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**UC 1900 Learning Community Seminar**

**SpringSemester 2021**

**1 Credit Hour**

Welcome to Ohio University and the College of Business! As part of a learning community (LC for short), you'll learn with fellow Bobcats. Together, you'll take a series of classes, typically a mix of introductory courses in your major and general education courses. You'll start expanding your knowledge of university resources, perhaps get a taste of your major(s), and gain friendships both inside and outside the classroom. Our learning community will get you connected with an instructor and learning community leader (LCL), where we will share what it takes to be a #BusinessBobcat in the College of Business.

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| **When We Meet:** | |
| **Date: Tuesdays**  **Time: 3:05 p.m.** | |
| **Instructor** | **Learning Community Leader** |
| **Dr. Andrew Pueschel**  Pronouns: He, Him, His  Office: Copeland 366  Virtual Office Hours: By appointment  Email: pueschel@ohio.edu  Phone: 412.656.3667 | **Ian Radwancky**  Pronouns: He, Him, His  Cell Phone: (440)-417-4742  Email: ir172718@ohio.edu  Social Media: ian.radwancky |

**Communication**My hope is that all communication between us can help you prepare for professional communication in the workplace. As such, I request that you address me as (insert how you want to be addressed). I recommend reading [Corrigan and McNabb’s article about students emailing professors](https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay). I do not want you to stress about your emails to me; these will not be graded. If you don’t know how to ask something about a class assignment for another professor, etc., I can help you consider phrasing! I may provide you with feedback about your email communication so I can support you in your professional development.

We will also use [GroupMe](https://groupme.com/en-US/), a free app that brings group text messaging to every phone, laptop or computer. Our LCL will send you an invitation during the first week of classes. We’ll use GroupMe to exchange ideas, questions, polls, photos, reminders; in real-time. It’s a great communication tool to stay connected to each other outside of class.

**Names and Pronouns**

It is my desire that we all honor the names and pronouns of your choice. I will create space within the classroom for you to notify me of your name (and pronunciation) and pronoun, but you may also contact me privately. I also understand that this may change throughout the semester, as students become more comfortable or as one’s experience changes.

**Office Hours/Student Hours**

Student hours, also known as office hours, are times when you can meet with me individually or in small groups to discuss things you are struggling with, assignments, get help with finding Ohio University resources, or if you have questions about your major or decisions about your major.

Due to COVID-19, student hours will be virtual via Microsoft Teams, Zoom or phone call by appointment only. This just means I have more flexibility to meet with you around your busy schedule. To schedule an appointment, it’s as easy as 1-2-3! Send me an email with the following information:

**1.** Your **name** and **class**. I teach multiple classes and I want to make sure I’m responding to the right student and in the right class.

**2.** Your **available days and times**. I need this information to check my availability too.

**3**. Your preferred **meeting modality** (e.g. Microsoft Teams, Zoom). If you prefer a call, please include your **preferred phone number**. Sometimes the phone number listed in our Faculty Advising Center is actually your home phone!

**I’ll confirm our appointment with an Outlook calendar** invite to your ohio.edu email account to add to your electronic calendar. Be sure to check your email and Outlook calendar.

**Learning Outcomes**

Here’s what you will be able to do after successfully completing this course:

1. Evaluate your academic success skills (e.g. time management, study strategies, and stress management).
2. Articulatehow your personal interests, values and abilities relate to your chosen major and/or minors and certificates.
3. Identify at least two benefits of connecting with faculty beyond the classroom (and beyond the LC seminar instructor).
4. Construct a comprehensive academic plan for use throughout your first year at Ohio University.
5. Recall the services offered through a minimum of three campus resources focused on student success

**What Book and Other Materials Do I Need?**No textbook is required for this course; however, you will want to regularly access our class’s Blackboard site because this is where we post class announcements, reminders, updates and reading materials. You will be able to check your course grade and submit your assignments through this site too. You may not be familiar with Blackboard and that’s okay! You can schedule an appointment with me or our LCL if you need assistance. We will also spend some time reviewing how to utilize Blackboard in class.

**Course Materials**:

***Our UC 1900 Syllabus:***

In this document, you will find a schedule of weekly assignments, contact information, grading scale and more. Refer to our class syllabus as you have questions throughout the semester.





***Blackboard Course Site:***

You will find all of the weekly assignments for this course, links to community activities, grade book, as well as important community updates on our UC 1900 Blackboard site.

A close up of a computer

Description automatically generated.

***Laptop, Tablet or Phone:***  In order to attend class remotely, we will need to utilize electronic devices to participate in this class and complete class activities

**Help Desk and Technology Support**

Having trouble with Blackboard, VoiceThread, Catmail or Wi-Fi? Wait, Microsoft 365 is free? And it includes Microsoft Teams and OneDrive? Do you want to learn about different technologies? Do you want to access free or discounted software? The [Office of Information Technology](https://www.ohio.edu/oit) (OIT) can help!

You can contact OIT by phone at (740) 593-1222, by email at [servicedesk@ohio.edu](mailto:servicedesk@ohio.edu) or by visiting their website at [https: //www.ohio.edu/oit/help#contact](https://www.ohio.edu/oit/help#contact) to chat with them live or submit a help desk ticket.

**Class Meetings**

We will have weekly meetings on Zoom (Tuesday, 12 m –1:20 pm). First, you will need to make a (free) account on zoom. From then on, Instructions will be sent to your OU email on how to join the meeting with a link that will take you directly to the meeting.

Weekly assignments are designed using the Flipped Classroom model for students to use some of their 80 minutes of weekly class time to do outside preparation assignment PRIOR to class time to allow for richer and more focused discussion. Using a Flipped model students will not need to meet synchronously together the entire 80 minutes of class time. This can be advantageous for those students whose circumstances sometimes require them to miss synchronous class meeting times.

**Respect and Civility in the Classroom**

Our class discussions could, at times, lead to debate and academic disagreement. In a community of mutual respect and consideration, respectful disagreement is productive because it challenges assumptions and leads to exploration, growth, and thoughtfulness. Do not hesitate to express your ideas or to challenge the ideas of a peer, but please do so using respectful language and reasoned argument. Some guidelines to help us do this:

* Approach discussions with good faith and assume that others have good intentions.
* Do not assume that everyone shares your experiences or perspectives.
* Ask clarifying questions, offering feedback from a place of shared humanity.
* Receive feedback by listening carefully and responding graciously.
* Be mindful that discussion is shared time. Think of how and what you want to express, but also look for opportunities to be brief and allow others to share.
* During discussion, reflect on how your perspective connects directly with the assigned video or readings.

**Difficult Topics**

In our class, we may occasionally engage in some difficult topics. It’s important that you engage with these topics as they shape your future as a citizen of the world. Although I try my best to let you know a potential difficult topic is planned for class discussion, sometimes discussions about current events or wellness checks can lead to unplanned difficult topic discussions. You may find some of these topics emotionally challenging; however, they are an opportunity to understand and feel what others are feeling together. If needed, I encourage you to take advantage of campus resources, including, but not limited to:

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| **Counseling and Psychological**  **Services (CPS)** | **Student Accessibility Services** |
| 3rd Floor Hudson Health Center  740-593-1616  [www.ohio.edu/counseling](https://www.ohio.edu/counseling) [counseling.services@ohio.edu](mailto:counseling.services@ohio.edu) | 348 Baker University Center  740-593-2620  [www.ohio.edu/uc/sas](http://www.ohio.edu/uc/sas)  [access@ohio.edu](mailto:access@ohio.edu) |

If you have questions about the content of this course, please come and speak with me. I want you to learn how to be comfortable with the uncomfortable but sometimes a topic is a trigger and the uncomfortable becomes unbearable. If you find yourself in this situation, you may step out of class or mute a virtual discussion and send me a private message, and I’ll let you know when it’s safe for you to rejoin our class.

**Working for an Inclusive Environment**

It is crucial that we commit to learning from one another in our classroom and provide an environment where if something is occurring that prevents us from being able to succeed, we talk about and address it. Some examples of what I am committed to are:

* ***Awareness that what happens outside the classroom can have a direct impact on our experiences within the classroom.*** When racism, sexism, homophobia, transphobia, ableism, classism, and other forms of discrimination occur, it may cause us distress or make it challenging for us to be as engaged as we would like within the classroom. If something has happened that is preventing you from learning in our environment, please either let me know so I can help find the best resources to support you on campus or in our community, or, if you are uncomfortable speaking with me, utilize the resources on campus like Counseling and Psychological Services, the Division of Diversity and Inclusion, and/or Equity and Civil Rights Compliance.
* ***Addressing microaggressions, implicit bias, and/or discrimination within the classroom.*** Microaggressions are statements or actions that may be difficult for us to discern why they are a problem if we do not know the history or root of certain stereotypes or behaviors, but that can cause discomfort and stress for members of our community. I will try my best to address these in the moment, but may not always succeed for a number of reasons, including: I may not hear or see something; I may want to talk with the person impacted before addressing the class; or I may simply not know how to respond in the moment, and may follow up when I’m able to determine the best course of action. If something has been said that has caused harm, please let me know.
* ***Continuously improving my understanding and practice of inclusive teaching.*** There are many ways we can all improve in creating inclusive environments. I am committed to learning. We all should acknowledge that this is an area of growth for everyone, even experts. Feedback can be challenging to hear, and changes difficult to implement, but I encourage us all to have an open dialogue about how we can create an inclusive environment that will foster your success.

**Accessibility**

Any student who feels they may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs and provide written documentation from [Student Accessibility Services](https://www.ohio.edu/uc/sas). If you are not yet registered as a student with a disability, please contact Student Accessibility Services at 740-593-2620 or visit the office in 348 Baker University Center.

**Attendance Policy**

Attendance and participation are expected at every class and are a part of your grade for this course. Studies show a direct relationship between classroom attendance and participation with grade performance: when you attend and participate. This class will provide an opportunity for you to offer your insights, thoughts and questions as a way of engaging you in your own learning.   
  
All students in this class, including you, should feel comfortable participating and expressing individual views and concerns. Our class discussions might expose you to new viewpoints, values and opinions, so we will work and grow together with respect for each other and ourselves. You are an important part of creating the community atmosphere that will make this all possible.

**It is your choice whether you want to show your background on your screen or not.** Please keep youmicrophone muted, unless talking. We will make stronger connections when we are seeing one another’s faces, so from time to time, I might ask you to turn on your computer. We might have break out rooms or channels, for you to engage in smaller group discussions. It is expected that you will engage with other students in your group. You can get an OU background at <https://www.ohio.edu/involvement/virtual/backgrounds>

Similar to the workplace, you are expected to notify your supervisor (that’s me) when you need to miss class. Some excused reasons to miss class include illness or loss of a loved one. Please be sure to email me so we can work together to approve your excused absence and ensure you stay on track in the course.

I recognize that we all may need a personal day because life happens. You are gifted **1 (one) “**get out of class” pass for the semester to use at your discretion, no questions asked. Similar to paid time-off or a vacation day in the workplace, you are expected to notify your supervisor just like you would for an excused absence. This pass cannot be redeemed on presentation, quiz and/or exam days. Any assignments due on your pass day will still need to be submitted by the deadline in the course schedule.

You earn attendance point for each class **(10 pts).** Missing multiple classes will impact your grade negatively in this class.

Since our class meets synchronously, as a specific time each week, be sure to schedule any work or family obligations, as much as it is possible, around our class meeting times. If you have a conflict, please contact me directly to discuss it.

**Academic Integrity and Honesty**

Academic integrity and honesty are basic values of Ohio University. As a member of our Bobcat community, you agree to follow our [Student Code of Conduct](https://www.ohio.edu/student-affairs/students/notifications/student-code-of-conduct). Academic misconduct implies dishonesty or deception in fulfilling academic requirements. It includes, but is not limited to cheating, plagiarism, unpermitted collaboration, forged attendance, knowingly permitting another student to plagiarize or cheat from your work, or submitting the same assignment in different courses without consent of the instructors.

Academic misconduct could lead to a failed assignment, failed course grade and/or additional sanctions. If you are charged with academic misconduct, don't panic! Read the charges carefully. You will have the opportunity to speak with me to clarify the situation and/or pursue clarification during your procedural interview with your hearing authority in the Office of Community Standards and Student Responsibility (CSSR). You may also consider speaking with a representative from Students Defending Students, a volunteer organization that advises and counsels students who have been charged with violating the Ohio University Student Code of Conduct.

**Major Campus Emergency**

In the event of a major campus emergency, course requirements, deadlines, and grading percentages may need to be revised beyond my control. You are expected to check **your Ohio University email account**, as well as the course Blackboard site, for emergency related communications and announcements.

**Coronavirus Information: OHIO Pledge**

You have probably received some information about the **OHIO pledge.** Learning, teaching, living, and working at Ohio University are community efforts. Maintaining our safety and connectedness as a community in the midst of a global pandemic requires that each of us observe heightened health and safety precautions in the coming academic year.

We all have a role to play. It is up to each of us to conscientiously do our part. In so doing, we embrace a *culture of care*, and accept some personal inconvenience as a price easily worth paying to keep others in our campus community safe, and to protect our own families and friends who may be outside of our campus community.  

The pledge asks the University community to do its part to stop the spread of coronavirus by following health and safety precautions and guidelines during the upcoming school year. OHIO requires every member of the University community to sign the following pledge, indicating that they will do their part to stop the spread of the deadly coronavirus. The pledge asks all Bobcats to commit to observe heightened health and safety precautions in the coming academic year.

Only students, faculty and staff returning for **Phase 1** are required to complete the training at this time. The training includes a review of the [OHIO Pledge](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ft.e2ma.net%2Fclick%2Flf1qpd%2Fpi6zb9%2F17dobu&data=02%7C01%7Cfletches%40ohio.edu%7Cfd04bc4f84644a0ca1bd08d83fb9d0d4%7Cf3308007477c4a70888934611817c55a%7C0%7C0%7C637329414588018859&sdata=%2FskYv5sieya786uH51rlHyZPrjiyHiTDTuk%2B7TQG0EY%3D&reserved=0). Students, faculty, and staff who are **not** returning in Phase 1 may still log in with their OHIO ID to [sign the pledge online](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ft.e2ma.net%2Fclick%2Flf1qpd%2Fpi6zb9%2Fh0eobu&data=02%7C01%7Cfletches%40ohio.edu%7Cfd04bc4f84644a0ca1bd08d83fb9d0d4%7Cf3308007477c4a70888934611817c55a%7C0%7C0%7C637329414588028855&sdata=rwH6dZtW1fXcIhymeqvO14cO3uc5LwfOyuLz24wrpLY%3D&reserved=0). The process takes only a few minutes to complete.

**Help and Support: COVID-19 Symptoms and Reporting**

If you are experiencing COVID-19 symptoms (e.g. fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea), contact your primary care physician and call the Ohio University COVID-19 Response Hotline at **877-OU-COV19 (877-682-6819).** This hotline is for **all** Ohio University students, faculty, and staff.

If a COVID-19 test is needed, the Ohio University COVID-19 Response Hotline will schedule a testing appointment and provide information regarding a testing location. An OhioHealth case manager will contact you with the test results and follow up with information on quarantine requirements, care and recovery, and returning safely back to campus.

To help control the spread of COVID-19 within our university community, any Ohio University student, faculty, or staff member who has been in close contact with, or has tested positive for, COVID-19 should report this to the university.

**What counts as close contact?**

* You were within 6 feet of someone who has COVID-19, without a mask for a total of 15 minutes or more.
* You provided care at home to someone who is sick with COVID-19.
* You are living with someone who is sick with COVID-19.
* You had direct physical contact with the person (hugged or kissed them).
* You shared eating or drinking utensils.
* They sneezed, coughed, or somehow got respiratory droplets on you.

To report a COVID exposure or infection, please complete a COVID-19 Incident Report at [https: //cm.maxient.com/reportingform.php?OhioUniv&layout\_id=46.](https://cm.maxient.com/reportingform.php?OhioUniv&layout_id=46.) A non-clinical case manager will arrange any necessary cleaning and will connect you with appropriate campus services. This form is for all Ohio University students, faculty, and staff.

**Mandatory Reporting of Sexual Violence and Misconduct**

We all share in the responsibility to create a safe learning environment for all students and the campus as a whole. With the exception of confidential resources listed below, all employees are required to report any instances of sexual harassment, sexual violence, and/or other forms of prohibited discrimination to the Office of University Equity and Civil Rights Compliance (ECRC). If you share that you or another OHIO student has had any of these experiences (including in, but not limited to, class discussion, papers, office hours, or other scenarios), it is my responsibility to notify ECRC.  
  
Your safety and the safety of others is important to me. Therefore, I take seriously my responsibility to report. Additionally, the University requires that I do so (see [Policy 03.004](https://www.ohio.edu/policy/03-004)). In some instances, I may also report to the Ohio University Police Department (OUPD) and/or the Office of Community Standards and Student Responsibility.

There are many reasons why someone may choose not to report, and there are resources available to you that will not require making a report to the University. If you are not yet ready to have something that happened to you or someone else reported, there are people you can talk to that are confidential and are thus not required to report. Please refer to the table below to learn more about confidential resources and reporting.

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| **Confidential Resources** | **Private Resources** |
| No information will be shared with third parties without your written permission, except in circumstances involving potential harm to self or others (e.g., suicide, homicide, or other life-threatening behaviors), suspected child or elder abuse or neglect, and court subpoena of counseling records.  **Counseling and Psychological Services** 740-593-1616  **Campus Care** 740-593-1660  **Survivor Advocacy Program** 740-597-SAFE (7233) | Conversations are kept as confidential as possible, but information is shared with key staff members so the University can offer resources and accommodations, and to take action if necessary, for safety reasons.  **Ohio University Police Department** 740-593-1911  **Office of Equity & Civil Rights Compliance** 740-593-9140  **Office of Community Standards and Student Responsibility**  740-593-2629 |

**Sexual Misconduct**

I am committed to supporting you by creating an educational environment free from discrimination, sexual harassment, sexual assault, domestic and dating violence, and stalking. If you or someone you know has any of these experiences, know that you are not alone. OHIO has policies in place to protect students, faculty, and staff ([Policy 03.004](https://www.ohio.edu/policy/03-004)) and provides resources and support for those impacted. I encourage you to reach out for help. If you would like to report what happened, the Survivor Advocacy Program is a confidential resource that can help you determine what next steps, if any, you would like to take. For a full list of confidential resources and their contact information, or to report something, please visit [www.ohio.edu/equity-civil-rights/confidential](https://www.ohio.edu/equity-civil-rights/confidential).

We will be using the grading scale below for this course:

94% = A 87% = B+ 77% = C+ 67% = D+

90% = A- 84% = B 74% = C 64% = D

80% = B- 70% = C- 60% = D- 59% and below = F

All grades are rounded up from the hundredth place. The hundredth place is two places to the right of the decimal point. For example, if you receive a 92.5 or 92.51, rounding from the hundredth place would mean your rounded grade is 92.5, which is an A- in the above grading scale.

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| TOTAL for Weekly Activities | 250 |
| Attendance (13 X 10 pts each class) | 130 |
| CHOICES program | 20 |
| LCL managed Community Activities (2 @ 25 points each) | 50 |
| Study Sessions (2 @ 25 points each) | 50 |
|  | |
| **UC 1900 TOTAL POINTS** | 500 |

**Late Work**: All assignments should be submitted on Blackboard, unless otherwise instructed. **Late work is NOT accepted unless accompanied with a signed note from your doctor/nurse etc. which will also be needed for your excused absence.** However, I recognize that personal circumstances may make it difficult or impossible to complete an assignment by the deadline. If you find yourself in a situation that prevents you from completing an assignment on time, please reach out as soon as possible so we can develop a plan together. **Assignment deadline extensions are at my discretion and recommended that as much as it is possible, you contact me in advance**