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CHAMINADE UNIVERSITY of HONOLULU  
FALL 2020  
EID CUH First Year Experience Seminar (1cr)  
Class hours: Wed 8:00 am – 9:00 am  
Class location: Ching 254

SYLLABUS

# CUH 100 FIRST YEAR EXPERIENCE SEMINAR



Instructor:  
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Peer Mentor:  
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## COURSE DESCRIPTION

CUH 100 is a one-credit seminar course, open only to first-year students, which provides an introduction to the general orientation to the functions and resources of Chaminade University. The course is designed to help you adjust to college life, gain a better understanding of the learning process, and develop good academic skills that will benefit you in other classes. After this course is completed, you will possess a wide variety of tools that will help lead you to personal, professional, and academic success.

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## LEARNING OUTCOMES

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

1. Explain CUH's mission in the context of the student's own educational and personal values.
2. Introduce basic skills necessary for academic success at the college level.
3. Demonstrate competence in academic program and career exploration.
4. Consider perspectives of diverse groups other than our own.
5. Identify university resources and support services for academic and co-curricular achievement.
6. Develop intrapersonal and interpersonal skills toward meaningful interconnected relationships.
7. Demonstrate an awareness of sustaining a community that promotes a healthy well-being.

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## COURSE MEASUREMENTS

Course Participation (attendance, involved in discussions, etc.)	140
Reflections (four total):	
1. Social Connectedness	25
2. CUH Mission & Values	25
3. Academic Success	25
4. Personal Success	25
My Chaminade Portfolio	100
Total Points:	340




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## GRADING SCALE

**CUH 100 is a one credit course, graded Credit/No Credit (CR/NC).** To receive credit in this course, you will need to earn **at least a 70%.**

<b>Credit</b>	<b>&gt; 245 points</b>
<b>No Credit</b>	<b>&lt; 244 points</b>

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## Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school

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## Required Learning Materials

Ebook (will be accessible by Canvas)

## Course Website:

We will use Google drive for this course. Every assignments and materials are going to be submitted, collected and available.

## Technical Assistance for Canvas Users:

- Search for help on specific topics at [help.instructure.com](http://help.instructure.com)
- Contact the Chaminade IT Helpdesk for technical issues: [helpdesk@chaminade.edu](mailto:helpdesk@chaminade.edu), or call (808) 735-4855



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## Course Rules for Success

It is good practice in the professional world to be on time and engaged. If you are running late, make sure you are familiar with your instructor's tardy policy.

To succeed in this class, please be reminded of the following:

- Be Present. Attendance is factored into grading for this course. Attending class is important to ensure your success in college.
- Be Responsible. To succeed, you must choose to put forth your best work when completing all assignments. If you have questions, be sure to contact your Instructor or Peer Mentor well in advance and not the night before or morning of the day an assignment is due.
- Be an Active Participant. Participation is an important part of learning in this course. It is expected that you will stay focused and involved in every class. Participation also includes actively listening to your classmates. Cell phones should not be seen, used, or heard during class (unless required by Instructor) and texting is not allowed.

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## Mission Statement

Chaminade University offers its students an education in a collaborative learning environment that prepares them for life, service and successful careers. Guided by its Catholic, Marianist and liberal arts educational traditions, Chaminade encourages the development of moral character, personal competencies, and a commitment to build a just and peaceful society. The University offers both the civic and church communities of the Pacific region its academic and intellectual resources in the pursuit of common aims.

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## Marianist Characteristics

An education in the Marianist Tradition is marked by five principles:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

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See Attachments: **CUH Professional Code of Conduct**

## Connection to the Characteristics of a Marianist Education

The following are characteristics of the approach to education engaged at Marianist schools, including Chaminade University:

- Educate for formation in faith:
  - Trust in yourself and your instructor to do a good job in your best ability.
- Provide an integral quality education
  - Interactive learning between students and an instructor and students and students is a key for the success of digesting the information.
  - Proactive attitude towards learning is important.
- Educate in family spirit
  - Success can be achieved by harnessing everyone's growth together
- Educate for service, justice and peace
  - Be mindful of how your design may impact users, occupants and the environment
- Educate for adaptation and change
  - As people grow and change, the space needs to respond to the changes of people, environment and the society.

## Academic Conduct Policy

*From the 2019-2020 Undergraduate Academic Catalog (p. 39):*

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the [Student Handbook](#).

## Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

## Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

## Attendance Policy

The following attendance policy is from the 2019-2020 Academic Catalog (p. 57-58). Faculty members should also check with their divisions for division-specific guidelines.

Students are expected to attend regularly all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevent them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address or calling the instructor's campus extension. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending

a course without officially withdrawing may receive a failing grade.

- Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course.
- Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

## PROFESSIONAL CODE OF CONDUCT

Students of Chaminade University's Environmental + Interior Design Program (CUH-EID) are expected to maintain professional standards of behavior during their tenure here. As guidelines, CUH-EID has adopted the following protocols: (some terms are particular to current situations for health and safety.)

### CLASSROOM BEHAVIOR

- For the safety and health of everyone in the class, you **MUST** wear a facemask/covering at all times during the class session (no pulling up your shirt or covering your face with a scarf as an immediate cover-up). You may **NOT** enter the classroom without a facemask/covering.
- Maintain 6 feet physical distance from one another at all times during the class session.
- Cell phone use in class (calls, texting, emailing) is prohibited; cell phone ringers must be turned off at all times except in case of emergency. If making a call is absolutely necessary, then please step outside the classroom to do so.
- When class is in session, you are expected to show courtesy to your instructor as well as to other students. If your behavior is deemed disruptive, you will be asked to leave the class and consequently receive an unexcused absence for that day.
- All assigned work should be completed by the beginning of the class period for which it is to be presented or submitted. Working on homework, presentations, etc. while an instructor or guest speaker is lecturing, or while students are presenting in class, is disrespectful and will **NOT** be tolerated.

### NETIQUETTE

When we are in online session:

- Choose a quiet workspace that is suitable for the online classroom.
- Mute your audio when you are not talking or typing. Only turn it on if you are asked to speak.
- Be on time! for your online class times. Make sure to be in a waiting room 5 minutes prior to the class starting time.
- Participation in online discussion is a major component of the course. The purpose of these discussions is not simple checking-ins or liking/disliking what your fellow



classmates are doing. The discussion boards are the spaces where you can help each other to improve the understanding of learning content and information. Be constructive and respectful of the feedback you provide for your fellow classmates.

- Response due dates will be indicated in each discussion board. A rubric will be provided for you to check if essential information is addressed in each discussion assignment.

## CLASS ATTENDANCE & ASSIGNMENTS

- Three unexcused absences during the course of the semester will result in one letter grade demotion for the course (i.e. if your grade is "B," it can be demoted to "C"). Similarly, six unexcused tardiness will result in one letter grade demotion for the course.
- Failure to attend presentations or exams, without informing the instructor in advance, will result in an F for the exam/project; failure to attend a final presentation, final exam or final project submission without informing the instructor in advance will result in an F for the course.
- Students should always inform the instructor in 2 days advance (in writing or by email) of any anticipated absences, tardiness, or irregular/unanticipated scheduling conflicts (e.g., jury duty, team sport commitment, etc.) Do not schedule medical or personal appointments during scheduled class time.
- Assignments from a missed class must be made up by the next class meeting unless an extension has been arranged with the instructor. Do not expect an instructor to repeat a lecture for you; students must arrange with a fellow student to pick up class materials, lecture notes, homework assignments, exercises, etc.
- Assignments handed in late will not be accepted unless arranged in advance with the instructor; 5 points will be deducted from the total number of points for each day the assignment is late beyond the prescribed due date.
- If you have any questions or concerns, please contact me via email. I will respond to your email within a day or two. You will receive feedback on your assignments, projects, and exams within one week of submission. I will not be checking the work emails during the weekends starting from 5 pm on Fridays, so please do not expect any email responses during the weekends.

## USE OF FACILITIES

- Only beverages in sealed containers are allowed in the EID assigned studios/classrooms; in rooms with computers, beverages must be kept on the floor, away from the computer equipment and outlets. Hydration is very important during class. You may step out of the classroom if you need to drink water from your container.
- NO Meals (snacks, fruits, any food) allowed in the studio/classroom. Meals should be taken in the EID Student Resource Center.
- Wipe your work area before & after yourselves in CAD studios, classrooms, the materials library, the kitchen area, the resource center, and the print room.
- Any damage to workstations or equipment will be charged to the student; if the person cannot be readily determined, the class(es) using the studio/classroom will bear the expense of the repairs collectively.

## PERSONAL STANDARDS

- Students should dress in a professional manner when attending any public functions on behalf of the school, on field trips/site visits, or when guests visit the class. You are representing the EID Program, Chaminade University, and most importantly, yourself to your future constituents: employers, colleagues, contractors, clients, etc.
- Students must be prepared with all materials required for the class; the inability to work during the class will result in an unexcused absence for the day.
- Cheating on any exam, exercises, or assignments will result in automatic failure of the course.

I have read, understand, and agree to the terms of CUH- EID Professional Code of Conduct.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_