edu/emergency/>. Please notify me if you are comfortable, so I can provide whatever additional support I may have available.

CAMPUS CARRY NOTIFICATION

Because a significant majority of the Student Services Building (SSB) is devoted to patient care, the entire SSB is exempt from the concealed carry of handguns.

GENDER INCLUSIVE BATHROOMS

The nearest gender-inclusive bathroom can be found on the first floor of the SSB behind the UHS appointment station. For more information about gender-inclusive restrooms, visit <http://diversity.utexas.edu/genderandsexuality/gender-inclusive-restrooms/>

EMERGENCY EVACUATION

Emergency Evacuation Policy: Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation:

- Familiarize yourself with all exit doors of the classroom and the building. Remember that the nearest exit door may not be the one you used when you entered the building.
- If you require assistance to evacuate, inform me in writing during the first week of class.
- In the event of an evacuation, follow my instructions or those of class instructors.

Do not re-enter a building unless you're given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.

Additional information may be available at <http://operations.utexas.edu/units/csas/>

EDUCATIONAL PSYCHOLOGY 354L (10129)
LEADERSHIP IN NEW STUDENT TRANSITIONS
CONCEPT & COURSE SYLLABUS
SPRING 2018

Class Date	Subject Matter	Class Lecture, Discussion	Assignments Due	Learning Objectives
Tuesday 1/16	Class Introduction	<i>Introduction of the class, syllabus and calendar. Class and staff introductions and an overview to the orientation advisor role and responsibilities</i>		1
Thursday 1/18	Class Introduction	<i>Introduction of the class, syllabus and calendar. Class and staff introductions and an overview to the orientation advisor role and responsibilities</i>		1
Tuesday 1/23	Pronouns, Social Identity, GSC	<i>The Gender and Sexuality Center will provide an overview on first-year transition experiences regarding identity, use of pronouns, and inclusion.</i>	Pre-Survey Due via Canvas, Reading: Articles	1, 2, 3, 4
Thursday 1/25	Group Development Theory Social Media and Communication	<i>Students will learn about Tuckman's Group Development theory and how it is applicable to committees and group interaction. Students will learn about social media practices and discuss applicable social media responsibility when serving as a student leader/university ambassador.</i>		1, 2, 3, 4
Tuesday 1/30	Academic Training	<i>Students will meet with assigned academic advisors to receive advising training.</i>	Reflection #1: GSC Due via Canvas	1, 3, 6
Thursday 2/1	Navigating Conflict as a student leader	<i>Discussion on individual and group conflict, resolution, and the impact on OA.</i>		1, 3, 4
Tuesday 2/6	OA Committee Work	<i>Meet with assigned committee to develop committee or program in preparation for orientation sessions.</i>	Reflection #2: Social Media Assessment Due via Canvas	1, 3, 5
Thursday 2/8	First- and Transfer-Year Experience	<i>Discussion on first- and transfer-year students, as well as the student veteran population.</i>		1, 2, 3
Tuesday 2/13	Academic Training	<i>Students will meet with assigned academic advisors to receive advising training.</i>	Reflection #3: Transfer Students Due via Canvas	1, 3, 6
Thursday 2/15	DDCE, International Office	<i>International Office will share information on working with international students and the importance of cultural awareness.</i>	Reading: International Students, DDCE	1, 3, 4
Tuesday 2/20	Understanding Campus and Community Climate for Underrepresented and Marginalized Populations	<i>Connected with the readings, Dr. Reddick will guide students on an experience in UT history.</i>	Reading: Duren Book PDF	1, 2, 4

EDUCATIONAL PSYCHOLOGY 354L (10129)
LEADERSHIP IN NEW STUDENT TRANSITIONS
CONCEPT & COURSE SYLLABUS
SPRING 2018

Thursday 2/22	OA Committee Work	<i>Meet with assigned committee to develop committee or program in preparation for orientation sessions.</i>		1, 3, 5
Tuesday 2/27	Academic Training	<i>Students will meet with assigned academic advisors to receive advising training.</i>	Reflection #4: Campus Climate Due via Canvas	1, 3, 6
Thursday 3/1	Campus Resources Resource Fair	<i>Visit and interact with different campus resources applicable to incoming students.</i>		1, 2, 3
Tuesday 3/6	OA Committee Work	<i>Meet with assigned committee to develop committee or program in preparation for orientation sessions.</i>		1, 3, 5
Thursday 3/8	Exam #1, SG Representative	<i>Students will present information on assigned campus resource, followed by a presentation from the Student Government President.</i>		1, 2, 3
3/12 - 3/16	SPRING BREAK			
Tuesday 3/20	Academic Training	<i>Students will meet with assigned academic advisors to receive advising training.</i>		1, 3, 6
Thursday 3/22	Orientation Schedule, OA Duties	<i>Overview of the freshman and transfer orientation schedule, as well as various duties performed by OAs.</i>	Reading: Orientation Calendar, Schedule at a Glance	1, 2
Tuesday 3/27	OA Committee Work	<i>Meet with assigned committee to develop committee or program in preparation for orientation sessions.</i>		1, 3, 5
Thursday 3/29	Campus Tours, Day 1	<i>Students will walkthrough Campus Tour led by a returning OA and will be provided with information on the assignment.</i>	Reading: Campus Tour Script, Tips & Tricks	1, 2, 3
Tuesday 4/3	Academic Training	<i>Students will meet with assigned academic advisors to receive advising training.</i>		1, 3, 6
Thursday 4/5	Campus Tours, Day 2	<i>Students will give campus tours in small groups.</i>	In-class Campus Tours	1, 2, 3
Tuesday 4/10	OA Committee Work	<i>Meet with assigned committee to develop committee or program in preparation for orientation sessions.</i>		1, 3, 5

EDUCATIONAL PSYCHOLOGY 354L (10129)
LEADERSHIP IN NEW STUDENT TRANSITIONS
CONCEPT & COURSE SYLLABUS
SPRING 2018

Thursday 4/12	Mock Orientation, Day 1	<i>Walkthrough of Summer Orientation, including OA duties.</i>	Reading: OA Duty Descriptions	1, 2
Tuesday 4/17	Academic Training	<i>Students will meet with assigned academic advisors to receive advising training.</i>		1, 3, 6
Thursday 4/19	Mock Orientation, Day 2	<i>Walkthrough of Summer Orientation, including OA duties.</i>		1, 2
Tuesday 4/24	OA Committee Work	<i>Meet with assigned committee to develop committee or program in preparation for orientation sessions.</i>		1, 3, 5
Thursday 4/26	Final Exam	<i>Comprehensive final exam.</i>		1, 2
Tuesday 5/1	Academic Training	<i>Students will meet with assigned academic advisors to receive advising training.</i>	Reflection #5: Final Thoughts Due via Canvas	1, 3, 6
Thursday 5/3	Next Steps	<i>Discussion regarding course information/resources and detailed instructions on Workshop and Summer Orientation.</i>	Post-Survey Due via Canvas	1, 2

EDUCATIONAL PSYCHOLOGY 354L (10129)
LEADERSHIP IN NEW STUDENT TRANSITIONS
CONCEPT & COURSE SYLLABUS
SPRING 2018

ACADEMIC TRAINING LOCATIONS

(FOR TUESDAY CLASSES 1/30, 2/13, 2/27, 3/20, 4/3, 4/17, 5/1)

Business	CBA 2.400
Communication	BMC 2.508
Education	SZB 216
Engineering	CLA 0.108
Fine Arts	DFA 1.104
Liberal Arts	Various Locations*
LA - Plan II	CLA 2.102
Natural Sciences	WEL 4.132B
Nursing	NUR 2.418
Undergraduate Studies	JES A309

*1/30 – CLA 1.302D; 2/13 – JES A218A; 2/27 – CLA 1.302D; 3/20 – CLA 1.302B; 4/3 – CLA 1.302D;
 4/17 – CLA 1.302D; 5/1 – CLA 1.302D

Please note this syllabus represents our current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.