College/ School Course Syllabus

Semester:	Fall			Academic Year	2023/2024
Program		Undergraduate			
Course Name	Orientation to University Life (Non-Credit)			Course Code	ORI 101
Credit Hour	Zero	Pre-requisite		Co-requisite	
Class Time		Days		Room	
Faculty Member					
Name	Email			Phone	Office Hours
Haitham Al Maaini	halmaaini@ud.ac.ae		045566871		9AM to 3PM

Brief Course Description:

The Orientation Course is a comprehensive program designed to guide students through their transition into university life. Spanning three weeks, this course introduces students to essential information, campus resources, and opportunities for engagement. Through interactive sessions, students will gain knowledge of university policies, Student Handbook, code of conduct, and online platforms. They will explore various campus facilities, including the library and labs, while fostering teamwork and collaboration. The course also highlights international opportunities and volunteering initiatives. By the end of the Orientation Course, students will possess the necessary tools, connections, and understanding to thrive academically and contribute positively to the university community.

Course Objective

Upon completion of this course, students should be able to:

1. Provide essential information and familiarize students with university policies, resources, and campus facilities.
2. Foster student engagement and establish connections among peers, faculty, and university leaders.
3. Empower students with the skills and knowledge to navigate university systems and make informed decisions for personal and academic success.

Course Learning Outcomes (CLOs)

Upon completion of this course, students should be able to demonstrate the following outcomes:

1. Demonstrate proficient navigation and utilization of diverse campus resources to optimize academic and personal achievements.
2. Examine and interpret university policies, code of conduct, and student handbook, enabling adherence to ethical standards and active contribution to campus community.
3. Engage actively in campus life by participating in networking activities, contributing through volunteering efforts, and exploring diverse clubs and organizations.
4. Explore international opportunities facilitated by the Office of International Relations, the

Confucius Center, and micro credit courses, fostering an appreciation for studying abroad, cultural exchange, and global engagement.

Pedagogy (Teaching Methods):

Lectures; Moodle Learning System with Turnitin features, available on-line at:
http://udmoodle/login/index.php; and assigned reading materials.

Use of Modern Instructional Technology:

Power point presentation; Moodle and online exercises.

Teaching Plan

Week/ Lecture no	Lecture subject/topic	Lecture Objectives	Relation to CLO
1	Introduction and Essential Information	Students will be introduced to the university and its various sessions. The primary focus will be on familiarizing students with the campus, facilities, and resources available to them. - Introduction to UD and the course. - Welcoming and networking with President, Provost and Directors. - Go through Student Handbook, policies and code of conduct - IT Resources, Portal and Moodle access, emails and profile. - Registration Department Intro – Missing documents, student portal and course registration - Finance Department Intro	1 & 2
2	Campus Resources and Engagement	Students will explore into various resources and opportunities available to them on campus. The topics covered in this week include - Introduce DSS, Student Union and Clubs - Library - Confucius Center - Volunteering with UD	1 & 3
3	Beyond the Campus	Students will learn about opportunities beyond the university campus and gain insight into future endeavors. - Summary of previous weeks, Small game to review the three weeks - ICDC and Alumni Office - Office of International Relations - Micro credit courses and certificates - Summary of all the weeks - Short Quiz to assess their knowledge - Survey	1 & 4

Educational Resources

Educational Resource	Description
Handout	A comprehensive handout that will be distributed among the students. This handout will serve as a valuable reference guide, providing information on how to navigate the various university resources.

UD Academic Regulations

Class
Conduct
Policy:

1. UD is an accredited university of international standard. You must behave as a University student and not as a high school student.
2. Students should understand course learning objectives stated in the course syllabus on day 1 of the course as to what it means, why it is important, how they are assessed etc., so that they know the value of the course they are taking.
3. Instructors encourage students' questions. Please do not feel shy asking questions.
4. Students cannot leave the class during lecture time.

Class disturbance:
    i. Mobile phones must be switched off during class. Students using their mobile phones will be considered **misbehavior** for that class.
    ii. Students found whispering or talking during lectures will be asked to leave the class and will be considered as **misbehavior** for that class.
5. Students must bring their textbooks to class.
6. Students are expected to use a variety of references in their assignments (books, on-line sources, journals…).
7. Students are required to do some further readings prior to coming to class.
8. No handouts of any kind are given. Students must learn from textbook and journal articles.
9. Late submission of assignments will be penalized by <u>10% a</u> day. No assignments are accepted by the instructor during the final examination period.
10. In case of absence, you are responsible for course covered in the missed class.
11. Keep copies of your assignments for your own record.
12. UD cheating policy and absenteeism policies will be strictly enforced.
13. Students should take more challenging responsibilities in learning.
14. Students should demand feedback on their assignments, quizzes, class work, and exams from their instructors. They should know their performance status well before final examination.
15. When you are not satisfied with the course grade, you can request the registration department

for **review of your final exam script only. Earlier course work is not reviewed.**

16. Note that absence from an exam can be for UD-valid reasons only (See Student Handbook). Students with unacceptable reasons shall get a zero on the missed exam.
17. **No phones will be allowed during the mid-term and final exams**.
18. Be sure you bring a simple calculator to the exam.

Class Attendance Policy

1. Attendance and participation in all classes and IT lab sessions are mandatory. Absences hinder progress, and affects the learning ability and grades.
   a) All courses are offered in two consecutive sessions of 1 hour 25 minutes each. A 10-minute break is given after the first session.
   b) A faculty member must take attendance in each session.
   c) If sessions are missed the learner must then repeat the course in the following term when it is offered. However, the learner shall have the right to attend the remaining classes of the course. Repeating a course may entail a financial charge.
   d) A learner must work independently to catch up on missed lectures' material.

2. **Student Learning Integrity Policy**

We are keen to ensure a learning culture characterized by intellectual and personal honesty, social integration, ethical behavior and respect for the rights of the individual. We also expect its trainees to be self-disciplined in both their approach to studying and in their general conduct and behavior.

2.1 The Student Code of Conduct is designed to promote this culture and hence sets out the standard of conduct expected of learners. Students who violate these standards will be subjected to disciplinary sanctions, according to established penalties as stated below. This will help us to protect the UD learning community by maintaining order, discipline and stability on or off campus.

2.1.1 Academic Misconduct
- Student Academic misconduct is an academic violation that covers but not limited to plagiarism, misrepresentation, fabrication, and facilitation and cheating in exams.
- Apart from exam cheating and plagiarism, the decision on whether or not to treat an academic misconduct as a violation of the Code of Trainees' Conduct, is at the discretion of the instructor.

2.1.2 Plagiarism

Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise. We have **zero tolerance towards plagiarism (i.e. any portion of a submitted document that contains plagiarism will lead to the appropriate penalty)**. Every academic submission made by a trainee should be a work of his/her own and also not be self-plagiarized. In all cases of plagiarism whether it is blatant or self- plagiarism, trainees will be held accountable for violation of academic integrity which also includes a penalty for their dishonesty.

Types of Plagiarism

- *Self*: A trainee's work reproduced more than once for the same course or for other courses without prior permission(s) of the instructor(s) involved is an act of plagiarism. Trainees should be very careful when quoting or paraphrasing (properly citing material).
- *Accidental:* Every trainee is required to understand plagiarism as something similar to acts of fraud in the academic community. For this reason, it is the responsibility of the trainee to make sure his/her work has been checked and properly acknowledged.
- *Blatant:* Trainee's work reproduced from a fellow trainee or any other information source intentionally without proper acknowledgement is serious act of plagiarism. Trainees well aware of this blatantly, will lead to the strict penalty that can include non-grading of course work all the way to failing of the course as deemed by the faculty.

Academic dishonesty is not limited to simply cheating on an exam or assignment. It also includes the following:

- ⟹ Facilitating acts of academic dishonesty to others,
- ⟹ Submitting someone-else's work or work previously used in other courses, without informing the instructor,
- ⟹ Receiving outside assistance without instructor's permission.
- ⟹ Including ideas from external sources (such as on the web or in the library) without proper referencing.
- ⟹ Providing assistance to students during exam.