



## CUH 100: First Year Experience

Location meeting and Class meeting schedule Online Asynchronous  
Credits: 1      Section: 90-4    Term: Fall Day 2025

### Instructor Information

**Instructor:** Cassandra Sakamoto  
**Email:** csakamot@chaminade.edu  
**Phone:** 808-739-7484  
**Office Location:** Henry Hall 206-N  
**Office Hours:** By Appointment Only

### Course Description & Materials

#### Catalog Course Description

CUH 100 is a one-semester hour seminar course, open only to first-year students, which provides an introduction to the nature of a university education and a 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.

This is an online Hybrid-course that will require participation online as well as attendance at the scheduled class times.

#### Time Allocation

The unit of semester credit is defined as university-level credit that is awarded for the completion of course work. One credit hour reflect the amount of work represented in the intended learning outcomes and is verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. Direct instructor engagement and out of class work result in a total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or

other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practical, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

### **Required Materials**

All required materials will be provided

**Canvas** (<https://chaminade.instructure.com>)

## **Learning Outcomes**

### **General Education Program Learning Outcomes (PLOs)**

Upon completion of the general education program, a student will be able to:

1. Articulate writing strategies, produce written texts, and engage diverse audiences, so as to participate creatively, collaboratively, and critically in their local communities.
2. Effectively develop and deliver informative and persuasive oral communications, engaging in dialogue and discussions to support the conveyance of meaning and connection with the audience.
3. Analyze, interpret, and communicate quantitative data using number sense to drive decision making.
4. Examine and evaluate diverse evidence, concepts, assumptions, and viewpoints.
5. Define, identify, locate, evaluate, synthesize, and present or demonstrate relevant information.
6. Apply Marianist values and integrate a global awareness through a project-based learning approach.

### **Course Learning Outcomes (CLOs)**

Upon completion of [course, e.g., ICS 170], the student will be able to:

1. Explain CUH's mission in the context of the students' 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 your own.
5. Identify university resources and support services and academic and co-curricular achievements.

6. Develop intrapersonal and interpersonal skills toward meaningful interconnected relationships.
7. Demonstrate an awareness of sustaining a community that promotes a healthy well-being.

### **Marianist Values**

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

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

### **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

### Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4
Marianist Values	MV 3	MV 2	MV 1, 4, and 5	
PLOs				
Native Hawaiian Values	NHV 3	NHV	NHV 1, 4, and 5	
Gen Ed Learning Outcomes (if applicable)				GELO 6

### Course Activities

#### Assignment Points

- Essays (2) – various points each = 60 points
- Assignments – various points each = 75 points
- Quizzes – various points each = 20 points
- Typing Practice – 5 points each = 50 points
- Final Exam = 50 points
- Total Points: 255

### Course Policies

#### Late Work Policy

Late assignments may be accepted at the discretion of the instructor.

#### Cell phones, tablets, and laptops

Cell phones are to be turned off & not used at any time during class (this includes calls, sending and/or receiving text messages, etc.)

- During your scheduled class times for CUH 100, you are not allowed to go to **Facebook and other social media sites** unless directed to do so by the instructors.
- No reading outside materials in class.
- No working on assignments for other courses during your assigned CUH 100 computer lab time. ▪ No listening to iPods, MP3 players, etc. during class periods in the school lab.

#### Changes to the Syllabus

While the provisions of this syllabus are as accurate and complete as possible, your instructor reserves the right to change any provision herein at any time. Every effort will be made to keep

you advised of such changes, and information about such changes will be available from your instructor.

### 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 70% of total assessment measures (>178 points).

### Final Grades

Final grades are submitted to [Self-Service](#):

A = 90% and above

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

## Important Information

### Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

## **TITLE IX AND NONDISCRIMINATION STATEMENT:**

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. For pregnant and parenting students, I am also obligated to provide you with similar resources for support and protections available to you. My goal is to make sure that you are aware of the range of options available to you and have access to the resources and support you need.

### **Nondiscrimination Policy & Notice of Nondiscrimination**

The university is committed to comply with all State and Federal statutes, rules, and regulations which prohibit discrimination. The university is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin (including shared ancestry and ethnic characteristics), ancestry, citizenship, disability, genetic information, marital status, breastfeeding, arrest and court record (except as permissible under State law), sexual orientation, or status as a covered veteran. Inquiries about Title IX or general Civil Rights concerns may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found [HERE](#). *On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).*

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates.

The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

### **Hazing Prevention Resources and Athlete Helpline:**

Assists athletes, parents, coaches, and any allies interested in ensuring physical and mental safety for sports communities by offering confidential emotional support, crisis intervention, informational athlete-focused resources, and guidance related to concerns about any type of abuse—including hazing.

Chaminade University's Hazing Policy:

<https://catalog.chaminade.edu/studenthandbook/codeofconduct>

<https://hazingpreventionnetwork.org/athlete-helpline/>

<https://hazingpreventionnetwork.org/how-to-report-hazing/>

**Basic Needs Resources:** <https://chaminade.edu/basic-needs/>

### **Campus Safety/ SafeSwords**

A program for students, faculty and staff, who may feel uncomfortable or unsafe walking alone on campus, at any time of the day. Call security, and a security professional will meet you at your location on campus. The security professional will escort you to your residence hall, car, etc. Students may utilize this when walking to and from night classes around campus or after late night events. [SafeSwords Webpage](#)

### **CUH Alert Emergency Notification**

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

### **Assessment for Student Work**

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

### **Student with Disabilities Statement**

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at [ada@chaminade.edu](mailto:ada@chaminade.edu) each semester if changes or notifications are needed.

### **Kōkua 'Ike: Tutoring & Learning Services**

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua 'Ike's](#) website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account > TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.



## Course Schedule

Date Topic	Assignments
<b>Unit 1A:</b> August 25	Welcome!! <ul style="list-style-type: none"> <li>• Typing Practice One <b>due August 27</b> (5 points)</li> <li>• Look around Canvas and explore. (SLO 2, 7)</li> </ul>
<b>Unit 1B:</b> September 1	Introductions <ul style="list-style-type: none"> <li>• Typing Practice Two <b>due September 3</b> (5 points)</li> <li>• Student Introductions <b>due September 3</b> (5 points)</li> <li>• Chaminade Email Assignment <b>due September 17</b> (10 points) (SLO 1, 2, 4, 6)</li> </ul>
<b>Unit 1C:</b> September 8	Skills: <ul style="list-style-type: none"> <li>• Typing Practice Three <b>due September 10</b> (5 points)</li> <li>• Getting into Self-Service (SLO 3, 5)</li> </ul>
<b>Unit 2A:</b> September 15	Skills: <ul style="list-style-type: none"> <li>• Lecture - Formatting Word Documents <ul style="list-style-type: none"> <li>◦ Assignment - Format This Doc! <b>Due September 17</b> (10 points)</li> </ul> </li> <li>• Preparing for your Reflection Essay!!! (SLO 2)</li> </ul>
<b>Unit 2B:</b> September 22	Skills: <ul style="list-style-type: none"> <li>• Reflection Essay: Life <b>due September 24</b> (30 points)</li> <li>• Typing Practice Four <b>due September 24</b> (5 points) (SLO 1, 6, 7)</li> </ul>
<b>Unit 3A:</b> September 29	Plagiarism: <ul style="list-style-type: none"> <li>• Typing Practice Five <b>due October 3</b> (5 points)</li> <li>• Plagiarism Quiz <b>due October 3</b> (20 points) (SLO 2)</li> </ul>
<b>Unit 3B:</b> October 6	Plagiarism: <ul style="list-style-type: none"> <li>• Typing Practice Six <b>due October 8</b> (5 points)</li> <li>• Plagiarism Summarizing <b>due October 8</b> (10 points) (SLO 2)</li> </ul>

<b>Unit 4A:</b> October 13	Your Future: <ul style="list-style-type: none"> <li>● Typing Practice Seven <b>due October 15</b> (5 points)</li> <li>● Prepare for your First PowerPoint Assignment! (SLO 2)</li> </ul>
<b>Unit 4B:</b> October 20	Your Future: <ul style="list-style-type: none"> <li>● PowerPoint Exercise <b>due by October 22</b> <ul style="list-style-type: none"> <li>○ Post in Discussion (10 points)</li> </ul> </li> <li>● Prepare for your SECOND Reflection Essay! (SLO 3, 4, 6)</li> </ul>
<b>Unit 4C:</b> October 27	Your Future: <ul style="list-style-type: none"> <li>● Typing Practice Eight <b>due October 29</b> (5 points)</li> <li>● Work Reflection Paper <b>due by October 29</b> (30 points) (SLO 2, 3, 5)</li> </ul>
<b>Unit 5A:</b> November 3	Mission and Identity of Chaminade University: <ul style="list-style-type: none"> <li>● Typing Practice Nine <b>due November 5</b> (5 points)</li> <li>● Read biographies of the Society of Mary Founders (SLO 1, 2, 4, 7)</li> </ul>
<b>Unit 5B:</b> November 10	Mission and Identity of Chaminade University: <ul style="list-style-type: none"> <li>● Group Work Day! <ul style="list-style-type: none"> <li>○ Read the biographies of the Society of Mary Founders AGAIN</li> <li>○ Work on Group Powerpoint of Founder <ul style="list-style-type: none"> <li>■ due November 19!!</li> </ul> </li> </ul> </li> </ul> (SLO 1, 2, 4, 6, 7)
<b>Unit 5C:</b> November 17	Mission and Identity of Chaminade University: <ul style="list-style-type: none"> <li>● Typing Practice Ten <b>due November 19</b> (5 points)</li> <li>● Group Powerpoint of Founder <b>due November 19</b> (20 points) (SLO 1, 2, 4, 6, 7)</li> </ul>
<b>Unit 5D:</b> November 24	Mission and Identity of Chaminade University: <ul style="list-style-type: none"> <li>● Read Marianist Educational Values. <b>Discussion post due December 3</b> (10 points) (SLO 1, 2, 4, 6, 7)</li> </ul>
<b>Unit 6:</b> December 9 - 11	Final Weeks: <ul style="list-style-type: none"> <li>● <b>Final Exam Open from December 9 - 11</b> (50 points)</li> </ul>