**SYLLABUS TEMPLATE - LOPR 101: First-Year Seminar (3 credit hours)**

**Class meeting days/times/modes:**

**Class location if in person:**

**Tailored Section? *{e.g., Honors, TSLC, Kearney Bound, TRIO, KACAS, etc.}*:**

**First semester to be offered:** Fall 2025

**Instructor Information:**

|  |  |  |
| --- | --- | --- |
|  | **Faculty Instructor *{one per section}*** | **Co-Curricular Instructor(s)** ***{can leave blank}*** |
| **Name:** |  |  |
| **Department:** |  | n/a |
| **Office:** |  |  |
| **Phone:** |  |  |
| **Email:** |  |  |
| **Office Hours:** |  |  |

**Required Text(s) and Materials:**

**Course Description:**

First-Year Seminar introduces skills necessary to enhance the academic success of students in college. Academic departments will teach topics relevant to their disciplines to practice the skills being learned during class. Skills include, but are not limited to, academic strategies to succeed in the classroom, campus involvement, career development, stress and time management, financial literacy, setting goals, and achieving personal wellness. This course will allow students to utilize campus resources and build community in order to foster personal growth, well-being, and a sense of place at the University of Nebraska at Kearney.

***{Topic Guidelines:*** *Topics should include content that incorporates target skills, utilizes campus resources, and fosters student growth.}*

**Course Topic Name:**

**Course Topic Description *{one paragraph}*:**

**Section-specific Class Policies (attendance, participation, etc.):**

**LOPER 101 is a General Education course that meets LOPER 1 (First Year Experience) requirements.**

**General Education Information**

**Purpose of General Education:**

The UNK LOPERs General Education Program helps students to develop core academic skills in collecting and using information, communications in speech and writing, and quantitative reasoning (LOPERs 1-4); to acquire broad knowledge in a variety of disciplines across the arts, humanities, social sciences, and natural sciences (LOPERs 5-8); and to instill dispositions that prepare students to lead responsible and productive lives in a democratic, multicultural society (LOPERs 9-11).

**LOPERs 1-4 Program Objective:**

Courses are designed for students to develop core academic skills in collecting and using information, communications in speech and writing, and quantitative reasoning.

**Loper 1 Learning Objective and Performance Indicators**

**Learning Objective – Students should be able to employ academic and career strategies**

**Performance Indicators:**

1. Apply at least two academic strategies tailored to course assignments or projects.
2. Identify and use two strategies to manage time and identify academic resources
3. Identify relevant academic policies, processes, and procedures related to advising, course planning, and major exploration.
4. Engage in at least two collaborative activities with peers, staff, or faculty, or utilize campus resources and/or participate in campus activities
5. Identify one area of growth in communicating across diverse perspectives.
6. Apply two well-being practices and document their impact on academic and personal success.

**Grading Scale**

|  |  |  |
| --- | --- | --- |
| **Letter**  **Grade** | **GPA**  **Grade** | **100 Scale**  **(%, decimal values round down)** |
| A | 4.00 | 93-100 |
| A- | 3.67 | 90-92 |
| B+ | 3.33 | 87-89 |
| B | 3.00 | 83-86 |
| B- | 2.67 | 80-82 |
| C+ | 2.33 | 77-79 |
| C | 2.00 | 73-76 |
| C- | 1.67 | 70-72 |
| D+ | 1.33 | 67-69 |
| D | 1.00 | 63-66 |
| D- | 0.67 | 60-62 |
| F | 0.00 | 0-59 |

**Graded Course Components:**

|  |  |  |
| --- | --- | --- |
| **Required Component** | **Grade Weight *{specify}*** | **Example Assignments** |
| Academic Strategies applied to topic content | 10-15% | * Pomodoro Technique * Information processing curriculum |
| Academic Strategies – time and resources | 10-15% | * Master Calendar * Ideal schedule * Library * Office 365 |
| Academic & Career Advising skills & resources | 10-15% | * The process of advising * Four year plan * Complete career assessment * Identify courses for next semester * Stellic planner * Put classes in Shopping cart |
| Collaborative Activities | 10-15% | * Meet individually with instructor * Group work in class * Join an organization * Attend an event * Intramurals |
| Communicating across diverse perspectives | 10-15% | * Identity project   + Debate vs Dialogue |
| Apply two well-being practices | 10-15% | * Wellness Wheel * Personal Finance   + Financial tracking   + Budget   + Reflection paper |
| Topic content understanding apart from what is integrated with university skills | 20-25% | List major assignments here and in Course Schedule Outline |

**Course Schedule Outline**

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic  *{list anticipated discussion/lecture subject matter and major assignments, tests/quizzes, papers, presentations, etc.}*** | **University Skills** |
| **1** |  | Microsoft 365/Canvas/  Loper Email/MyBlue |
| **2** |  | Master Calendar; Introduce Campus Engagement/Resource Assignment |
| **3** |  | Ideal Schedule |
| **4** |  | Study Strategies |
| **5** |  | Major/Career Exploration & Goals |
| **6** |  | Study Strategies |
| **7** |  | Introduction to Stellic |
| **8** |  | Stellic Workshop |
| **9** |  | *(Fall Break Mon-Tues)*  Campus Engagement/Resources |
| **10** |  | Personal Wellness |
| **11** |  | Financial Wellness |
| **12** |  | Identity |
| **13** |  | Course Registration, Academic Policies, & Course Catalog |
| **14** |  | *(Thanksgiving Break Wed-Fri)*  Study Strategies |
| **15** |  | Share Identity Projects |
| **16** |  | Study Strategies for Finals |
| **Finals Week** |  |  |

**URL:** <https://www.unk.edu/academic_affairs/asa_forms/course-policies-and-resources.php>

**Course Policies and Resources**

**All students at the University of Nebraska Kearney should be aware of the following university-wide course policies and resources.**

**Attendance Policy**

Your instructor may have indicated on their syllabus an attendance policy specific to their class. If so, that is the policy with which you must comply. If no other policy is stated, the University-wide attendance policy will apply.

[Undergraduate Student Attendance Policy](https://catalog.unk.edu/undergraduate/academics/academic-regulations/student-attendance-policy-statement/)

**Academic Honesty Policy**

Academic honesty is essential to the existence and integrity of an institution of higher education. The responsibility for maintaining that integrity is shared by all members of the academic community. To further serve this end, the University of Nebraska at Kearney has a policy relating to academic integrity.

[Undergraduate Academic Integrity Policy](https://catalog.unk.edu/undergraduate/academics/academic-regulations/academic-integrity-policy/)

**Finals Week Policy**

Finals at UNK will be scheduled Monday through Thursday during the last week of the semester.

1. Final examinations for full semester classes are to be given at the regularly scheduled examination time only as published on the Office of the University Registrar website policy ([Final Exam Schedule](https://www.unk.edu/offices/registrar/academic_policies_handbook/Final_Exam_Schedules.php)).
2. During the week prior to Final*s* Week, the only examinations that may be given are laboratory practical examinations, make-up or repeat examinations, and self-paced examinations.
3. If a student is scheduled to take three or more final exams in one day during the finals week, the student has the following options take all final exams as scheduled; take the exam during the allotted day and time that is open for make-up examination or resolution of conflict, which is Thursday at 3:30 pm; or take the exam during Finals Week at an agreed-upon time worked out between the student and the instructor. Students seeking accommodation are responsible for notifying their instructor at least one week before the final exam period and providing documentation proving eligibility for accommodation.
4. Projects, papers, performances*,*and speeches scheduled for completion during the last week of classes must have been assigned in writing by the end of the eighth week of the semester. This refers to the project and its scope, not the topic.
5. Complaints about failure to follow the above outlined procedures should be made immediately to the faculty member. If the faculty member is not responsive to the student’s concerns, the appropriate department chair should be notified. If necessary, appeals can be filed with the dean of the college offering the course*.*
6. Any course not having an examination during Finals Week will meet under the direction of its instructor during the scheduled Finals Week time period for a continuation of regular class work.
7. The dean may grant exceptions to this policy on the basis of good and sufficient reasons submitted to the dean in writing.
8. Faculty should include a Finals Week Policy statement indicating that “The final exam will be administered in the time period scheduled during finals week in accordance with University policy ([Final Exam Schedule](https://www.unk.edu/offices/registrar/academic_policies_handbook/Final_Exam_Schedules.php)).”

**Mental Wellness**

The UNK Counseling Center provides mental health services to support the academic success of students. The Counseling Center provides a full range of short-term professional mental health services.

Getting help is a smart and courageous thing to do. Contact the UNK Counseling Center at 308-865-8248 or visit their website for more information: <https://www.unk.edu/offices/counseling_healthcare/counseling_care/index.php>

**Military and Veteran Services**

Military and Veteran Services assist veterans, service members, and their dependents with education benefits and academic and supporting resources. They serve as a liaison between students and the Veterans Administration and branches of the military.  Contact the UNK Military and Veteran Services office at 308-865-8677 or visit their website for more information: <https://www.unk.edu/offices/financial_aid/veterans_services/index.php>

**Reporting Student Sexual Harassment, Sexual Violence or Sexual Assault**

Reporting allegations of rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking enables the University to promptly provide support to the impacted student(s), to take appropriate action to prevent a recurrence of such sexual misconduct, and to protect the campus community. Confidentiality will be respected to the greatest degree possible. Any student who believes they may be the victim of sexual misconduct is encouraged to report to one or more of the following resources:

* **Local Domestic Violence, Sexual Assault Advocacy Agency**308-237-2599
* **Campus Police (or Security)**308-865-8911
* **Title IX Coordinator**308-865-8655

Retaliation against the student making the report, whether by students or University employees, will not be tolerated.

**Students with Disabilities**

It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students with documented disabilities. To receive accommodation services for a disability, students must be registered with the UNK Disabilities Services for Students (DSS) office, Loper Success Hub, 2nd Floor of Calvin T Library, 308-865-8214 or by email [unkdso@unk.edu](mailto:unkdso@unk.edu)

**Students Who are Pregnant**

It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students who are pregnant. To receive accommodation services due to pregnancy, students must contact the Student Health office at 308-865-8218. The following links provide information for students and faculty regarding pregnancy rights. <https://thepregnantscholar.org/title-ix-basics/>

<https://nwlc.org/resource/faq-pregnant-and-parenting-college-graduate-students-rights/>

**UNK Policy for Inclusive Excellence**

**At UNK, inclusive excellence is rooted in our values.**

* **People matter.** The diversity of our students, faculty and staff is essential to our educational mission. Our backgrounds, identities, and lived experiences enrich our learning community.
* **The learning environment matters.**We are committed to an inclusive and equitable student-centered learning environment. In our classrooms we exchange ideas and opinions with respect for one another.
* **Learning matters.** Preparing students to value critical thinking, mutual respect, and open communication is essential for lifelong learning. We are building a community that protects and fosters intellectual inquiry and embraces diverse perspectives.

The following link provides information for students regarding UNK’s commitment to inclusive excellence and procedures for improving classroom experience with inclusion and belonging: [https://www.unk.edu/about/dei/inclusive-excellence-in-the-classroom.php](https://www.unk.edu/about/inclusion/inclusive-excellence-in-the-classroom.php).