

George Mason University Korea
UNIV 100 – K02: Introduction to Mason
Course Syllabus – Spring 2024

Section: Introduction to Mason (Korea) – K04

Class Day/Time: Friday 1:00-2:20pm

Class Location: TBA

Instructor: Kelley E. Chung

Email: kchung20@gmu.edu

Office Location: G735 (inside Admissions)

Office Hours: Wed. 11am-12pm

Mission - *University Studies* facilitates the holistic development of undergraduate students through academics, career exploration, self-discovery, and meaningful community engagement as they transition to, through, and beyond Mason.

UNIV 100 connects new Mason students to faculty/staff, to one another and to campus resources for a successful transition to college. It helps students develop essential skills for academic success, personal development, well-being, and career exploration. UNIV 100 aims to lay the foundation for an engaged community of Mason learners throughout the undergraduate experience.

Student Learning Outcomes

As a result of participating in UNIV 100, students will

- Connect with peers, faculty and the larger Mason community through meaningful interactions
- Be able to access Mason resources related to their personal growth, academic development and career planning, and plan for an effective use of a few of these resources.
- Be able to reflect on their experiences and strengths as they relate to their self-discovery and goals

Student Responsibilities

Participation

You are expected to attend and participate in all class activities and discussions; therefore, **absences and late arrivals will reduce your participation grade**. It is expected that you notify me if you will be absent or late, prior to the start of class. If an unforeseen circumstance prevents you from attending class, follow-up communication with me or the LA in a timely manner will be taken into account in calculating the participation grade.

Participation points per class (42 points total):

- 3 points: you arrive on time and are engaged in class discussions
- 2 points: you arrive on time for class and are not engaged in discussions
- 2 points: you are late to class and are engaged in class discussions
- 1 point: you are late to class and are not engaged in discussions
- 0 points: you do not attend class and it was not excused

Writing Expectations

All assignments should be double-spaced typed in a standard size 12-point font with normal margins. Assignments should be proofread for grammar and errors. Page length will vary based on specific assignment. All assignments should be submitted electronically via Blackboard by the due date/time.

Journals (20 points, 4 points each)

Several times throughout the semester, you will be assigned a topic to write about in the form of a journal. Each journal should be a clear and concise reflection of your personal involvement in that week's topic of discussion. Each journal will be evaluated on completeness and effort, not content. You should submit your journals via Blackboard. **Journals should be approximately one double-spaced page in length, with attention to grammar and proofread for errors.**

Academic Advisor Meeting Meeting and Form (10 points)

Meeting with your academic advisor on a regular basis is a crucial part of your college experience. Advisors can assist you with a variety of different issues like deciding on major, selecting courses, finding an internship, and many other things. You are required to schedule at least one meeting with your advisor before you register for fall classes and fill out the worksheet, submitting the completed worksheet via Blackboard.

Outside Event Reflection Papers (6 points, 3 points each)

To broaden your knowledge of campus resources and activities, you are required to attend two **Mason Korea community** events outside of the classroom during the semester. *We strongly recommend* that one be an academic event and one be a cultural event. **Reflection paper should be approximately one double-spaced page in length, with attention to grammar and proofread for errors**

Your grade for each outside event will be based on a reflection paper summarizing the event and a reflection of what meaning it held for you. Outside events must be approved by me or the LA prior to attending; you must submit your proposed outside events via e-mail at least 24 hours prior to the event.

Resumé (4 points)

Creating a resumé your first year of college will help you see what skills and experience you already have and what areas you need to grow in. Resumés should be one page. For professional assistance, please visit the Career Development Center.

Meeting with Instructor (3 points)

Talking with your Learning Assistant and instructor on a regular basis can really help you in your adjustment to college life at Mason. You will sign up for a meeting with you LA in the first few weeks of class (by September 19) and a meeting with me just after midterms.

Final Assignment (15 points)

You will work individually or in pairs to prepare a 10-minute creative and personalized presentation on the theme, **"Beyond the First Semester – Making the Most of My College Experience."** The presentation should include important plans and goals for your college experience going forward, based on the topics studied in class and your reflections. You will also individually prepare a 2-page paper in which you summarize your specific plans and goals for next semester and beyond.

Grading

Your grade for the course will be based on the assignments and points listed below:

Class Activity	Points
Class Participation	42 – 3 points per class
Journals	20 – 4 points for each 5 entries
Academic Advisor Meeting Form	10
Outside Event Essays	6 – 3 points for each of 2 essays
Resumé	4
Meetings with Associate Dean Chung	3
Final Assignment	15
Total Points	100

Grading Scale

A+	100	B+	89-87	C+	79-77	D	69-60
A	99-94	B	86-84	C	76-74	F	Below 60
A-	93-90	B-	83-80	C-	73-70		

Mid-Semester Progress Evaluation Report

You will receive a mid-semester evaluation. This evaluation will indicate your grade in the course thus far and specifically note any issues that are adversely affecting your grade. At any time during the semester, please feel free to see me and/or the LA to discuss any challenges that you may be experiencing.

Class Policies and Resources

Name and Pronoun Use: If you wish, please share your name and gender pronouns with me and indicate how best to address you in class and via email. I use she/her for myself and you may address me as Dr. Davis in email and verbally. Please take note of the [tools Mason provides](#) to change your name and pronouns on Mason records.

Inclusivity: As a member of the George Mason University and Mason Korea community, I will work to create an educational environment that is committed to anti-racism and inclusive excellence. I affirm that in this class, faculty and students will work together to interrupt cycles of racism against Black individuals, indigenous people, and other people of color so as to cultivate a more equitable, inclusive, and just learning environment for all participants, regardless of racial background and regardless of where we are teaching and learning in the world.

Email: Students must use their Mason email account to receive important University information, including communications related to this class. I will not respond to messages sent from or send messages to a non-Mason email address.

AI Text-Generators and You: We have multiple writing assignments in this class. Because the act of composing a response in your own words actually increases your learning, it is important that you complete the task yourself, rather than rely on an artificial intelligence (AI) tool. Completing these writing assignments yourself will help strengthen your performance in this class on later assignments and activities, as well as help you develop professionally and succeed in your career goals. You should also be aware that AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus they are not yet prepared to produce text that meets the standards of this course. If you do choose to experiment with AI text generation, you are expected to indicate your usage of it and give credit for text that has been generated by AI. Use of AI-generated text without proper attribution is a violation of academic integrity.

Late Work: Assignments must be submitted no later than the due date and time listed on the assignment. Late assignments will be accepted but will be assessed a late penalty of 5% per 24-hours late. Always turn in your assignments, even if they are late. Any points are always better than 0 points, and the feedback given on the assignment will benefit you regardless of when you submit the assignment.

Open Door Policy: Both the learning assistant and I are open to your comments, suggestions, and feedback on the course at any time. Feel free to email us or see us before or after class to discuss your ideas and concerns. Office hours are a time for you to meet with me or LA to ask for help or clarification or just to talk. Always feel free to come by during office hours, no appointment is needed.

COVID-19: Please refer to the updated [Mason Korea COVID-19 Guidelines](#) if you suspect you may have been exposed to COVID-19.

Academic Resource Center: The Academic Resource Center, Mason Korea is in the business of looking at your papers, projects and problems to improve your academic achievement in the area of Writing, Communication, Mathematics, Accounting, Statistics, and Economics. You are invited to utilize the faculty and student tutor services at a variety of stages in your academic activities, checking to see that your project specifically meets the directions specified by your instructor. While tutors are helping you in your writing or projects, they do help you become conscious of particular error patterns that emerge in your work. For more information, please contact Professor Eunmee Lee, Director of Academic Resource Center (elee45@gmu.edu, office #638).

Students with Disabilities: Disability Services at George Mason University is committed to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities. Under the administration of University Life, Disability Services implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. Students can begin the registration process with Disability Services at any time during their enrollment at George Mason University Korea. If you are seeking accommodations, please visit <http://ds.gmu.edu/> for detailed information about the Disability Services registration process. Disability Services is on the Fairfax campus, although there is a disability officer located at Mason Korea as well. Only registered disabilities are eligible for accommodation, so please reach out to Disability Services for more information on the accommodation process. Email: ods@gmu.edu

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking: As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of

sexual assault, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1412. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as the Student Care and Conduct Coordinator, Joanna Park (spark214@gmu.edu). You may also seek assistance from Mason Korea's Title IX Coordinator, Prof. Kent Zimmerman (dzimmer2@gmu.edu).

Food and Drink: You may bring drinks and small snacks to class; however, meals will not be permitted. Please be courteous with extraneous noises or smells associated with what you bring to class. I retain the right to rescind this policy if it is violated or becomes problematic.

Technology: The use of computers, translation devices, smartphones, and social media is a privilege that comes great responsibility. Gadgets should not distract you from earning your participation points or distract your classmates. Absolutely no gadgets should be out during guest speakers. I reserve the right to restrict the use of technology during class should it become a hinderance to the course.

Syllabus: You should consider this syllabus as your contract for the course. You must follow the directions for each assignment and ensure that you submit your work on time. This class can be successfully completed if you manage your time effectively, come to class prepared, and turn in work in a timely and high-quality fashion. These are behaviors that will enable you to be academically successful in your other classes as well.

University Policies and Resources

Honor Code - oai.gmu.edu/mason-honor-code/

This class operates in accordance with the University Honor Code, stated as follows:

*"To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: **Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.**"*

All suspected honor code violations will be reported to the honor committee for appropriate action.

Some kinds of participation in online study sites violate the Mason Honor code: these include accessing exam or quiz questions for this class; accessing exam, quiz, or assignment answers for this class; uploading of any of the instructor's materials or exams; and uploading any of your own answers or finished work. Always consult your professor before using these sites.

We have multiple writing assignments in this class. Because the act of composing a response in your own words actually increases your learning, it is important that you complete the task yourself, rather than rely on an artificial intelligence (AI) tool. Completing these writing assignments yourself will help strengthen your performance in this class on later assignments and activities, as well as help you develop professionally and succeed in your career goals. You should also be aware that AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus, they are not yet prepared to produce text that meets the standards of this course. If you do choose to experiment with AI text generation, you are expected to indicate your usage of it and give credit for text that has been generated by AI. Use of AI-generated text without proper attribution is a violation of academic integrity.

Code of Student Conduct - <http://studentconduct.gmu.edu/university-policies/code-of-student-conduct/>

Underlying the University's mission are basic values which must be respected if these goals are to be achieved. These indispensable community values include:

- The importance of personal integrity.
 - The right of every individual to be treated with respect and dignity.
 - The freedom of intellectual inquiry in the pursuit of truth.
 - The freedom of speech and open exchange of ideas.
 - The acceptance and appreciation of diversity.
 - The freedom from discrimination on the basis of gender, religion, sexual orientation, age, disability, ethnicity, and political views.
 - The freedom from violence aimed at limiting freedom, interfering with, or disrupting university activities.
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University 100 Course Schedule: Our course schedule is below. Note that unforeseen circumstances may cause changes to the schedule, but you will be notified of changes accordingly. Assignment due dates are detailed on the course schedule. Participation will be calculated as a function of your engagement for the entire 75-minute class period.

Note: All times are in KST even if Blackboard (Bb) uses US Eastern time.

Date	Instructor Topics	Guest Speakers	Assignment Due
Week 1: February 23	Getting to Know Mason Introductions Review of Syllabus		
Week 2: March 1	Holiday No Classes		
Week 3: March 8	Project Management: Mapping assignments and exams: Calendaring and other tools Communication Strategies and Etiquette	In-class Discussion Present calendaring and other apps/tools for scheduling and time management	Journal #1: Lessons from the first two weeks of classes (due 3/14 by 6p on Bb)
Week 4: March 15	Academic Engagement & Academic Resource Center	Guest Speaker: Prof. Eunmee Lee	
Week 3: March 22	Importance of getting involved on campus Student Government & RSOs	Guest Speakers: Associate Dean Angela Kang & RSO President + Semester Event Info Session (Competition, Presentation, etc.)	Journal #2: Goals For the semester (due 3/21 by 6p on Bb)
Week 5: March 29	Mental and Physical Wellbeing	Guest Speakers: Helena Choi and Yiseo Kim	Outside Event #1 (due by 4/4 by 6p on Bb)
Week 6: April 5	TED Talk: Campus Dean Matz on My College Journey	Guest Speaker: Dean Matz	Journal #3: Reflection on Dean Matz's talk (due 4/11 by 6pm on Bb)
Week 7: April 12	Midterms! Antipating questions Study Strategies Time management & procrastination	Advice from Hyunwoo Jo	** Individual meeting sign up with Associate Dean Chung
Week 8: April 19th	Diversity, Equity, and Inclusion at Mason Korea Guest Speaker: Associate Dean Angela Kang	Diversity, Equity, and Inclusion at Mason Korea	Outside event #2 (due 4/25 by 6p on Bb)

Week 9: April 26	Career Readiness and Resumé Assessment	Guest Speaker: Sangyong Lee Resumé Workshop	Resumé (due 5/15 by 6p on Bb)
Week 10: May 3	Using your Strengths:	Guest Speaker: Mihee Cho	
Week 11: May 10	Unique Mason Educational Opportunities	Guest Speaker: Dr. Shannon Davis	Journal #4: Professor individual meeting reflection (due 5/16 by 6pm on Bb)
Week 12: May 17 (Mason Day)	Life After Spring 2024 Planning for Fall '24 Majors/minors Scholarship & internship opportunities		Journal #5: The purpose of college reflection (due 5/23 by 6pm on Bb)
Week 13: May 24	Academic Advising and Course Registration & Planning for Fairfax	Group discussions (concerns, questions, opportunities, etc.)	Academic Advisor Schedule Planning Form (due 6/4 by 6pm on Bb)
Week 14: May 31	Critical Thinking and Reflection	Review goals set at the start	
Final Exam Period: TBA	Final Presentations		Final assignment (due by exam time on Bb)

Be sure to look at these two calendars: Spring 2024 Academic Calendar (masonkorea.gmu.edu/academic-calendars/spring-2024) and the Three-Year Calendar (masonkorea.gmu.edu/academic-calendars/three-year-calendar)