UNCO 2301: Leadership and Engagement  
COURSE SYLLABUS: Fall 2019  
UNCO 2301.01 - 82477 Monday 4-4:50pm

Professor: Dr. Yvonne Villanueva-Russell & Dr. Quynh Dang  
Office Location: One Stop Shop  
Office Hours: By appointment  
University Email Address: Yvonne.VRussell@tamuc.edu, OR Quynh.Dang@tamuc.edu  
Preferred Form of Communication: Email  
Communication Response Time: 24 hours  
Textbook(s) Required: No textbook required  
Software Required:  
- MyLeo email  
- Word Processing (Microsoft Word) & access to a printer  
- EAB

Course Description: The purpose of this course is designed to provide valuable academic, social and leadership skills to ensure a successful leadership of the First-Year TRAC mentor classes. Concepts studied include communication, leadership skills, critical thinking skills, a sense of belonging and self-awareness, and creativity & innovation to inspire others. As such, the course focuses not only on significance of leadership and their applicability to you being a leader on campus but also includes learning of the weekly curriculum being taught in UNCO 101 throughout the semester.

Student Learning Outcomes:  
• Apply knowledge of curriculum to peer mentor classes UNCO 101.  
• Exposed to leadership curriculum to become effective peer student leaders, inspire others in their leadership role through their service to the university in the First-Year TRAC program.  
• Use critical thinking skills to determine needs of students throughout the semester in an effort to help first time full time freshman acclimate to their first year on campus.  
• Demonstrate excellent oral and written communication skills in communication with students enrolled in UNCO 101 classes.

COURSE REQUIREMENTS  
Instructional Methods:  
This class is lecture based with class time split between teaching of the curriculum for UNCO 101 and leadership curriculum. The class will include group activities with peer mentors, guest speakers and computer modules depending on unit.

Student Responsibilities or Tips for Success in the Course:  
Students are expected to attend class weekly at assigned class times to ensure that they are prepared to teach their mentor class on a weekly basis, Take notes on how to implement curriculum into UNCO 101 class, Collect materials needed for weekly classes to be handed out during UNCO 2301 assigned class.

GRADING  
Final grades in this course will be based on the following scale:  
S-Satisfactory  
U- Unsatisfactory

ACCESS AND NAVIGATION  
You will need your campus-wide ID (CWID) and password to log into MyLeo. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.
**Technical Support**
If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “click here” to submit an issue via email.

**Interaction with Instructor Statement**
Communication with the instructor is best done through email in the email address provided above. The instructor will respond within 24 hours M-F during the hours of 8 a.m.-5 p.m. Please be sure to include your CWID and name in the email. Not including the information above could result in a delay of communication.

**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

**Course Specific Procedures/Policies**
Attendance in this class is required for mentors that are part of the First-Year TRAC program and are teaching UNCO 101 classes. You will need to be in class weekly to ensure that you are ready to teach your class the following week. More than two unexcused absences will result in you being removed as a peer mentor in the FYT program. Curriculum will be taught a week in advance prior.

**Syllabus Change Policy**
The syllabus is a guide. Circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

**University Specific Procedures**

**Student Conduct**
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx
Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

**TAMUC Attendance**

**Academic Integrity**
Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:
Undergraduate Academic Dishonesty 13.99.99.R0.03

**ADA Statement**
Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:
Office of Student Disability Resources and Services
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/
**Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

**Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

**Important dates & reminders:**

- Last day to drop: October 31
- Last day to withdraw: November 19
- Cyanotype Book in Common: October 8
- Author Address: Monday, October 14
- Lionizing Event: Monday, December 9 @ 10:00AM – 12:00PM
# Course Outline/Calendar

Dates are scheduled tentatively at this time. They may be changed but advanced notice will be given in class. You will be taught the curriculum (in this class UNCO 2301) below the week **BEFORE** you are required to teach it in UNCO 101. You are required to preview the material **PRIOR** to the class time you will be teaching it; after all you are the expert here and teaching the students the material in an effort to help them have a successful first semester on campus. Be prepared! It is part of being a good mentor/teacher and you are leading by example. The course outline below is the same as the UNCO 101 but is included here in an effort to familiarize you with it.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Class activity</th>
</tr>
</thead>
</table>
| 9/2    | Uncoding College: Secrets to a Successful First Year + Where Am I? | 1. Icebreaker  
2. Quick MyLeo, D2L, EAB, DegreeWorks  
3. Learn acronyms of TAMUC  
4. Peer Mentors present their 5 unwritten rules for success  
5. LIONS Bingo |
| 9/9    | NO CLASS LABOR DAY                              | NO CLASS LABOR DAY                                                           |
| 9/16   | What am I doing here?                           | 1. College View (homework)  
2. Belongingness |
| 9/23   | Building your brand                             | 1. Create student signature line  
2. Send appropriate email to professor/success coach/peer mentor  
3. Start Linked In profile & register on HandShake |
| 9/30   | Fail Early; Fail Often                          | 1. 30 circles  
2. Decision Making |
| 10/7   | Book in Common Discussion                       | 1. Discussion  
2. Quiz on book |
| 10/14  | Author Address Day                              | 1. Debrief Author Address  
2. Team Building |
| 10/21  | Life Balance                                    | 1. Energy Mapping  
2. Finding your flow and maximizing it |
| 10/28  | Financial Literacy                              | 1. Game of Life  
2. Take Cash Course Quiz |
| 11/4   | Well Being/Coping Skills/Stress                 | Brainstorming |
| 11/11  | Choosing your Major; planning for life          | Odyssey Planning |
| 11/18  | Networking                                      | 1. Schmoozpalooza  
2. Info Interviewing |
| 11/25  | Thanksgiving                                    | NO CLASS THIS WEEK |
| 12/2   | Office Hours                                    | Office Hours |
| 12/9   | Lionizing Event                                 | 10:00AM-12:00Pm |