How to Manage College as an Introvert
MW 12:00-12:50 PM
CARR 208

Professor: Dr. Leah Carruth
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Telephone: 325-486-6948
Office: CARR Rm 119
Office Hours: by appointment, TTh 12:30-1:30 ZOOM

Course Description
This course will engage students in a variety of strategies to maneuver through the college experience. Adequate understanding of self in terms of personal learning styles, social adjustment skills, and how you interact with others play an important role in the university setting.

Core Student Learning Outcomes
Upon completion of this course, students will be able to
- Develop, interpret, and express ideas through effective written communication
- Locate campus resources to solve problems/answer questions
- Gather, analyze, evaluate, and synthesize information relevant to management of college.

Course Objectives
- Develop skill in expression oneself orally or in writing
- Learning how to find and use resources for answering questions or solving problems
- Learning to analyze and critically evaluate ideas, arguments, and points of view
- Demonstrate the ability to effectively engage in the campus community.

Methods of Assessing Learning Outcomes
Core student learning outcomes will be assessed through course assignments

Course Requirements
- Two article summaries
- Information Literacy
- Participation in a university or college-wide event
- Participation in class discussions and activities
- Regular attendance
Required Materials
No textbook required, although we will be using campus resources for articles, etc.
Blackboard
ASU email to check daily

Facial Covering Policy
As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Library Resources
Students should familiarize themselves with the numerous resources available through the Angelo State University Porter Henderson Library at www.angelo.edu/services/library/ (https://www.angelo.edu/services/library/). Information on library resources is available in the Orientation tab of each course. All students can use the Ask A Librarian research support feature.

Basic Needs
Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect his or her performance in the course, is urged to contact the Multicultural and Student Activities Programs center (multicultural@angelo.edu (mailto:multicultural@angelo.edu); 325-942-2729).

The Multicultural and Student Activities Program Center has a food pantry (https://www.angelo.edu/dept/multicultural_center/pantry/) and other resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that they may possess.

Student Absence for Observance of Religious Holy Day
Students can find information on the observance of religious holy days in the ASU Operating Policy 10.19 (https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-ofAOvVav3KPBx1hbJM3Pfyf1usOpNv). Students should also review the information related to course attendance.
Students with Disabilities
Angelo State University 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 Act of 2008 (ADAAA), and subsequent legislation. Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu (mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the Student Disability Services website at www.angelo.edu/ADA (https://www.angelo.edu/ADA).

The employee charged with the responsibility of reviewing and authorizing accommodation requests is:
Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
(325) 942-2047
dallas.swafford@angelo.edu (mailto:dallas.swafford@angelo.edu)

Title IX at Angelo State University
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sex discrimination, sexual misconduct, public indecency, interpersonal violence, sexual assault, sexual exploitation, sexual harassment, and stalking are not tolerated at ASU.

As a faculty member, I am a Responsible Employee meaning that I will report any allegations I am notified of to the Office of Title IX Compliance in order to connect students with resources and options in addressing the allegations reported. You are encouraged to report any incidents to ASU’s Office of Title IX Compliance and the Title IX Coordinator. You may do so by contacting:
Michelle Miller J.D.
Special Assistant to the President and Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.miller@angelo.edu (mailto:michelle.miller@angelo.edu)

You may also file a report online 24/7 at www.angelo.edu/incident-form (https://www.angelo.edu/incident-form).
If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit www.angelo.edu/title-ix (https://www.angelo.edu/title-ix).

**Attendance**
Class attendance is expected and essential. Activities completed during class and graded cannot be made up if missed. If you selected to join class synchronously at home, you will be required to sign in and participate during the scheduled class time to gain your attendance credit. You will receive one free absence without losing points. Each absence after the first will have **10 points** taken off the final grade.

**Summary Assignments:** You will have to write analytical and reflective pieces in your higher education courses. I will provide you articles to summarize related to being an introvert, personality in work, and/or 21st century skills.

**Information Literacy Assignment:** The university library has endless resources for you to use, but it can be overwhelming. This tutorial will be on Blackboard and has videos and quizzes for you to complete online.

**Campus Involvement Assignments:** There will be two different campus involvement opportunities during this course. You will choose two campus-wide events to attend and present that event to the class. This will be completed by a short presentation through Blackboard. This will be discussed further in class.

All assignments, presentations, media presentations, etc. must follow the writing style found in the most current edition of the American Psychological Association publication Manual (APA Manual) which is available at the ASU library, at the bookstore, or on-line at www.apa.org.

**Course Communication:** It is my goal for you to be successful in this course and acquire skills necessary to maintain a good college experience. Please communicate with me if you have questions or a problem arises. You may call my office phone and if I do not answer, please leave a message. Email is the best way to contact me.
Course Schedule (tentative)
You will find the week numbers and dates that they will cover below. Please know that the dates and topics could change.

<table>
<thead>
<tr>
<th>Week #</th>
<th>Dates</th>
<th>Topics</th>
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<tbody>
<tr>
<td>1</td>
<td>August 17/19</td>
<td>Course Introduction, Blackboard, Class Activities</td>
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<td>Bring Syllabi from other courses</td>
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<td>Complete I am poem on Blackboard</td>
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<td>2</td>
<td>August 24/26</td>
<td>Summary Writing (Group Discussion)</td>
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<td>Personality Test and Result Discussion</td>
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<td>3</td>
<td>August 31/ September 2</td>
<td>Complete Blackboard Library Course 9-7</td>
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<td>Complete First Campus Event by 9-2</td>
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<td>4</td>
<td>September 7/9</td>
<td>Labor Day Monday – No Class</td>
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<td>Article Summary Due 9-18</td>
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<td>5</td>
<td>September 14/16</td>
<td>21st Century Skills</td>
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<td>6</td>
<td>September 21/23</td>
<td>Advising Appointments</td>
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<td>Second Campus Event Presentation Due 9-30</td>
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<td>7</td>
<td>September 28/30</td>
<td>Community Building – On Campus Group Work</td>
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<td>Article Summary Due 10-5</td>
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<td>8</td>
<td>October 5/7</td>
<td>In Class Group Work and Discussion</td>
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Course Evaluation and Grading
Grading includes neatness, organization, creativity, and appropriateness of material to course content. Assignments should reflect your best efforts and will be graded accordingly. Please edit for grammar and punctuation!

Grades will be based upon the following:
- Attendance: 20%
- Class Participation: 10%
- In-Class Activities: 10%
- Campus involvement: 10%
- Article Summaries: 25%
- Blackboard Assignments: 25%

All grades will be posted as quickly as possible. You should be aware that your current grade, which is shown as your Weighted Total on Bb/Grades. Please note that your grades are weighted, which means that your final course grade is different from the mean.

**Late Work:** Late work is not accepted. All work will be due in class on the day provided on the calendar and in Blackboard.

Syllabus Changes
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.