This course is designed to prepare students for the increased academic demands of the college experience. General Studies will give students practical skills to prepare them for success in the university environment and introduce students to the intellectual discussions taking place within it.

The objectives of this course are for you to develop applicable knowledge in regard to:

- Critical Thinking (CT1): Gather, analyze, and evaluate information relevant to the relationship between the humanities and the sciences.
- Communication Skills (CS1, CS2): Develop and express ideas related to Harry Potter through effective written and oral communication.
- Personal Responsibility (PR1): Demonstrate the ability to evaluate choices, actions and consequences as related to ethical decision-making.
- Social Responsibility (SR3): Demonstrate the ability to engage effectively in the campus community.

In short, this course seeks to help you:

- Develop skills in expressing oneself orally or in writing
- Learn how to find and use resources for answering questions or solving problems
- Learn to analyze and critically evaluate ideas, arguments, and points of view

How will this class help you to get a job? Read the list of 10 skills employers want according to Forbes Magazine. In this course, you will work in small groups (work in a team structure), evaluate information (solve problems), do research (obtain information), summarize information (process information), use Blackboard (show proficiency with computer software), and communicate with classmates (communicate verbally with people inside the organization).

Required Texts:
There are no required texts, but there will be readings assigned through Blackboard and in class.

Course Evaluation:
Papers: You will have to write analytical and reflective pieces in your higher education courses. I will provide you with the topics in class.

Events: ASU always has something happening on campus. You will choose two campus-wide events to attend and submit proof of attendance.

House Work: You will be sorted into your houses at the start of the semester. During our time together, you and your housemates will have various activities for points.

House Cup: You can earn points toward the House Cup, given out at the last day of our class, multiple ways. A handout of the ways will be provided in the first week of class.

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Grades in this class will be based on the following scale:

- A: 356-400 pts
- B: 316-355 pts
- C: 276-315 pts
- D: 236-275 pts
- F: 599 pts or below
Attendance and Participation:
Regular attendance is crucial to your success in this course. I do realize that sickness, appointments, family issues, work conflicts and other circumstances sometimes arise during the semester that prevent students from attending class, and so I make allowances in the following grade categories to account for them. **I do not differentiate between “excused” absences and “un-excused absences,”** so please do not bring me doctor’s notes or e-mail me with the expectation of having an absence excused. Instead, you are allowed a number of absences without question. The allowances below account for what I believe to be a reasonable number of absences in a given semester, regardless of reason.

If you miss a class, you will need to determine what you missed during your absence by checking the Blackboard announcements, asking your classmates or by seeing me during office hours. **I do not post lecture slides that I use in class. I will not respond to email inquiries that simply ask: "what did I miss?" It is your responsibility to check the schedule and stay on track.**

Here is how I factor absences into your course grade:
- **Quizzes/In Class Work:** I will drop the lowest grade from this category before calculating your final grade. **I do not give make up quizzes or replacements for in-class work.** Exceptions: If you intend to miss class to participate in a school-sponsored event or to observe a recognized holy day (see below), **notify me in writing prior to the absence** so we can make arrangements.
- **Preparation and Active Participation:** I allow students one absence without penalty to their overall participation grade. After your fourth absence, your absences will affect your overall participation grade.

However, if a situation arises that you suspect will result in excessive absences (something like a chronic health condition or true emergency such as a death in the immediate family or hospital stay), you should notify me as soon as possible so we can discuss possible accommodations. Once you have missed class meetings in excess of these allowances, there is nothing I can do for you that will preserve fair treatment for the rest of the class.

Other things of note:
**Policy on Children in Class:**
Currently, the university does not have a formal policy on children in the classroom. The policy described here is thus, a reflection of my own beliefs and commitments to student parents.

1. All exclusively breastfeeding babies are welcome in class as often as is necessary to support the breastfeeding relationship. Because not all women can pump sufficient milk, and not all babies will take a bottle reliably, I never want students to feel like they have to choose between feeding their baby and continuing their education. You and your nursing baby are welcome in class anytime.
2. For older children and babies, I understand that minor illnesses and unforeseen disruptions in child care often put parents in the position of having to choose between missing class to stay home with a child and leaving him or her with someone you or the child does not feel comfortable with. While this is not meant to be a long-term childcare solution, occasionally bringing a child to class in order to cover gaps in care is perfectly acceptable.
3. In all cases where babies and children come to class, I ask that you sit close to the door so that if your little one needs special attention and is disrupting learning for other students, you may step outside until their need has been met. Non-parents in the class, please reserve seats near the door for your parenting classmates.
4. Finally, I understand that often the largest barrier to completing your coursework once you become a parent is the tiredness many parents feel in the evening once children have finally gone to sleep. I hope that you will feel comfortable disclosing your student-parent status to me. This is the first step in my being able to accommodate any special needs that arise. While I maintain the same high expectations for all student in my classes regardless of parenting status, I am happy to problem solve with you in a way that makes you feel supported as you strive for school-parenting balance.
Academic Support Services:
SMART Tutoring: SMART is Angelo State’s umbrella of academic support to help you achieve academic success (www.angelo.edu/dept/smart). It is in your best interest to make use of these services throughout the course and beyond. SMART tutoring services are free to all ASU students and consist of the following:

➔ ASU Tutor Center - www.angelo.edu/dept/tutoring
➔ Writing Center - www.angelo.edu/dept/writing_center
➔ Math Lab - www.angelo.edu/dept/mathematics/lab_hours
➔ Supplemental Instruction - www.angelo.edu/dept/si
➔ SMART Workshops - http://www.angelo.edu/dept/smart/smart_workshops.php

The ASU Tutor Center, Writing Center, Math Lab and SI also offer online tutoring. Students can access SMART Online via Blackboard: blackboard.angelo.edu. Look for the SMART Online tab.

Additional Sources Support: You are more than your grades or your ability to perform in college. Your general well-being is important to me as a faculty member, and this university as a whole. Issues such as insufficient food, safe housing, and mental health concerns may leave you struggling to complete assignments and perform to your standards. We have support on campus for students in these positions.

Food Pantry
Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. Ram Pantry exists through the Office of Multicultural Affairs and is available 8-5, Monday through Friday to assist with food scarcity.

Counseling Services
Diminished mental health, including significant stress, mood changes, excessive worry, or problems with eating and/or sleeping can interfere with optimal academic performance. The source of symptoms might be strictly related to your course work; if so, please speak with me. However, problems with relationships, family worries, loss, or a personal struggle or crisis can also contribute to decreased academic performance.

ASU provides mental health services to support the academic success of students. Counseling Services offers free, confidential psychological services to help you manage personal challenges that may threaten your well-being. Getting help is a smart and courageous thing to do -- for yourself and for those who care about you.

Technology & E-Mail
I request that you turn off all electronic devices and put them in your bags during class. Cell phone use is 100% prohibited at all times. Your phone should be on silent and away from sight. If you are expecting an important call, please put your phone on vibrate and let me know before class that you may need to leave class to answer your phone.

When questions about course content occur to you outside of our scheduled class sessions, I encourage you to come to office hours or email me. However, please understand that I receive a lot of email, so it’s important that your email messages attend to some basic conventions of electronic communication. For example, your emails to me should contain a helpful subject line that contains your course number and section to direct my attention to your question. They also should begin with some sort of salutation, “Dear Dr. Lozano,” or “Hi, Dr. L,” are both fine. I will attempt to answer emails quickly within business hours (M-F 9am-5pm), though I have
meetings on and off campus and sometimes cannot answer as quickly. I do not check my email after 5pm and on weekends.

ANGELO STATE UNIVERSITY SYLLABUS STATEMENTS

Disability Services
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation.

The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting: Ms. Dallas A. Swafford (dallas.swafford@angelo.edu)

Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Incomplete Grade Policy
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Title IX
Angelo State University is committed to the safety and security of all students. If you or someone you know experience sexual harassment, sexual assault, domestic or dating violence, stalking, or discrimination, you may contact ASU’s Title IX Coordinator: Michelle Nicole Boone (michelle.boone@angelo.edu). You may also speak with her if you need help with pregnancy accommodations.

I also want you to know that I will seek to keep any information you share with me private to the greatest extent possible, but as a professor, I have a mandatory reporting responsibilities to share information regarding sexual misconduct and crimes I learn about to make our campus safer for all. This includes in written assignments or conversation. This is called being a “Responsible Employee” is a legal responsibility that I have to uphold. It is meant to connect you with resources and to inform you of your options in addressing the report.

Conduct Policies

Academic Integrity
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU. The Department of Psychology, Sociology, and Social Work adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2011-2012) http://www.angelo.edu/content/files/17358-university-honor-code.
Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

SYLLABUS DISCLAIMER
This syllabus constitutes an agreement between the student and the instructor. Your continued enrollment in this course constitutes your agreement to abide by the terms of this syllabus. If changes must be made to the schedule or to any other aspect of the syllabus, all students will be notified in class and in writing as soon as possible. Any changes made to the course policies or the schedule/calendar will apply to all students.