**SLS 1101**

**The College Experience**

**8 -9:15am Tuesday/Thursday**

**INSTRUCTOR: Dr. Laura Smith                                      Email:** **smith.laura@spcollege.edu**

**Phone: 727 -712-5795`**                                                         **Office**: Lyceum 203

**Office Hours: 9 to 4 M-R**

**Instructor Page:** [**http://www.spcollege.edu/instructors/id/143**](http://www.spcollege.edu/instructors/id/143)

**ACADEMIC DEPARTMENT:**

**Dean Dr Joseph Smiley                                               Academic Chair: Dr. David Liebert**

**Office: Lambda Portable, Tarpon Springs                  Office: PS 105**

**Phone: 727-712-5783                                             Phone: 727-712-5776**

**REQUIRED TEXTBOOK:**

Carter, C., Bishop, J. & Kravits, S. L. (2012). *Keys to success: Brief* (6th Ed.). Pearson: Boston. ISBN with Access Code to MyStudentSuccessLab: 9781269865968

**MyStudentSuccessLab:**

An online learning system that accompanies your textbook. Access code is bundled with your textbook or you can purchase separately. You will access via the MyCourses website.  When you register, write your username and password in case you forget it. If you are having technical difficulties with your access, please contact Pearson’s Technical Support 1-855-875-1797 or //247pearsoned.custhelp.com/

**Welcome to The College Experience!**

This course is designed to help you create a “toolbox” for successful completion of current and future college-level courses. Millions of successful students use these success tools and graduate from college. If you take this course seriously, then you too will also experience the wonderful joy of success in completing your courses and finally fulfilling your dream of obtaining a degree or certificate.

You will have a faculty mentor through SLS1126 and a course assigned academic advisor to support you in this process as well. These two individuals, as well as myself, are here to assist you through out this semester. It is vital to your success that you utilize these three individuals as much as necessary. If you build these relationships now, you will have these individuals as resources as you proceed through your academic journey.

**Course Description:**

Prerequisites: Students who place into one (1) area of remediation are required to take SLS 1101 and SLS 1126.  This course is designed to strengthen skills essential to success in college, with further applications to post-college plans. Included are study and test-taking strategies; effective interpersonal skills; time management techniques; creative and critical thinking skills; college services and resources; educational policies, procedures, regulations and terminology; and library resources, research strategies, and information skills for online, blended, and traditional learning environments. 47 contact hours.

**Course Objectives:**

1. The student will demonstrate effective study, note-taking, and test-taking strategies.

2. The student will strengthen knowledge of computer skills beneficial to success in online, blended, and traditional learning environments.

3. The student will apply effective interpersonal communication skills that reflect a respect for diverse worldviews and cultural perspectives.

4. The student will demonstrate knowledge of appropriate time management techniques applicable to both academic and lifestyle environments.

5. The student will demonstrate creative and critical thinking skills.

6. The student will understand the various facilities, services, and resources available to students at St. Petersburg College

7. The student will demonstrate knowledge of college culture, policies, procedures, and regulations along with an understanding of appropriate educational terminology beneficial to success in college.

8. The student will demonstrate the ability to investigate a subject using a variety of library resources and services.

**Course Learning Outcomes:**

1.   The student will demonstrate effective study, note-taking and test-taking strategies by:

a.     preparing realistic and effective study plans for all classes.

b.   completing test-taking and note-taking exercises.

c.     completing test anxiety exercises.

2.   The student will strengthen knowledge of computer skills beneficial to success in online, blended, and traditional learning environments

by:

     a. demonstrating use of the MySPC account and its functions.

           b. developing use of the college-wide online learning management system and its functions.

           c. understanding appropriate study skills and strategies to enhance independent learning.

           d. using college resources to problem solve technology-related issues.

           e. using college online resources to problem solve content-related concerns.

           f. demonstrating an understanding of academic honesty and ethics as applied to all learning environment.

           fg demonstrating appropriate etiquette for online communication.

3.   The student will apply effective interpersonal communication skills that reflect a respect for diverse worldviews and cultural perspectives by:

a.   explaining the function of nonverbal communication in the context of academic and career settings.

b.   demonstrating civility through appropriate interpersonal communications with peers, faculty and staff.

c.   practicing active listening and recognizing similarities and differences in the exchange of ideas according to cultural heritage and context.

4.   The student will demonstrate knowledge of appropriate time management techniques applicable to both academic and lifestyle environments by:

a.   completing a time management plan for the session, listing exams, long-term assignments and other school and personal/family commitments.

b.   completing daily and weekly time management plans.

c.   developing a list of techniques to make the most effective use of available time.

5.   The student will demonstrate creative and critical thinking skills by:

a.   describing the importance of goal setting as well as the evaluation of goal identification in decision making.

b.   using a variety of techniques to identify common impediments to making decisions.

c.   using a variety of methods for identifying alternative ways of achieving goals in decision-making situations.

d.   selecting and employing critical thinking strategies using specific examples illustrated in class.

e.   completing various inventories and assignments to identify and develop individual learning styles and strategies.

6.   The student will understand the various facilities, services and resources available to students at St. Petersburg College by:

a.   identifying the college procedures for obtaining scholarship and student financial aid assistance.

b.   collaborating with academic advisors for educational planning and guidance.

c    participating in a career assessment and developing an individualized academic and career plan.

d    identifying the available testing services.

e    identifying the various services available through campus learning centers and information commons.

f.    demonstrating knowledge of college-wide special student services.

7.   The student will demonstrate knowledge of college culture, policies, procedures, and regulations along with an understanding of appropriate educational terminology beneficial to success in college by:

a.   summarizing registration, class attendance, honor code, class and college withdrawal, and graduation procedures affecting students.

b.   identifying appropriate college officials responsible for administering/enforcing academic policies and procedures.

c.   identifying appropriate college officials responsible for administering/enforcing student services policies and procedures.

d.   recognizing terms and concepts relating to the college experience and culture.

e.   showing how to appropriately use the college catalog and the student handbook as information resources.

8.   The student will demonstrate the ability to investigate a subject using a variety of library resources and services by:

a.   completing a library orientation.

b.   locating materials using the library online catalog.

c.   locating articles using online periodical databases.

d.   recognizing terms and concepts relating to library research and services such as call number, interlibrary loan, magazine, journal, citation and database.

e.     successfully completing a library skills exercise.

**Criteria Performance Standard**:

In order to obtain a grade of C in this course, the student must master 70 % of the above stated objectives. Satisfactory performance is based on tests, quizzes, or exams; class attendance; completion of journals and exercises; and participation in the prescribed learning task(s)/challenge(s).

**IMPORTANT DATES:**

Course Dates: 8/18-12/12/2014   Holiday: 11/11 (Tuesday – Veteran’s Day)

Drop/Add: August 22 – last day

Withdrawal Deadline: October 23 with a “W”

Financial Aid: <http://www.spcollege.edu/pages/dynamic.aspx?id=792>

**Attention Students: The Special Notes are an important part of your syllabus and can be easily accessed by using the link below. Do take the time to read this very important information:** <http://www.spcollege.edu/addendum>

**ASSIGNMENTS:**

**Chapter Quizzes:** Part of our class discussions will be your textbook chapters. You will have a ten-point quiz on each chapter. You will have only one attempt on a quiz, so make sure you take notes!

**Career Research Project:** You will research careers to find one that interests you using FOCUS2. Results will be entered on your Career Exploration Worksheet in MyCourses. Suggested resources for this assignment include Focus 2, *Occupational Outlook Handbook, O\*NET,* and *Career Onestop*. You need to indicate on your worksheet where your information came from. If you are using multiple resources, you need to indicate which information came from which source. Do NOT copy and paste the information from websites onto the worksheet. I would like to see the information in your own words, which will require you to use paraphrasing. You will turn in your Focus 2 results and worksheet on the specified due date to the appropriate drop box in MyCourses.

**My Learning Plan (MLP):** My Learning Plan (MLP) is a semester-by-semester plan of how you will earn your desired degree or certificate. You will be required to meet with an academic advisor and receive an approval signature on your final plan. The academic advisors are **not** to complete the work for you. You may need to make a few visits before your MLP is accurate, so it is very important to continuously be working on this assignment. Your final plan will be saved on the MySPC site, so you can use it to plan your courses each semester.

**Civic Awareness Assignment/Presentation**: This is a group project. Detailed instructions are in MyCourses. You will need to present your findings as a group to the rest of the class using a visual format (PowerPoint, Prezi, websites, videos, etc.) on the presentation day.

**Library Assignment:** This includes alibrary orientation and a visit to the LSC writing studio.  .

**Financial Assignment:** You will apply your anticipated career earnings information from your career research paper to expenses that you will have once you graduate from college to create a realistic budget. Further directions and assignment materials are found in MyCourses for this assignment

**Final Exam:** The final exam will be a cumulative exam over the entire semester covering the chapter topics. This exam will be administered during final exam week.

**ATTENDANCE:**
Attendance is an essential aspect to your learning process as well as an important factor in your successful completion of this course. If you know you will need to miss a class, it is important that you notify me as a courtesy. Students may drop the course with a “W” prior to October 23, but after this date, if a student continues to be absent, the instructor will drop the student with a “WF.” Only you can voluntarily withdraw from a class. Your deadline for voluntary withdrawal with a grade of “W” is **October 23, 2014**. If you do not show up for class the first two weeks, you will be administratively removed from the course as a “No Show”.

**GRADING:**

Grades will be determined as follows:

|  |  |
| --- | --- |
| Assignments | Points |
| Chapter Quizzes | 90 |
| Library   Reference/Writing  | 50 |
| Career Research  | 50 |
| Civic Awareness | 50 |
| Financial Awareness  | 50 |
| My Learning Plan (MLP) | 150 |
| Final Exam  | 100 |
| TOTAL POINTS | 590 |

It is your responsibility to be present for all quizzes/exams and to turn assignments in on the appropriate due date. Extenuating circumstances for late assignments can be discussed with the instructor.

|  |  |
| --- | --- |
| Grading Scale |   |
| 531-590 | A |
| 472-530 | B |
| 413-471 | C |
| 354-412 | D |
| 0-353 | F |

The grade of “I” (incomplete) indicates continuation necessary. The student must return the following session

to complete all assigned work. Failure to do so will result in an “F” as the final mark. (Session I students have until the end of Session II and Session II students have until the end of Session I and Session III students have until the end of Session I) Note: A form outlining the unfinished assignments must be signed by the student and instructor.

**Academic Honesty:** You are expected to familiarize yourself with and follow the college’s Honor Code (see <http://www.spcollege.edu/webcentral/catalog/current/stu_affairs_honesty.htm>).

**MyCourses** is a webpage ([https://mycourse.spcollege.edu](https://mycourse.spcollege.edu/)) that will be used as a medium for obtaining course documents and assignments as well as a forum for communicating with your classmates. If you want to attend a training to become more familiar with MyCourses, click on the link for the college-wide schedule: <http://www.spcollege.edu/ecampus/events/>. You are welcome to contact the Help Desk ((727) 341-4357 and <http://www.spcollege.edu/helpdesk/>) or use the computer resources on campus if you are having difficulties with your computer or D2L.

**STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS:**

I encourage class participation and sharing; however, I only encourage you to share information that you feel comfortable sharing with everyone present. Please use discretion when sharing private information. If there is something you feel you need to discuss or any concerns that you need to address but do not feel comfortable doing so during class, please see me during office hours or make an appointment to meet with me another day and time.

**STUDENT SURVEY OF INSTRUCTION:**

The student survey of instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement. The SSI is completed through the course D2L page and found under the Table of Contents. I will remind the class at that point in the semester when the SSI is open and ready to complete.

**\*\*\*Instructor reserves the right to alter this syllabus at any time.\*\*\***

**SLS 1101**

**SIGNATURE PAGE:**

**I have read, understand, and agree to abide fully by the parameters set in this syllabus.**

**Print Name:**

**Student Signature:                                                                         Date**