



Division of Academic Enhancement UNIVERSITY OF GEORGIA

UNIV 2114 Developing Literacies in the Pre-Professional Majors Fall 2022 (CRN 50531)

Course Instructor Information

Instructor: Dr. Sayamon Singto
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Office: Milledge Hall, Room 203
Student Hour: TBA

Course Meeting Information

Meetings: W., 3:00-3:50 pm
Meeting Location: MLC, 205

UNIV Courses are offered by the Division of Academic Enhancement, a unit of the Office of Instruction at the University of Georgia.

Division of Academic Enhancement empowers all students to **Learn Differently** through innovative courses, programs, services, and student-centered initiatives. The DAE supports students as they transition into higher education and sustains their progress through the University's unique academic environment.

COURSE DESCRIPTION

This course will provide an overview of the professions that require specific advanced level education for entry into the profession (e.g., medicine, pharmacy, veterinary medicine, business). Students will be exposed to the ways in which practitioners in these professions create and interpret written/delivered information and communicate with other practitioners and stakeholders.

LEARNING OBJECTIVES

Upon successful completion of this course, students will be able to:

- Describe the approaches professionals adopt with regard to information and communication, and produce written/delivered work that models those approaches
- Identify the main ideas and arguments of academic sources and other sources of information common in the fields
- Locate, evaluate and incorporate source materials in written work in a manner that meets the expectations of academic writing and the standards of the fields
- Produce a synthesis of various sources in a manner that meets the expectations of academic writing and the standards of the fields.

COURSE INFORMATION

This class will be taught in an in-person instructional format. All course information including a copy of the syllabus, assignment due dates, and policy information can be found on eLC. Announcements about the class will be posted here as well as changes to the syllabus. You are responsible for checking eLC for announcements on a regular basis.

COURSE ASSIGNMENTS

Students will be evaluated in the following areas:

[Class Attendance and Engagement](#)

Attendance is required for this class. Missing even one class means that you have missed a significant portion of the course. Do not schedule any other appointments or activities during your scheduled class sessions.

Engagement in various class activities is critical to your success in this class. These activities and assignments are meant to further enrich your learning and retention of information covered. Being prepared for class activities on the provided reading material or posted information is highly necessary for you to engage in class activities and discussion. More information about these activities and assignments as well as their due dates will be posted on eLC.

Please see the course policies on absences in the corresponding section below.

Assignments and Class Activities

In addition to discussion of the readings and other material, in-class time will be spent completing assignments and class activities. These activities are designed to help you explore how professionals in your field create and interpret written/delivered information and communication norms. Each assignment is worth specified points, and the total points you receive for all the completed assignments will be calculated for the "Assignments and Class Activities" component of your final course grade.

Research Paper

You will pair up with another student in the class. Both of you will choose a current topic in your professional field and identify a research question that will guide your research.

Based on your research, you and your partner will write a research paper (550-600 words). You are required to include at least two sources of information from the UGA Libraries' databases. At the end of the semester, you and your partner will present your research to the class. More detailed information for the research project and presentation will be posted on the course eLC.

GRADING/EVALUATION

This course is graded on a plus/minus A-F scale. Your grade will be based on the following:

Class attendance and engagement	15%
Assignments and class activities	55%
Research paper:	
› Research paper first draft	10%
› Research paper final draft	10%
› Presentation of research paper	10%

Grading Scale

A	93.0-100%	A-	90.0-92.9	B+	87.0-89.9%	B	83.0-86.9%	B-	80.0-82.9%
C+	77.0-79.9%	C	73.0-76.9%	C-	70.0-72.9%	D	60.0-69.9%	F	59.9% and below

Grade Appeal

Grade appeal process can be found at <https://dae.uga.edu/courses/appeal-process/>.

COURSE MATERIALS

This course does not have a required paid textbook. Required course materials are available on the course eLC.

COURSE POLICIES

Assignment Submission

- › All work must be submitted on eLC. Email submissions will not be graded.
- › Detailed instructions for completing and formatting class assignments will be posted on eLC. Assignments that do not follow the format indicated in the instructions will not be graded.
- › Please note that UGA students have free access to download and install Office 365 ProPlus software through their online UGAMail account. To download and install Office ProPlus for PCs and Macs, along with mobile devices, please follow the EITS Help Desk wiki [step-by-step instructions](#).

Late Work Policy

For any graded work, ten percent is lost per **each day** beyond its due date and time. Any work late beyond 1 week will not be accepted.

Participation Policy

Attendance is required, and full participation is expected. Missing a class meeting means that you have missed a significant portion of the course and will affect your score for this portion of the course grade. Do NOT schedule any other appointments or activities during your scheduled class sessions.

In the event that the university cancels classes, such as for severe weather, students are expected to continue with readings as originally scheduled. Any assignments scheduled during those missed classes, such as a project or paper, are due at the next class meeting unless other instructions are posted at the course website or communicated via email.

Excused Absence

A valid excuse is one that is medical related. Missing a class with a valid excuse allows you to make up classwork if you contact the instructor within 24 hours of your absence. Valid documentation from your healthcare provider covering the date and time of your scheduled class must be provided.

Unexcused Absence

You are allowed two unexcused absences in the semester. An unexcused absence includes a) an absence that is not medical-related, or b) a medical-related absence but you are not able to provide documentation to verify your absence. In these cases, you may be allowed to complete alternative activities to receive **partial** credit for your engagement grade for that class session.

You must contact the instructor within 24 hours to provide a reason for your absence and to discuss the possibility of completing alternative activities.

Communication

To comply with the Family Educational Rights and Privacy Act (FERPA), all communication that refers to individual students must be through a secure medium (UGAMail or eLC) or in person. Instructors are not allowed to respond to messages that refer to individual students or student progress in the course through non-UGA accounts, phone calls, or other types of electronic media.

Academic Honesty Policy

As a University of Georgia student, you have agreed to abide by the University's academic honesty policy, "A Culture of Honesty," and the Student Honor Code. All academic work must meet the standards described in "A Culture of Honesty" found at: <https://ovpi.uga.edu/academic-honesty/academic-honesty-policy>. Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic honesty policy should be directed to the instructor.

Student Exceptionalities Statement

If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with the Disability Resource Center (Voice: 706-542-8719 or TTY: 706-542-8778) and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations.

Student Wellness

To be brief: take care of yourself. While navigating the rigorous (at times treacherous) experience of college, we easily may fall prey to poor habits and choices. I encourage students to maintain a healthy lifestyle. If you (or anyone you know) experiences debilitating academic stress (i.e., stress that paralyzes, induces persistent fear/anxiety), challenging life events, persistent negative emotions/moods, or other factors that hinder mental, physical, or emotional wellbeing, I encourage you to seek resources you need to be successful.

University Health Center

- Website: <https://www.uhs.uga.edu/newstudents/newstudents>
- Phone: 706.542.1162
- Email: contact@uhs.uga.edu
- Suicide Prevention 706.542.2
- Sexual Assault 24 Hour Hotline 706. 542.SAFE200

Counseling and Psychiatric Services (CAPS)

- Website: <https://www.uhs.uga.edu/caps/welcome>
- During office hours, you may call 706-542-2273.
- For an after-hour crisis, you may call 706-542-2200. Ask to speak with a CAPs clinician.

Student Care and Outreach

- Website: <http://sco.uga.edu/>
- Phone: 706-542-7774
- Email: sco@uga.edu

Student Veterans Resource Center

- Website: <http://svrc.uga.edu/>
- Phone: 706-542-7872
- Email: svrc@uga.edu

Other Division Resources

- From peer tutoring through the Academic Resource Center to Academic Coaching to Student Success Workshops and more, the Division is committed to the success of all students at the University of Georgia. For more on these and other resources, visit <https://dae.uga.edu>.

COURSE OUTLINE

The schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning. All readings are required unless otherwise noted. Students should read/know required material by the date listed, at which time we will discuss or use the scheduled readings in class. **Please see the corresponding module for each class session on eLC** for assigned readings and media content, class meeting formats, activities and assignment information, and due dates. **You are responsible for checking eLC for announcements on a regular basis.**

Note: The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Session		Topics
1	08.17	Introduction to the course
2	08.24	Building relationships with everyday messages
3	08.31	Writing more formal messages
4	09.07	Conducting informational interview (1)
5	09.14	Conducting informational interview (2)
6	09.21	Curiosity and information literacy
7	09.28	Finding, and using information from the library databases
8	10.05	Developing your research paper – planning and outlining
9	10.12	Incorporating source materials into your writing – quoting, paraphrasing, and summarizing
10	10.19	Preparing your personal statement (1)
11	10.26	Preparing your personal statement (2)
12	11.02	Developing career readiness skills Getting experience and developing your resume
13	11.09	Resume workshop
14	11.16	Research paper presentations
15	11.23	Thanksgiving Holiday -No class
16	11.30	Research paper presentations