

IDST 199 Section 740 University Learning
WEB: SECOND BITERM
Spring 2024: March 4th-May 2nd

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Office Hours: M-F 8:00 AM to 4:30 PM

Preferred Contact: via email

COURSE INFORMATION

Instructor Communication Policy

Preferred contact is email; email inquiries will be responded to within 24 hours, except on some weekends. Please do not send multiple emails with the same question within the 24-hour response period, but if you do not receive a timely response, do contact me again in case the message was overlooked. Please feel free to stop by office hours without an appointment, or contact me to make an appointment, if office hours do not fit your schedule. You may also schedule a phone or Zoom appointment if it is difficult for you to get to campus during normal business hours.

Course Overview

For students to successfully navigate the rigors of college-level work, they must be proficient in their ability to read, write, listen, and speak. This class provides students with the knowledge and skill sets necessary to handle the workload they will encounter at WKU. This course fosters new and positive academic and behavioral habits while rectifying the ineffective and inefficient practices often espoused by students new to the college landscape. This is the primary focus of the course with particular emphasis on these changes as they relate to reading.

Course Description

IDST 199 will refine students' skills in critical thinking, reading, study skills, and information literacy. Students will explore majors and careers, personal development, and campus resources. All students who have demonstrated a college readiness need in reading must pass IDST 199 to satisfy the college readiness requirement.

Course Objectives

1. Read college-level text for sense and meaning.
2. Gather sound and relevant evidence to analyze issues.
3. Analyze/synthesize evidence to articulate an argument.
4. Implement evidence-based approaches to learning.
5. Investigate majors of study and careers, culminating in a roadmap to graduation.
6. Develop and refine personal development integral to achieving academic and career goals.

Text

Assigned Readings will be available in Blackboard

COURSE POLICIES AND POINTS

Reading and Critical Thinking – 400 points (40% of final grade)

In choosing to attend WKU, you have committed to learning. This class will help you learn and create a path to success in all classes. Reading and Critical Thinking are two foundational components that will require regular reading assignments outside of class. In addition, participation is expected. Most classes will include activities or assignments where your participation and task accomplishment will earn points. These are interactive experiences and cannot be made up. The message is simple: points are accumulated by completed assignments and participation. Some points will come from out-of-class assignments that are used within the next class meeting, some will come from notes and reading assignments, and some will come from applying reading/learning strategies from in-class reading/experiences.

Evidence & Argument – 300 points (30% of final grade)

You will be responsible for gathering information; extracting and analyzing evidence; and producing college-level writing. Throughout the course of the semester, you will learn to navigate WKU's library systems, determine the reliability of academic sources, and participate in regular writing and class discussions. Each student is responsible for contributing thoughtful and reflective commentary every meeting.

Career & Academic Plans – 100 points (10% of final grade)

Students will research potential careers related to their desired field of study consistent with the person they want to become. WKU's degree tracking system will be examined in depth, as well as the Colonnade coursework and other requirements necessary for graduation. Upon completion of IDST 199, students should have a preliminary roadmap that will lead to graduation at WKU.

Academic & Personal Success – 150 points (15% of final grade)

Students will learn and apply the appropriate behaviors for academic and personal success that will lead to student growth. Topics related to learning, personal growth, classroom discussion, campus resources, and personal success will be addressed.

Professionalism – 50 points (5% of final grade)

Each student is expected to be present, prepared, participatory, and polite. This primarily indicates that you are expected to behave in a way that ensures an appropriate learning environment for all students.

Point Scale

900-1000	A
800-899	B
700-799	C
600-699	D
Below 600	F

Class Attendance and Late Work

Each student is expected to be present, prepared, participatory, and polite during any live synchronous activities and on discussion boards. It is expected that ALL assignments will be submitted on their due dates. Late assignments will be accepted for up to one week (7 consecutive days) after the original due date to receive any credit. Late assignments will be penalized at a rate of 10% the first day and then 15% per day (up to 6 additional days) after that. **After one week, no credit will be awarded.** Some assignments, such as any synchronous activities via ZOOM, will NOT be accepted late for any credit. In addition, extra credit will not be given if students fail to complete the major assignments (tests, papers, and presentations).

Written Assignments

All written assignment submissions should be typed using [Microsoft Word Office 365](#) provided for free by WKU to every student. All formatting must follow [APA 7th edition style guide](#).

Extra Help

The instructor will be available as need is indicated. Students are encouraged to discuss any questions or problems with the instructor. Tutoring is available at a variety of locations across campus and is a valuable resource. [Tutor information can be found here](#).

Additional Services

The WKU Center for Literacy is located in Gary Ransdell Hall 2066. At the Center for Literacy, students can receive assistance in developing strategies to help **reading/studying to learn** and **writing for evidence and argument**. The Center for Literacy offers both individual and small group sessions throughout the semester. Find more information at the [WKU Center for Literacy](#)'s website.

Course Adjustments

The instructor reserves the right to modify the course requirements, schedule, and syllabus. The syllabus and schedule for this course are subject to change in the event of extenuating circumstances. No change will occur, however, *unless* proper and prior notice is given to students.

SLPS DEPARTMENT ACADEMIC INTEGRITY POLICY

The School of Leadership & Professional Studies expects all undergraduate, graduate, and doctoral students to demonstrate academic integrity and not participate in academic misconduct as defined by the University (<https://www.wku.edu/studentconduct/process-for-academic-dishonesty.php>). The SLPS has developed two tiers for academic misconduct. Examples of academic offenses include (but are not limited to) any act of plagiarism, cheating, or falsification or misuse of academic records.

Tier 1 Violations

Acts of plagiarism that involve not citing all sources and/or using papers previously written and submitted in other courses are considered a Tier 1 violation. Students committing violations in Tier 1 will meet with the instructor to discuss the incident and work toward a resolution. Students may receive a zero on the submitted work with feedback stating the issue; students are responsible for checking grades and reading feedback. Instructors will follow the policy for Tier 2 violations for additional Tier 1 violations.

Tier 2 Violations

Tier 2 violations include but are not limited to using artificial intelligence programs, content generators or websites to complete an assignment in ways not allowed by the instructor as described by the course syllabus, sharing passwords and login information with individuals not enrolled in the course, failing to cite any sources in submitted work when outside sources were obviously used, cheating on an assignment or test, employing a person to complete an assignment, and/or committing a second Tier 1 violation. Students committing violations in Tier 2 will meet with the instructor to discuss the incident and review evidential materials. If the instructor determines a

Tier 2 violation has occurred, the instructor should report the student to the Office of Student Conduct and request that the Office of the Registrar issue a failing grade for the course. The student may be dismissed from the program if the academic misconduct is severe and flagrant. Students who wish to dispute the allegation, dismissal, or grade should follow the Student Complaint Policy (<https://www.wku.edu/handbook/academic-complaint.php>).

Limited or Specific Use of AI Permitted

In general, I expect that the work you submit in this class will be your own and you are not authorized to use artificial intelligence (AI) tools such as ChatGPT. However, there may be specific assignments or activities in which we will utilize these tools to enhance your learning experience. In these instances, I will provide you with additional information about the assignment and how AI will be employed and cited. Again, unless permission is granted, you are expected to complete assignments without substantive assistance from others, including AI tools.

WKU POLICIES AND RESOURCES

Plagiarism (Important)

To represent ideas or interpretations taken from another source as one's own is plagiarism –a form of cheating. Plagiarism is a serious offense that can result in a failing grade and more. *See WKU's student handbook academic dishonesty policy [here](#).* The academic work of students must be their own. Students must give the author(s) credit for any source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism.

Statement of Diversity

Western Kentucky University is committed to empowering its campus community to embrace diversity by building equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities. To that end, this classroom is an inclusive space where all participants are welcomed and treated with respect, dignity, and acceptance. Immoral, illegal, or unethical behavior and/or communication will not be tolerated. More information on Diversity at WKU can be found [here](#).

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

WKU Syllabus Statement on COVID-19

All students are strongly encouraged to get the COVID-19 vaccine. Out of respect for the health and safety of the WKU community and in adherence with CDC guidelines and practices of all public universities and colleges in Kentucky, the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations can be requested in special cases through the Student Accessibility and Resource Center (SARC): 270-745-5004 (voice), 270-745-3030 (TTY), or 270-288-0597 (video). All students must immediately report a positive Covid-19 test result or close contact with a person who has tested positive to the Covid-19 Assistance Line at 270-745-

2019. The assistance line is available to answer questions regarding any Covid-19 related issue. This guidance is subject to change based on requirements set forth by public health agencies or the office of the governor. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

Regular and Substantive Interaction (RSI)

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Weekly Announcements
- Timely and detailed feedback on assignments within one week of submission



[Sexual Assault Resources](#)

Things You Should Know



[Academic Integrity](#)



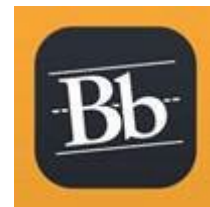
[Student Code of Conduct](#)



[Student Handbook](#)



[Student Resource Portal](#)



[Blackboard Student](#)

If Issues Arise



[Student Complaint Procedures](#)



[Student Grievance Procedures](#)



[Student Ombuds](#)



[Student Legal Services](#)

Be Prepared: Know Where To Go



[All Gender Restroom](#)



[Safe Space](#)



[WKU Emergency Preparedness](#)



[Active Shooter Preparedness](#)



[WKU Police](#)



[Counseling and Testing](#)



[Food Security](#)



[Center for Literacy](#)

All information on WKU policies in class syllabi can be found [here](#)