

# Borders: Crossing Into Your Future

5<sup>th</sup> Edition

Learning Guides and Answer Sheets

Introduction-Chapter 10



## Table of Contents:

**Introduction:** pages 1-4

**Chapter 1:** pages 5-9

**Chapter 2:** pages 10-15

**Chapter 3:** pages 16-21

**Chapter 4:** pages 22-29

**Chapter 5:** pages 30-31

**Chapter 6:** pages 32-38

**Chapter 7:** pages 39-43

**Chapter 8:** pages 44-46

**Chapter 9:** pages 47-49

**Chapter 10:** pages 50-51

## **Topic: The Art of Attending College and UTEP Academic Support Programs**

1. What was the First Year Experience Movement and how did that help shape college campuses into what they are now?
2. What are the university's departments mentioned in the book that facilitate students' entrance into the university?
3. What are UTEP's Academic Support Programs that help facilitate students' first-year experience?

## Topic: The Art of Attending College and UTEP Academic Support Programs Answer Sheet

1. What was the First Year Experience Movement and how did that help shape college campuses into what they are now?
  - a. *The First Year Experience Movement was the idea that everyone should have access to higher education, and therefore all campuses should offer student support to help students achieve this goal.*
  - b. *This helped shape campuses by developing plans to help first-year students with resources such as new student orientation, academic advising, tutoring and many others.*
2. What are the university's departments mentioned in the book that facilitate students' entrance into the university?
  - a. *Admissions, Registrars, Student Assessment and Testing, Academic Advising Center, and Financial Aid*
3. What are UTEP's Academic Support Programs that help facilitate students' first-year experience?
  - a. *Univ. 1301, Univ. 2350, Learning Communities, University Writing Center, Developmental English, Developmental Math, and MaRCS (Math Resource Center for Students)*

### Topic: University Seminar 1301

1. UNIV 1301 is a university seminar. What does “seminar” mean?
2. What is the role of the peer leader in the University Seminar 1301 course?
3. What are some of the characteristics of University Seminar 1301 courses?
4. According to Entering Student Program statistics, the one-year retention rate of students who had taken University Seminar between 1999 and 2012 was \_\_\_\_\_%.
5. According to Entering Student Program statistics, the one-year retention rate of students who had not taken University Seminar between 1999 and 2012 was \_\_\_\_\_%.
6. According to Entering Student Program statistics, during Fall 1999-Fall 2013, students who took Univ. 1301 their first semester had an average semester GPA of \_\_\_\_\_ compared to an average GPA of \_\_\_\_\_ of students who did not take Univ. 1301.
7. Who teaches University Seminar?
8. What is pedagogy?
9. What are the five University Seminar 1301 goals?

## Topic: University Seminar 1301 Answer Sheet

1. UNIV 1301 is a university seminar. What does “seminar” mean?
  - a. *It means that the course will be smaller than others and will encourage critical thinking, active learning and high levels of interaction among classmates and the instructional team.*
2. What is the role of the peer leader in the University Seminar 1301 course?
  - a. *Peer leaders are liaisons between the instructor and students, and also make connections between students.*
3. What are some of the characteristics of University Seminar 1301 courses?
  - a. *They limit the amount of students in each class.*
  - b. *They emphasize learning techniques.*
  - c. *They facilitate a more personalized relationship between the student and instructor.*
4. According to Entering Student Program statistics, the one-year retention rate of students who had taken University Seminar between 1999 and 2012 was 71.6%.
5. According to Entering Student Program statistics, the one-year retention rate of students who had not taken University Seminar between 1999 and 2012 was 49.1%.
6. According to Entering Student Program statistics, during Fall 1999-Fall 2013, students who took Univ. 1301 their first semester had an average semester GPA of 2.91 compared to an average GPA of 2.63 of students who did not take Univ. 1301.
7. Who teaches University Seminar?
  - a. *It is a member of the UTEP community and an expert in a particular academic subject that is related to theme of the course you are taking.*
8. What is pedagogy?
  - a. *Pedagogy is the art and science of teaching.*
9. What are the five University Seminar 1301 goals?
  - a. *To strengthen academic performance and facilitate student’s transition to college*
  - b. *To enhance academic skills*
  - c. *To increase student interaction with both faculty and peers*
  - d. *To encourage student’s self-assessment and goal clarification*
  - e. *To increase students’ involvement at UTEP*

### Topic: UTEP History

1. What was UTEP's first name, when did it open and what kind of school was it?
2. Where was UTEP first located, and why did it relocate to its current location?
3. What is UTEP's architecture and how did it obtain this kind of architecture?
4. When did the university obtain the name of University of Texas at El Paso?
5. Who was Ruben Salazar?
6. What was UTEP's contribution to the Civil Rights Movement?
7. What does the "M" on the mountain stand for?

**Topic: UTEP History Answer Sheet**

1. What was UTEP's first name, when did it open and what kind of school was it?
  - a. *State School of Mines and Metallurgy*
  - b. *It opened on April 28, 1914*
  - c. *It was a school for geology, mining, and metallurgical engineering*
2. Where was UTEP first located, and why did it relocate to its current location?
  - a. *It was first located on Fort Bliss*
  - b. *It relocated to its current location due to a fire of unknown origin, the Mexican Revolution, World War I and a water shortage*
3. What is UTEP's architecture and how did it obtain this kind of architecture?
  - a. *UTEP's architecture is Bhutanese*
  - b. *It obtained this architecture as a suggestion from Kathleen Worrell, the dean's wife, who saw the kingdom of Bhutan in a National Geographic magazine and thought it resembled El Paso's landscape.*
4. When did the university obtain the name of University of Texas at El Paso?
  - a. *In 1967*
5. Who was Ruben Salazar?
  - a. *Texas Western College graduate and first Mexican-American reporter for Los Angeles times*
  - b. *Considered a martyr for the Chicano Movement (el movimiento) when he died covering the Chicano Anti-War Moratorium in Los Angeles*
6. What was UTEP's contribution to the Civil Rights Movement?
  - a. *Texas Western College's 1966 NCAA championship paved the way for integration in college sports when an all African-American team (Texas Western) won over an all-white team. This demonstrated that talent is not defined by skin color.*
7. What does the "M" on the mountain stand for?
  - a. *Miners*

**Topic: College Organizational Structure and Policies**

1. What is the difference between the academic dean and chair?
2. What are UTEP's six colleges?
3. College catalogs are created every \_\_\_\_\_ years and are valid for \_\_\_\_\_ years.
4. A Bachelor's degree will take you \_\_\_\_\_ credit hours to complete; a Master's degree will take you \_\_\_\_\_ credit hours to complete, and a Doctorate degree will take you \_\_\_\_\_ credit hours to complete.
5. What are the three most common holds the UTEP system will place on students before they register for the next semester and where do they need to go to have them removed?
6. What is Texas Success Initiative (TSI) and what exam do students need to take in order to ensure they are compliant?
7. What is the Grade Replacement Policy?
8. What is the Course Repetition Policy?
9. What is the Withdrawal/Drop Limit Policy?
10. In order for a student to graduate within four years, approximately how many credit hours should they take per semester?
11. The University Honors Program will allow students to graduate with a University Honors Degree as long as they complete \_\_\_\_\_ honors credit hours and a University Honors Certificate as long as they complete \_\_\_\_\_ honors credit hours.
12. What does the Study Abroad Program do for UTEP students?

## Topic: College Organizational Structure and Policies Answer Sheet

1. What is the difference between the academic dean and chair?
  - a. *The academic dean is the head of each college*
  - b. *The academic chair is the academic leader of professors, lecturers and staff within a department*
2. What are UTEP's six colleges?
  - a. *Business Administration, Education, Engineering, Health Sciences, Liberal Arts, and Science*
3. College catalogs are created every two years and are valid for seven years.
4. A Bachelor's degree will take you 120 credit hours to complete; a Master's degree will take you 30 or more credit hours to complete, and a Doctorate degree will take you 90 credit hours to complete.
5. What are the three most common holds the UTEP system will place on students before they register for the next semester and where do they need to go to have them removed?
  - a. *TSI hold: go to the Academic Advising Center*
  - b. *Major advising required hold: go see your academic advisor*
  - c. *Past due balance: go see Student Business Services*
6. What is Texas Success Initiative (TSI) and what exam do students need to take in order to ensure they are compliant?
  - a. *It is an initiative that ensures that all students entering a Texas public college are prepared for college-level math, reading and writing courses*
  - b. *Students must take the TSI Assessment to ensure they are compliant*
7. What is the Grade Replacement Policy?
  - a. *Any freshman or sophomore courses taken at UTEP can be grade replaced (in case of failure) by taking them a second time*
8. What is the Course Repetition Policy?
  - a. *If students take a course for the third time, they will be assessed \$100 extra per credit hour*
9. What is the Withdrawal/Drop Limit Policy?
  - a. *This policy limits students to dropping only six times throughout their entire undergraduate career in any public school in the state of Texas*
10. In order for a student to graduate within four years, approximately how many credit hours should they take per semester?

*a. They should take 15 credit hours per semester*

11. The University Honors Program will allow students to graduate with a University Honors Degree as long as they complete 30 or more honors credit hours and a University Honors Certificate as long as they complete 18-29 honors credit hours.

12. What does the Study Abroad Program do for UTEP students?

*a. It allows UTEP students to take classes at a university in another country that will count as part of their degree plan*

## Topic: Time Management, Time Planning and the Demands of College

1. What is the ratio of study time to every hour that you spend in class?
2. If you are taking 15 credit hours, how many hours per week should you be studying?
3. Make a list of important events you should write in your planner/calendar.
4. Using the “Action Guidelines for Time Planning,” design a personal plan for managing your time when preparing for class assignments, readings, writing papers and taking exams.
5. Now that you are in college, you realize that you need to balance the time you spend with your loved ones and the time you need to dedicate to your studies. List different ways in which you can accommodate your “family/friends” time and your “study” time.
6. Now that you are in college, what are some differences you have noticed between your high school teachers and your college professors?
7. What are the expectations that professors have of you?
8. What is the difference between a professor who is tenure-track vs. one who is non tenure-track?
9. When you visit professors in their office, what would be “good etiquette” to follow?
10. When students receive the grade of a first exam, they usually realize what their professors’ expectations are. What steps can you take to improve your grade on the next exam?
11. Many students don’t realize that earning a “D” is a failing grade just as earning an “F” in CORE classes. How can earning “D”s and “F”s jeopardize your studies at UTEP?
12. What are the grade values for an “A, B, C, D and F?”
13. Using the example in the book calculate the following GPA:
  - a. Univ. 1301 B
  - b. Engl 1311 D
  - c. Art 1300 C
  - d. Hist 1301 C
14. Looking at course numbering, how can you tell the difference between a freshman, sophomore, junior and senior level class?

## Topic: Time Management, Time Planning and the Demands of College Answer Sheet

1. What is the ratio of study time to every hour that you spend in class?
  - a. *3 hours*
2. If you are taking 15 credit hours, how many hours per week should you be studying?
  - a. *45 hours*
3. Make a list of important events you should write in your planner/calendar.
  - a. *All activities, people, and appointments that require your time*
  - b. *Assignment due dates, test dates, quiz dates*
  - c. *Students may make a list of their own activities*
4. Using the “Action Guidelines for Time Planning,” design a personal plan for managing your time when preparing for class assignments, readings, writing papers and taking exams.
  - a. *Students may design their own plan as long as they include the following guidelines: having self-time, writing down what they need to do, being organized before they begin a task, completing the most important task before moving to the next, scheduling regular work sessions for three or more hours if possible, using a “Do not disturb” sign, using off hours to study during the day, allowing 10-15 minutes before each class for preview, anticipating unforeseeable events, not being a crisis manager*
5. Now that you are in college, you realize that you need to balance the time you spend with your loved ones and the time you need to dedicate to your studies. List different ways in which you can accommodate your “family/friends” time and your “study” time.
  - a. *Students may list their own ways of accommodating “family/friends” time. They should include: communication, compromise, and just saying “no”*
6. Now that you are in college, what are some differences you have noticed between your high school teachers and your college professors?
  - a. *Students may make their own list, it may include: college professors expect you to review class notes and reading assignments regularly, they expect you to understand a concept without stopping to make sure you have understood it first, and they expect for you to cover extensive amounts of reading and writing without covering it in class, as opposed to high school teachers not having the same expectations*
7. What are the expectations that professors have of you?
  - a. *Make office visits*

- b. *Understand the syllabus*
  - c. *Use knowledge*
  - d. *Be responsible*
8. What is the difference between a professor who is tenure-track vs. one who is non-tenure-track?
- a. *A tenured professor has the freedom to inquire into subjects that are unpopular; they cannot be fired for expressing unpopular ideas in their classrooms or publications*
  - b. *A non-tenured professor may be anyone from the UTEP community such as professional staff, directors of programs, advisors, evaluators, etc. They may or may not have a doctoral degree*
9. When you visit professors in their office, what would be “good etiquette” to follow?
- a. *Bring notes, papers, books or anything you might need*
  - b. *Write down your questions in advance*
  - c. *Don’t be afraid to ask questions*
  - d. *Don’t say you have fallen behind because you had other “more important” work to do*
  - e. *Let the professor know if you are having problems in their class*
  - f. *If you can’t make it or will be late to the appointment, make sure to notify your professor*
10. When students receive the grade of a first exam, they usually realize what their professors’ expectations are. What steps can you take to improve your grade on the next exam?
- a. *Seek help from professor, teaching assistant or tutor*
  - b. *Go to review sessions if offered*
  - c. *Accept your grade and strive for better ones next time*
11. Many students don’t realize that earning a “D” is a failing grade just as earning an “F” in CORE classes. How can earning “D”s and “F”s jeopardize your studies at UTEP?
- a. *You can end up on academic probation or suspension, which can threaten your enrollment in upcoming semesters, and/or cancellation of financial aid*
12. What are the grade values for an “A, B, C, D and F?”
- a. *A=4 points*
  - b. *B=3 points*
  - c. *C=2 points*
  - d. *D=1 points*
  - e. *F=0 points*

13. Using the example in the book calculate the following GPA:

- a. Univ. 1301    B
- b. Engl 1311    D
- c. Art 1300      C
- d. Hist 1301    C

*i. This should equal to a GPA of 2.0*

14. Looking at course numbering, how can you tell the difference between a freshman, sophomore, junior and senior level class?

- a. *Freshman level courses start with a "1"*
- b. *Sophomore level courses start with a "2"*
- c. *Junior level courses start with a "3"*
- d. *Senior level courses start with a "4"*

### Topic: Diversity

1. What are the most common diversity categories that you see on a college campus?
2. Diversity does not only refer to the categories you listed on the previous question, but it also refers to what other categories?
3. What has been the key in our world becoming more globalized? How can you be part of that diversity consciousness?

### Topic: Diversity Answer Sheet

1. What are the most common diversity categories that you see on a college campus?
  - a. *Race/ethnicity*
  - b. *Gender*
  - c. *Nationality*
2. Diversity does not only refer to the categories you listed on the previous question, but it also refers to what other categories?
  - a. *Age, sexual orientation, socio/economic class, weight, marital status, military experience, parental status, religious beliefs, political affiliation, and work experiences*
3. What has been the key to our world becoming more globalized?
  - a. *Diversity consciousness*

### **Topics: Active Learning, Memory and Learning Styles**

1. What is the difference between active learning and passive learning?
2. Describe the three parts of memory: sensory, short-term and long-term memory.
3. List the five memory techniques used to put information into your long-term memory.
4. Describe the four most basic categories of learning styles: visual, auditory, read/write, and tactile learners.

## Topics: Active Learning, Memory and Learning Styles Answer Sheet

1. What is the difference between active learning and passive learning?
  - a. *Active learning involves using your 5 senses and doing something with the information you are trying to learn*
  - b. *In passive learning you do not do something with the information you are trying to learn, but rather hope that you will remember it later*
2. Describe the three parts of memory: sensory, short-term and long-term memory.
  - a. *Sensory: it is the filter that sorts the information you are receiving; you only remember what caught your attention*
  - b. *Short-term: information that does not stay with you for long because you don't use it later; only 7-9 pieces of information can be held in short-term memory at a time*
  - c. *Long-term: information that is meaningful to you and is manipulated to stay in your long-term memory; long-term memory never gets full*
3. List the five memory techniques used to put information into your long-term memory.
  - a. *Mnemonics*
  - b. *Imagery*
  - c. *Method of loci*
  - d. *Elaboration*
  - e. *Organization*
4. Describe the four most basic categories of learning styles: visual, auditory, read/write, and tactile learners.
  - a. *Visual: students who need to see what is being presented*
  - b. *Auditory: students who are most comfortable with learning material that is heard*
  - c. *Read/write: students who are comfortable with all types of reading materials and then process what they have read by writing*
  - d. *Tactile: students who like to do things as part of the learning process*

### Topic: Online Learning

1. What is the difference between a hybrid course and a 100% online course?
2. Why is it not recommended you take an online course on a smartphone or tablet?
3. What is the difference between synchronous and asynchronous learning?
4. List at least two do's and don'ts of online learning.
5. Where on campus can you call when you have technical problems in online courses?
6. Why is it important to always log in with your UTEP account when using the campus wi-fi internet?

**Topic: Online Learning Answer Sheet**

1. What is the difference between a hybrid course and a 100% online course?
  - a. *An online course is 100% online, with no class meetings*
  - b. *In a hybrid course, you will not meet as regularly as you would in a normal class (perhaps only once a week). The rest of the coursework is online.*
2. Why is it not recommended you take an online course on a smartphone or tablet?
  - a. *Most Learning Management Systems (Blackboard) are stable when being accessed through a laptop or desktop.*
  - b. *Students have less problems when accessing Blackboard on a laptop or desktop.*
3. What is the difference between synchronous and asynchronous learning?
  - a. *Synchronous learning occurs when you are learning in real time (i.e. in the classroom setting)*
  - b. *Asynchronous learning occurs at any given time, within specified assignment deadline windows*
4. List at least two do's and don'ts of online learning.
  - a. *Do's:*
    - i. *Read assignments and instructions on the day they are assigned and not on the day they are due*
    - ii. *Ask questions ahead of time about course materials, articles and discussion questions*
    - iii. *Look things up when you are online*
  - b. *Don'ts:*
    - i. *Take an online course if all you have is a smartphone and are not willing to use computer labs on campus*
    - ii. *Wait to submit work right before it is due. You may miss the deadline especially if something goes wrong with your computer or Blackboard*
5. Where on campus can you call when you have technical problems in online courses?
  - a. *The Helpdesk: (915)747-5257*
6. Why is it important to always log in with your UTEP account and not with a guest account when using the campus' wireless connection to the internet?
  - a. *You will only have 10-20 minutes of connectivity when using the guest account*

### Topic: Critical Thinking

1. What is meta-cognition?
2. List the six steps to Bloom's Taxonomy.
3. What are the different types of thinking that may be required of you to use in different disciplines?
4. How can you tell whether information that you are receiving in a course is either a fact or opinion?
5. What are the four different types of ways in which information may be presented to you?

**Topic: Critical Thinking Answer Sheet**

1. What is meta-cognition?
  - a. *Thinking about how you think; reflecting about how you came up with an answer*
2. List the six steps to Bloom's Taxonomy.
  - a. *Knowledge*
  - b. *Comprehension*
  - c. *Application*
  - d. *Analysis*
  - e. *Synthesis*
  - f. *Evaluation*
3. What are the different types of thinking that may be required of you to use in different disciplines?
  - a. *Thinking in the social sciences, humanities, or mathematics*
4. How can you tell whether information that you are receiving in a course is either a fact or opinion?
  - a. *You will need to use critical thinking skills to learn to differentiate between a fact or opinion. Some professors will use phrases such as, "I think," "Most scholars agree," while others may not.*
5. What are the four different types of ways in which information may be presented to you?
  - a. *Textbooks or articles*
  - b. *Academic journals*
  - c. *Newspaper articles*
  - d. *Internet sources*

**Topic: Effective Note-Taking and Active Reading**

1. What are the three types of class notes? List and describe each one (with an appropriate diagram).
2. What are the benefits of creating symbols, using abbreviations, and reviewing your notes within 24 hours?
3. What are the differences between leisure reading, scanning, serious reading and academic reading?
4. Active reading involves a five-step process. What is the five-step process? List and describe.
5. Give a list of what you should annotate as you read.

**Topic: Effective Note-Taking and Active Reading Answer Sheet**

1. What are the three types of class notes? List and describe each one (with an appropriate diagram—check book to see diagram).
  - a. *Cornell*
  - b. *Mind Maps*
  - c. *Writing Phrases (outline)*
2. What are the benefits of creating symbols, using abbreviations, and reviewing your notes within 24 hours?
  - a. *You will be able to take notes at a faster pace and better remember the information as the semester progresses.*
3. What are the differences between leisure reading, scanning, serious reading and academic reading?
  - a. *Leisure reading is anything you read for fun*
  - b. *Scanning is not completely reading but rather just looking for specific pieces of information*
  - c. *Serious reading word-for-word and using the information read*
  - d. *Academic reading is also reading word-for-word and using the information read but more in-depth, where you question what you read, think about what the authors mean and apply the information to more complex problems and situations*
4. Active reading involves a five-step process. What is the five-step process? List and describe.
  - a. *Preview/Scan: scanning through the pages and searching for headings, subheadings and captions to get an idea of what you will be reading*
  - b. *Question and predict: predicting what questions you might have to answer about the content of your assignment*
  - c. *Read and highlight: actually reading the text marking what is important to you*
  - d. *Re-read and annotate: going back over your reading assignment and annotating important information*
  - e. *Rehearse, recall, review: closing the book and recalling in your mind what you have read*
5. Give a list of what you should annotate as you read.
  - a. *Definitions, examples, names, dates, events, main ideas, theories, lists, characteristics, and possible test questions*

### **Topic: Test-taking and Test Anxiety**

1. Give a list of what you should be doing: the week before the test, the night before the test, the day of the test, and during the test.
2. What are the benefits of getting together with a study group to prepare for exams?
3. What are good techniques to use to make sure you have answered an essay question well?
4. List and explain three techniques that help students with test anxiety.

**Topic: Test-taking and Test Anxiety Answer Sheet**

1. Give a list of what you should be doing: the week before the test, the night before the test, the day of the test, and during the test.
  - a. *Week before: completing all readings and correlating your notes with your readings, getting together with your study group, going to review sessions*
  - b. *Night before: giving your study materials one last review, going to bed a regular time*
  - c. *Day of the test: allow plenty of time to get to class, have your materials ready*
  - d. *During the test: keep track of time, check test for distributing your allotted time appropriately, read the directions carefully*
2. What are the benefits of getting together with a study group to prepare for exams?
  - a. *You can compare notes with your study group to see if you have missed anything important*
  - b. *You can quiz each other until you are confident you know the information*
3. What are good techniques to use to make sure you have answered an essay question well?
  - a. *Break down each question to make sure you answer all parts*
  - b. *Outline your essay to make sure you have addressed all parts*
  - c. *Review your answer before submitting*
4. List and explain three techniques that help students with test anxiety.
  - a. *Preparing the night before: not being hurried or even more stressed the morning of the exam*
  - b. *Deep breathing: breathing in and out for a count of five, thus giving you the feeling that you are in control*
  - c. *Stretching: tightening your muscles from the bottom of your body up, thus giving you the feeling that you are in control*

### **Topic: Writing and Math Skills**

1. What are the three steps of the writing process?
2. Give examples of each of the steps in the writing process.
3. List four tips for helping you learn math concepts easier and passing your math classes.

**Topic: Writing and Math Skills Answer Sheet**

1. What are the three steps of the writing process?
  - a. *Prewriting*
  - b. *Writing*
  - c. *Rewriting*
2. Give examples of each of the steps in the writing process.
  - a. *Prewriting: freewriting, brainstorming, cubing, clustering, questioning, reading, interviewing, talking, organizing information*
  - b. *Writing: writing a first draft, using essay format including introduction, body, and conclusion paragraphs*
  - c. *Rewriting: rewriting the paper several times, reviewing, and editing*
3. List four tips for helping you learn math concepts easier and passing your math classes.
  - a. *Starting early*
  - b. *Going to class prepared*
  - c. *Doing all assigned homework and projects on time*
  - d. *Getting help from your instructor, teaching assistants and tutors*

### Topic: Public Speaking Skills

1. When giving an oral presentation, what are the three words/phrases you should not use?
2. When giving an oral presentation, what are three things you should not do?
3. Public speaking involves many skills. Delineate a plan for preparing for the presentation, and one for delivering a good presentation.
4. What are four tips you can use for preparing good Powerpoint slides?

**Topic: Public Speaking Skills Answer Sheet**

1. When giving an oral presentation, what are the three words/phrases you should not use?
  - a. *“um,” “like,” and “you know”*
2. When giving an oral presentation, what are three things you should not do?
  - a. *Read the presentation*
  - b. *Fidget*
  - c. *Give your back to the audience*
3. Public speaking involves many skills. Delineate a plan for preparing for the presentation, and one for delivering a good presentation.
  - a. *Preparing for the presentation: developing a plan, creating note cards to guide your presentation, practicing before the presentation*
  - b. *Delivering the presentation: dressing appropriately, being and staying on time, introducing yourself and your topic, addressing the audience, giving visual cues, speaking carefully, asking for questions and thanking your audience*
4. What are four tips you can use for preparing good Powerpoint slides?
  - a. *Use a consistent font throughout your presentation*
  - b. *Use a color that contrasts with the background*
  - c. *Select a font with a professional look*
  - d. *Limit the number of bullet points per slide*
  - e. *Title each slide*
  - f. *Use last slide for summary of presentation*

### **Topic: University Academic Resources**

1. What are UTEP's three most useful campus internet resources?
2. Give a list of the library resources.
3. Give a list of the library services.
4. How do you locate books within the "Main Stacks?"
5. What is an excellent database used for searching for journal articles?

**Topic: University Academic Resources Answer Sheet**

1. List three of UTEP's most useful campus internet resources.
  - a. *Campus e-mail*
  - b. *Goldmine*
  - c. *MSpace*
  - d. *Student webpages*
  - e. *Blackboard*
2. Give a list of the library resources.
  - a. *Collaborative Learning Center (CLC)*
  - b. *Technology Support Center*
  - c. *University Writing Center*
  - d. *Math Resource Center for Students (MARCS)*
  - e. *Main Stacks*
  - f. *Law and map collections*
  - g. *Children's literature collection*
  - h. *Government documents*
  - i. *Periodicals*
  - j. *Special collections*
  - k. *Media and microforms*
  - l. *Electronic information access*
3. Give a list of the library services.
  - a. *Reference services*
  - b. *Librarians*
  - c. *Circulation services*
  - d. *Reserve desk*
  - e. *Checking out books*
  - f. *Interlibrary loan*
  - g. *Online library tutorials*
4. How do you locate books within the "Main Stacks?"
  - a. *The call number will direct you to the floor in which they are located*
5. What is an excellent database used for searching for journal articles?
  - a. *Academic Search Complete*

## **Topics: Absenteeism, Procrastination and Civility in Discussions**

1. What is the Course Drop Deadline?
2. What should you do if you have to be absent from class?
3. What are some possible consequences of being absent too much?
4. What is the Withdrawal Limit Policy?
5. What is Census Day?
6. What are the characteristics of a procrastinator?
7. How can procrastination affect a group that you are working with for an assignment?
8. What are some tips you can follow when engaging in a controversial discussion?

## Topics: Absenteeism, Procrastination and Civility in Discussions Answer Sheet

1. What is the Course Drop Deadline?
  - a. *The last day upon which you can drop a course with a "W" (Withdrawal) without it affecting your grade*
2. What should you do if you have to be absent from class?
  - a. *Let your instructor know preferably before class via email or phone*
  - b. *Make arrangements for submitting assignments on time that are due that day*
3. What are some possible consequences of being absent too much?
  - a. *You may be dropped from the course*
  - b. *You may receive a grade of "F" at the end of the semester*
4. What is the Withdrawal Limit Policy?
  - a. *Students can only drop 6 classes throughout their undergraduate career in Texas public schools*
  - b. *Subsequent drops will turn into "F"s*
5. What is Census Day?
  - a. *The twelfth day of class, which is the last day to drop courses without receiving a "W"*
6. What are the characteristics of a procrastinator?
  - a. *Always turning in late work*
  - b. *Habitually tardy to class*
  - c. *Won't return emails or phone calls*
  - d. *Avoids tasks or situations altogether*
7. How can procrastination affect a group that you are working with for an assignment?
  - a. *It can affect the pace and grade of those working together with you*
8. What are some tips you can follow when engaging in a controversial discussion?
  - a. *Suspend judgment until you have listened to all sides of the issue*
  - b. *Evaluate your frame of reference*
  - c. *Listen carefully*
  - d. *Create a list comparing and contrasting the various sides in debate*

### **Topics: Academic Standing and Dishonesty**

1. In order to continue registering for future semesters, what is the minimum GPA you can have?
2. In order to be on the Dean's List, what are the requirements you must comply with?
3. What is: first-semester academic probation, first-semester academic suspension, one year academic suspension, and two years academic suspension?
4. List the seven types of academic dishonesty described in the book.

**Topics: Academic Standing and Dishonesty Answer Sheet**

1. In order to continue registering for future semesters, what is the minimum GPA you can have?
  - a. *2.0 GPA*
2. In order to be on the Dean's List, what are the requirements you must comply with?
  - a. *Have a semester GPA of 3.5 or higher*
  - b. *Have been enrolled in at least 12 credit hours*
3. What is: first-semester academic probation, first-semester academic suspension, one year academic suspension, and two years academic suspension?
  - a. *First-semester academic probation: your cumulative GPA is lower than 2.0 for the semester*
  - b. *First-semester academic suspension: your cumulative and semester GPAs are lower than 2.0*
  - c. *One year academic suspension: you have already been suspended for one semester and after you return your semester GPA is again below 2.0*
  - d. *Two years academic suspension: you have already been suspended for one year and after you return your semester GPA is again below 2.0*
4. List the seven types of academic dishonesty described in the book.
  - a. *Obtaining unauthorized information*
  - b. *Giving unauthorized information*
  - c. *Committing plagiarism*
  - d. *Misrepresenting facts*
  - e. *Offering bribes*
  - f. *Using the library unethically*
  - g. *Using the computer unethically*

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**Topics: University Police Department, Emergency Classifications and Preparedness, Jeanne Clery Act, Hazing and Sexual Harassment**

1. What are Miner Alerts and where can they be sent to?
2. What are the Yellow Call Boxes for and how do they work?
3. What are the services the UTEP Police Department offers to students (Miners Mining for Safety Programs)?
4. Which is the only factor you can control from the Crime Triangle?
5. What are the crime prevention tips that the UTEP Police Department recommends?
6. What is the University's Emergency Management Plan?
7. If there is an active shooter on campus, what should you do?
8. What is the Jeanne Clery Act?
9. What is hazing?
10. What are some examples of hazing?
11. What is sexual harassment?
12. If you feel you are a victim of sexual harassment, to whom should you report it to?

## Topics: University Police Department, Emergency Classifications and Preparedness, Jeanne Clery Act, Hazing and Sexual Harassment Answer Sheet

1. What are Miner Alerts and where can they be sent to?
  - a. *It is the university's emergency alert notification system; they can be sent to you cell phone and your email account*
2. What are the Yellow Call Boxes for and how do they work?
  - a. *They are emergency telephones located throughout campus to provide you easy access to call for help; whenever you pick up phone handle it will automatically call the UTEP Police Department*
3. What are the services the UTEP Police Department offers to students (Miners Mining for Safety Programs)?
  - a. *Safety Escort Service*
  - b. *Bicycle registration*
  - c. *Operation identification*
  - d. *Motor vehicle assistance*
  - e. *Rape Aggression Defense*
  - f. *Safe Miner Program*
  - g. *Alcohol Awareness Week*
  - h. *Lost and found property*
  - i. *National Prescription Take Back Day Initiative*
  - j. *VIN Etching*
4. Which is the only factor you can control from the Crime Triangle?
  - a. *Opportunity: you can help prevent a crime by not giving the criminal the opportunity*
5. What are the crime prevention tips that the UTEP Police Department recommends?
  - a. *Always be aware of your surroundings*
  - b. *Never leave your valuables unattended/unsecured*
  - c. *Report suspicious activities immediately*
  - d. *Use the "buddy system" and walk together in groups*
  - e. *Stay alert and be aware of your surroundings at all times*
  - f. *Walk near the curb; avoid shrubbery or other places of concealment*
  - g. *Know your campus: building names, room numbers and streets*
  - h. *Know the location of all exits of the building where you study, work or visit*
  - i. *Keep doors and windows locked to your dorm/apartment at all times*

6. What is the University's Emergency Management Plan?
  - a. *Level 1: minor incident, campus not disrupted*
  - b. *Level 2: emergency response incident, portions of the campus may be closed*
  - c. *Level 3: university disaster, EMP fully activated*
7. If there is an active shooter on campus, what should you do?
  - a. *Call 911*
  - b. *Hide out (hide from the shooter)*
  - c. *Get out (attempt to evacuate)*
  - d. *Take out (try to incapacitate the shooter)*
8. What is the Jeanne Clery Act?
  - a. *It is a federal law stating that all colleges and universities must disclose to the public all information regarding crimes committed on or near their campuses*
9. What is hazing?
  - a. *Actions or activities that endanger the mental and/or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at a college or university*
10. What are some examples of hazing?
  - a. *Spanking, whipping, beating, striking, branding, electric shocking*
  - b. *Sleep deprivation, exposure to the elements, confinement, activities that subject the student to harm, including sexual contact that is not welcome or appropriate*
  - c. *Activities that include the consumption of food, liquid, alcoholic beverage, drug or other substances that may cause harm*
  - d. *Activities that threaten the student to extreme mental stress, shame or humiliation*
11. What is sexual harassment?
  - a. *Any unwelcome conduct of a sexual nature*
12. If you feel you are a victim of sexual harassment, to whom should you report it to?
  - a. *A trusted professor, advisor or the Equal Opportunities Office at UTEP*

**Topics: Healthy Lifestyle and Sexually Transmitted Diseases**

1. What are the tips the book offers for keeping yourself healthy throughout the semester?
2. Most drinkers in the U.S. will drink more between the ages of \_\_\_\_\_ and \_\_\_\_\_ than at any other time in their lives.
3. Binge drinkers are \_\_\_\_\_ times more likely to miss class, engage in unplanned sexual activity, have unprotected sex, damage property, drink and drive, and have a lower GPA.
4. Smoking causes \_\_\_\_\_% of heart disease, \_\_\_\_\_% of cancer deaths, and \_\_\_\_\_% of lung cancer deaths.
5. What is the only sure way to avoid STDs?
6. Before engaging in sexual activity with someone, what tips does the book recommend to help avoid STDs?

## Topics: Healthy Lifestyle and Sexually Transmitted Diseases

### Answer Sheets

1. What are the tips the book offers for keeping yourself healthy throughout the semester?
  - a. *Maintain your energy by eating meals and snacks at least every four hours*
  - b. *Being physically active*
  - c. *Eating healthy*
  - d. *Replacing fluids*
  - e. *Keeping yourself from abusing alcohol*
  - f. *Stop smoking*
  - g. *Protecting yourself from sexually transmitted disease*
2. Most drinkers in the U.S. will drink more between the ages of 18 and 21 than at any other time in their lives.
3. Binge drinkers are 21 times more likely to miss class, engage in unplanned sexual activity, have unprotected sex, damage property, drink and drive, and have a lower GPA.
4. Smoking causes 32% of heart disease, 30% of cancer deaths, and 82% of lung cancer deaths.
5. What is the only sure way to avoid STDs?
  - a. *abstinence*
6. Before engaging in sexual activity with someone, what tips does the book recommend to help avoid STDs?
  - a. *Have sex with only one disease-free partner who is not having sex with anyone else*
  - b. *Know your partner well before you become engaged in sexual activities*
  - c. *Use latex condoms for all types of sexual contact*
  - d. *Find ways to be sexual without involving intercourse or direct genital contact*
  - e. *Receive HPV vaccine (for women and men 9-26 years of age)*

## **Topics: Mental Fitness, Relationships and Managing Your Emotions**

1. What is mental fitness?
2. What is self-esteem?
3. What is stress?
4. What are the physical symptoms of stress?
5. What are the emotional symptoms of stress?
6. What are the behavioral symptoms of stress?
7. What are the cognitive symptoms of stress?
8. What are the two most common types of eating disorders?
9. What constitutes relationship violence?
10. What is depression?
11. What is dysthymia?
12. What is bipolar disorder?
13. If encountering any mental or emotional issues, where can you go for help on campus?

## Topics: Mental Fitness, Relationships and Managing Your Emotions Answer Sheet

1. What is mental fitness?
  - a. *How your thoughts, feelings and behaviors combine to affect your emotional and psychological health*
2. What is self-esteem?
  - a. *The many thoughts and feelings you have about yourself*
3. What is stress?
  - a. *The body's response to any situation or event that causes you to adjust, adapt or change*
4. What are the physical symptoms of stress?
  - a. *Headaches, backaches, muscle tension, digestive problems, frequent colds, hair loss, skin eruptions, and fatigue*
5. What are the emotional symptoms of stress?
  - a. *Feelings of anxiety, irritability, helplessness, depression, anger, over-reacting*
6. What are the behavioral symptoms of stress?
  - a. *Difficulty sleeping, changes in appetite and eating patterns, increased alcohol or drug use, more frequent relationship problems*
7. What are the cognitive symptoms of stress?
  - a. *Difficulty concentrating, making decisions or remembering things*
8. What are the two most common types of eating disorders?
  - a. *Anorexia nervosa and bulimia nervosa*
9. What constitutes relationship violence?
  - a. *Any type of verbal or physical harassment, intimidation, abuse, or threat of abuse*
10. What is depression?
  - a. *Feeling sad or irritable most of the time accompanied by difficulty concentrating, making decisions or remembering things; feeling less interested in things you used to enjoy or isolating yourself from others; feeling worthless, guilty, helpless or hopeless; feeling restless or tired much of the time; experiencing problems falling or staying asleep or sleeping too much, losing your appetite or eating more than usual; thinking about suicide or death*
11. What is dysthymia?

- a. A less severe form of depression that involves fewer but longer-lasting symptoms*
- 12. What is bipolar disorder?
  - a. Cyclic mood changes, including severe highs and lows, often with periods of normal mood in between*
- 13. If encountering any mental or emotional issues, where can you go for help on campus?
  - a. University Counseling Center*

### Topics: Career Exploration

1. The average person changes his/her career about \_\_\_\_\_ to \_\_\_\_\_ times in a lifetime.
2. If you cannot make up your mind about what to study, how can you decide? Give seven tips the book lists.
3. Why do employers visit UTEP every year to recruit students as they near graduation?
4. Why is it important to maintain a high GPA?
5. What do employers look for in a candidate?
6. How can you gain experience in your field even before graduation? List five different ways.
7. What do career fairs offer to students?

**Topics: Career Exploration Answer Sheet**

1. The average person changes his/her career about 3 to 5 times in a lifetime.
2. If you cannot make up your mind about what to study, how can you decide? Give seven tips the book lists.
  - a. *Examine your likes and dislikes*
  - b. *Identify your interests, abilities, and values*
  - c. *Match your self assessment with possible careers*
  - d. *Take a look at the job market*
  - e. *Determine what majors will best prepare you for the career you are targeting*
  - f. *Review course offerings at UTEP*
  - g. *Visit your academic advisor*
3. Why do employers visit UTEP every year to recruit students as they near graduation?
  - a. *They know that UTEP students leave with a solid education*
  - b. *They know UTEP students have exceptional work ethic*
  - c. *They know UTEP is the only major research university in the country whose students are predominantly Mexican-American and employers seek to diversify their work forces*
4. Why is it important to maintain a high GPA?
  - a. *It is very difficult to raise a low GPA*
  - b. *Employers look for candidates with strong GPAs*
  - c. *A strong GPA could be a qualifier for future employment*
5. What do employers look for in a candidate?
  - a. *Education*
  - b. *Experience*
  - c. *Community involvement*
  - d. *Students with an eye to the future*
  - e. *Leadership*
  - f. *Students who shine*
6. How can you gain experience in your field even before graduation? List five different ways.
  - a. *Internships and Co-op opportunities*
  - b. *Group projects*
  - c. *Study abroad*
  - d. *Part-time employment*
  - e. *Volunteerism*

7. What do career fairs offer to students?
  - a. *They bring hundreds of employers and school representatives from around the country who are seeking college students and graduates for positions in their companies/schools*

**Topic: Money Matters**

1. How can you apply the UTEP slogan “Our time is now” into your life?
2. What are some ways the book lists to help you cut costs and balance the demands of your education and real needs?
3. How much of your tuition does an emergency tuition loan cover?
4. What is the difference between a subsidized and an unsubsidized loan?
5. What is a Perkins loan?
6. What is considered full time,  $\frac{3}{4}$  time and  $\frac{1}{2}$  time enrollment in the fall/spring semesters?
7. What is the Pell Grant?
8. What is the difference between the Texas Grant and the Texas Public Educational Grant (TPEG)?
9. How can you be eligible for Work Study?
10. What are the six items committees look for in scholarship applications?
11. What are the four do’s and don’ts of using credit cards?

**Topic: Money Matters Answer Sheet**

1. How can you apply the UTEP slogan “Our time is now” into your life?
  - a. *By thinking about it as, “My time is now,” and making college a priority*
2. What are some ways the book lists to help you cut costs and balance the demands of your education and real needs?
  - a. *Selling your new car if you are working to barely make payments*
  - b. *Carpooling or taking the bus*
  - c. *Go to the library instead of the mall*
  - d. *Visit thrift stores*
  - e. *Pack a lunch from home*
  - f. *Check your books out instead of buying them*
  - g. *Buy used books online*
  - h. *Get good grades and apply for scholarships*
  - i. *Consider a low interest student loan*
3. How much of your tuition does an emergency tuition loan cover?
  - a. *20%*
4. What is the difference between a subsidized and an unsubsidized loan?
  - a. *Subsidized loan: the federal government pays the interest that accrues in subsidized loans; they are for students who show a financial need*
  - b. *Unsubsidized loan: the federal government does not pay the accrued interest in unsubsidized loans; students do not need to have a financial need to receive the low-interest federal loan*
5. What is a Perkins loan?
  - a. *A source of low-interest loans for undergraduate, graduate and professional students; students need to have exceptional financial need*
6. What is considered full time,  $\frac{3}{4}$  time and  $\frac{1}{2}$  time enrollment in the fall/spring semesters?
  - a. *Full-time: 12 or more hours*
  - b.  *$\frac{3}{4}$  time: 9-11 hours*
  - c.  *$\frac{1}{2}$  time: 6-8 hours*
7. What is the Pell Grant?
  - a. *An award funded by the federal government based on financial need with a maximum of over \$5000 annually*
8. What is the difference between the Texas Grant and the Texas Public Educational Grant (TPEG)?
  - a. *Texas Grant: provides free aid to financially needy undergraduate students who are academically prepared to handle college-level course work*

- b. Texas Public Educational Grant: provides free aid to financially needy undergraduate and graduate students who are Texas residents*
9. How can you be eligible for Work Study?
- Meet enrollment requirements*
  - Not be in default or owe a refund to Federal Pell Grant or Federal Supplemental Educational Opportunity Grant*
  - Must be enrolled full time in fall and spring and maintain a GPA of 2.0 or higher*
10. What are the six items committees look for in scholarship applications?
- Neatness*
  - Achievement*
  - Consistency/improvement*
  - Ethics/values/morals*
  - High standards/determination*
  - Individuality/independence*
11. What are the four do's and don'ts of using credit cards?
- Do's:*
    - Use as an emergency fund*
    - Use to order used books online*
    - Use for essential school expenses that come up unexpectedly*
    - Look for credit cards that offer zero percent interest and pay them before rate goes up*
  - Don'ts:*
    - Use to pay tuition*
    - Use to pay rent*
    - Lose track of how long the offer lasts*
    - Ignore your problem with credit cards*

### **Topic: Campus Resources**

1. List the ten types of student clubs and organizations available at UTEP.
2. What is the role of the Student Engagement and Leadership Center on campus?

**Topic: Campus Resources Answer Sheet**

1. List the ten types of student clubs and organizations available at UTEP.
  - a. *Academic*
  - b. *Advocacy*
  - c. *Governing*
  - d. *Honor societies*
  - e. *Professional*
  - f. *Recreational*
  - g. *Religious*
  - h. *Service*
  - i. *Special interest*
2. What is the role of the Student Engagement and Leadership Center on campus?
  - a. *They work with the student organizations in advising them or any matters with which they might need assistance or creating training opportunities*