

STEM Seminar: Immersive Transfer Experience

Sample Syllabus

Instructor/EXCEL Academic Success Coach:

- TBD

Office Hours: TBD **Office:** TBD

EXCEL Peer Coaches:

- TBD

Course Credits: 0 credit hour

Meeting Time: This course is asynchronous (online), however, we will meet on Zoom on the following day/times:

- Dates determined by semester

I. Welcome EXCEL Transfer Students!

As a member of the EXCEL community, it is expected that you will actively participate in the EXCEL Transfer Seminar course as well as other co-curricular activities sponsored by the EXCEL program. In addition to this course, you should also be registered for your appropriate EXCEL math course (if applicable). If this is not the case, please contact the EXCEL office immediately at (407) 823-6230 or email EXCEL@ucf.edu.

II. Course Description:

Lectures and activities supporting the EXCEL Transfer community, including exploration of STEM fields, research opportunities, an overview of UCF resources, networking and professional development opportunities, high-impact practices, and connection to industry professionals and faculty.

III. Course Objectives:

In this course, students will:

- Discover and analyze learning styles and strategies
- Explore professional opportunities for STEM major
- Explore undergraduate research opportunities in STEM
- Prepare a 2-3 year graduation plan
- Prepare for a Career in STEM
- Build an EXCEL learning community

IV. Course Prerequisites:

Transfer student in the UCF EXCEL program.

V. Required Texts and Materials:

No text required. Class materials will be provided through UCF WebCourses. You will need access to Zoom for the majority of the class sessions.

VI. Grading:

Assessment	Percent of Final Grade
Assignments	34%
Guest Speaker Attendance	33%
Participation	33%
Total	100%

Grades for this course are assigned as Satisfactory (S) or Unsatisfactory (U).

Grading Scale %	Grade
70 – 100	S
< 70	U

- **Participation (33%):**

Participation is a very important part of the STEM Seminar. Course meetings, guest speakers, student panels, resume critiques and academic advising will be important opportunities for growth and making connections with students, professors, and industry professionals. Participation will be determined by an assessment of your engagement during speaker presentations, student panels, as well as your peer review assignments. There will also be an assortment of discussion boards throughout the term that students will be expected to engage in.

- **Assignments (34%):**

There will be engaging assignments per module that will expose you to several developmental tools and resources. You will have one written assignment (time management reflection), which must be

submitted as a Word document (.doc or .docx) file. This assignment will be checked for plagiarism using Turnitin.com via WebCourses. **Please, be sure to read modules AND assignment instructions carefully as some assignments have multiple parts or peer review components.**

- **Guest Speaker Attendance (33%)**

Guest Speaker presentations are an essential component of this course. It is imperative that students are present for these presentations as they consist of more than half of the course content. Guests are presenting during the workday, and we need to ensure that they are met with an engaging audience. Attendance will be assessed with the use of polls and surveys. If a student has an extenuating circumstance and is unable to attend, please discuss with your professor well in advance of the presentation.

VII. Grade Dissemination:

Students can access their scores any time using the Grade Book function of WebCourses. Please note that scores returned mid-semester are unofficial grades. Students are expected to check their grades often and stay updated on their progress in the course. Participation grades, such as survey/poll responses, will be posted weekly. **Students have two weeks from the date of the posting to dispute these grades.**

VIII. Course Policies: Late Work and Attendance

- **Late Work Policy:** Written assignments turned in late will be assessed a penalty: a 10-point deduction if it is one day late and a 20-point deduction if it is two days late. **Assignments will not be accepted if overdue by more than two days and will receive a zero grade.**
 - Students who represent the university in an authorized event or activity (for example, student-athletes) and who are unable to meet a course deadline due to a conflict with that event must provide the instructor with documentation in advance to arrange a make-up. No penalty will be applied. For more information, see the UCF policy at (<https://policies.ucf.edu/documents/4-401.pdf>).
- **Attendance Policy:** This course will be conducted in an online format. All assignments will be turned in asynchronously, however, we will have synchronous sessions scheduled virtually. The expectation regarding attendance in these virtual sessions is that you are to be present, as these sessions will consist of guest presentations. If there is an extenuating circumstance as to why you cannot attend virtually, you will need to discuss this with your professor. If you feel there was an error with your attendance you must contact the professor within **two weeks of the missed class or error** in order for adjustments to be made.

IX. Course Policies: Technology and Media

- **WebCourses:** All course communication will be through WebCourses and email. Communication to the professor directly should be through email and will be responded to within 72 hours, M-F. There will also be an open question forum available in the discussions section of the course where students can post questions that may benefit the whole class. These will also be reviewed and answered within 72 hours, M-F. Grades for each in-class

activity and writing assignment will be released in WebCourses, along with the final grades. Class materials such as PowerPoint presentations, assignments, grading rubrics, etc. will be posted on WebCourses as well. **Students are expected to log in at least twice a week to check for class announcements, emails, and to receive updates on their grade.**

X. Course Policies: Student Expectations

- **Disability Access:** The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students who need accommodations must be registered with Student Disability Services, Ferrell Commons Room 185, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.
- **Attendance Policy:** Participation in this course counts for one-third of the total course grade. Therefore, it is imperative that students engage in all course content and be present for all virtual meetings. If there is an extenuating circumstance as to why you cannot attend a live meeting, you will need to discuss this with your professor.
- **Professionalism Policy:** Please arrive on time for our live class meetings, and be mindful and respectful of your peers, instructor, and all guest speakers during our time together as a group. Additionally, I am happy to respond to student emails and questions, however, I ask that before you email me, you check your resources for questions that can be easily answered by reading the syllabus or visiting WebCourses. Before you communicate with me via email I ask that you check three sources that can include but are not limited to: a) the syllabus, b) WebCourses announcements, and c) weekly emails. Other students are not necessarily the best sources of information, so be sure to check reliable sources for information.
- **Academic Integrity:** Students should familiarize themselves with UCF's Rules of Conduct at (<https://scai.sdes.ucf.edu/student-rules-of-conduct/>).
 - *Reflection Paper and Knight's Life Assignment:* All papers should be original and unique work produced by each individual student. Plagiarism and self-plagiarism are not tolerated. Turnitin.com is enabled for every writing assignment via WebCourses, and students are not required to register for this service. Students must turn in work that is at least **85% original or greater** or they will receive a zero for the first offense. If a second breach of ethics is noted, the student will be referred to the Office for Student Conduct and will risk receiving a "U" grade for the course.
- **Deployed Active Duty Military Students:** Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

XI. Important Dates:**Add/Drop Deadline:**

Date determined by semester

Withdrawal Deadline:

Date determined by semester

Holidays (Campus Closed):

Dates determined by semester

XII. Health Statement Regarding Attendance:

- **Illness Notification:** Students should not come to campus if they are ill or if they are experiencing any contagious illness symptoms. Students should contact their instructor(s) as soon as possible if they will miss a live class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.
- **In Case of Faculty Illness:** If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.