

THE COLLEGE EXPERIENCE COURSE SYLLABUS

SLS 1101—Section 3504

ST. PETERSBURG COLLEGE/Downtown Campus

3 Credit Hours

PROFESSOR:

Name: **Professor Debra Grady-Sheehy, M.S., M.C.D.P.**
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ACADEMIC DEPARTMENT:

Dean: Dr. Joseph Smiley
Office Location: Tarpon Springs, Lambda Portable
Office Number: 727-712-5783
Department Web Page: http://www.spcollege.edu/tsc/social_science.htm

COURSE INFORMATION:

Welcome to The College Experience Course!

I hope this semester will be an eye opening experience into how to succeed in college and prepare you for your academic, personal and professional success!!

We are embarking on a new Learning Portal called MyCourses of which you will be introduced to this semester. What an exciting time to attend St. Petersburg College!

Please remember that the classroom is a safe environment. The content of this course as well as your fellow students deserve respect. I ask that everyone approach the course material and information shared by others and myself respectfully and open-mindedly. I want to remind you that all communications are valued and will be stored for feedback. I want you to know that I am here as your resource and to support you in this college success process. Continuous and effective communication with me about any problems or concerns you are having with the class, or outside of class, will increase your success. I look forward to an exciting semester with all of you!

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 throughout 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 toward *changing your life* with a College Degree!!

Professor Debra Sheehy

Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION:

[SLS 1101 REQUIRED Textbook, Publisher Information:](#)

KEYS TO SUCCESS SPC PKG. Building Analytical, Creative and Practical Skills, by Norman

Edition 1 Publisher: Pearson ISBN: 9781269865968

The St. Petersburg College Student Planner and Handbook, 2014-2015 ***"Within Reach, St. Petersburg College"***

Available in the Student Services area on each campus Free of Charge

BINDER 1.0 WHITE FOR LOOSELEAF TEXT by 4545

Bookstore Recommended

Publisher: XX Supply ISBN: 2810005008110

[NOT REQUIRED Additional Reading Material: \(available in SPC Library\)](#)

Career Information and Professional Development will be provided for all students:

- *Occupational Outlook Handbook
- *O'Net
- *What Color is your Parachute?
- WorkNet Pinellas Website Registration
- Florida Department of Economic Opportunity web site
- Targeted Occupational List
- SPC Career Center and Optimal Resume
- SPC Career Center Job Search Methods
- Series, What Can I do with a Major In?
- Becoming a Master Student
- How to Study in College by Dr. Walter Paulk

St. Petersburg College Library Resource:

*Library: <http://www.spcollege.edu/central/libonline/>.

IMPORTANT DATES:

Course Dates: **AUGUST 18, 2014 –DECEMBER 12, 2014**

Drop/Add/Receive a Refund, and/or change to audit: SEPTEMBER 22, 2014

Withdrawal Dates-Last Date to withdraw with a Grade of "W": OCTOBER 23, 2014

Financial Aid: <http://www.spcollege.edu/central/SSFA/HomePage/calendar.htm>

Final Examination for SLS 1101---- WEEK OF DECEMBER 15-19, 2014

NO CLASSES FOR STUDENTS: FALL 2014, Semester

(also see SPC ACADEMIC CALENDAR for college closed dates below)

LABOR DAY	SEPTEMBER 1, 2014
ALL COLLEGE DAY	OCTOBER 22, 2014
VETERANS DAY	NOVEMBER 11, 2014
THANKSGIVING BREAK	NOVEMBER 26-NOVEMBER 30, 2014
WINTER BREAK	DECEMBER 13, 2014-JANUARY 11, 2015

Grading Policy:

Grading for SLS 1101 will be on a points-earned basis. Each assignment is clearly marked with the point value, and the points are totaled at the end of the course. Due to the discussion based nature of the course, class attendance is extremely important. Missing a class will likely mean the student is missing important information provided by a guest speaker or the instructor which is not in the textbook. Classroom Attendance is critical to pass this course.

A final grade is assigned by calculating 90% of possible points for an A, 80% for a B, 70% for a C, and 60% for a D. Chapter quizzes, short written assignments, attendance and discussions all earn points. There are a midterm exam and a final exam for this course. Each covers one half of the work. (HINT: Save a copy of your chapter quizzes and writing assignments when you complete them, to use in preparing for the course exams.) There will be a Career Autobiography Research Essay paper due at the end of the term. State policy specifies that students may not repeat a college credit course for which a grade of "C" or higher has been earned except by appeal to the campus Academic Appeals committee. You may repeat college credit course one time without penalty. At the third attempt, you will pay the full cost of instruction. The full cost of instruction rate is defined as four times the matriculation fee (per credit hour) and other fees. For additional information regarding the actual cost, students should contact the Business Office on their home campus. In addition, at the third attempt you may NOT receive a grade of "I," "W,"

or "X," but must receive the letter grade earned. This grade will be averaged into your overall grade point average.

ASSIGNMENTS:

Active Participation: Active participation is integral to your success in this course. Active participation involves attending class and being on time. It also includes completing class activities and involvement in class discussion as well as reading the appropriate textbook chapters before and during class. There are thirty class meetings this semester. If you are absent, excused or unexcused, or tardy, you will not receive full participation points for that day.

Syllabus Quiz: We will also have a syllabus quiz on the first day of class to make sure everyone understands the classroom policies and student responsibilities. This quiz will be true/false and multiple choice. The syllabus quiz will be worth 10 points.

Chapter Quizzes: We will discuss the chapters in your textbook in class. When we complete a chapter, you will take a ten-point quiz at the end of class. The quiz will consist of ten (10) true/false and multiple-choice questions. It is important that you have read and studied the information in the textbook prior to attending class. Each quiz is worth ten (10) points each.

Academic Skills Assessments: We will provide you with Chapter Exercises from the Textbook as well as various academic resources and tools to assist you in your success in college. Each of these Exercises will provide point value and need to be acquired from lecture notes and reading material. There will not be makeup available for these various Assessments.

FOCUS 2/Career Research Project: This assignment will require you to research a career that interests you or one that you plan on entering. You will complete a Focus 2 activity in class as a way for you to determine your career as well as your SPC degree program. You will be asked to print your results and complete the Career Exploration Worksheet, which can be found on ANGEL in the appropriate folder under the Lessons tab. 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 on ANGEL.

My Learning Plan (MLP): My Learning Plan (MLP) is an electronically housed, semester-by-semester plan of how you will earn your desired degree or certificate. This assignment has many parts to it, and we will spend the seven weeks of the semester completing the entire project. You be introduced to the resources and assignments in class. 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 housed in your My Learning Plan (MLP) on MySPC, which you can use each semester when you register for your classes. This assignment is worth a total of 150 points. Please see below for the requirements:

MLP Packet (worth 150 points):

- Print out of CPT/PERT scores (5 points)
- Print out of Unofficial Transcripts (5 points)
- Print out of Degree Requirements (5 points)
- MLP Worksheet reviewed and signed by an Academic Advisor (115 points)
- Copy of your MLP e-mail to show Save & Done has been selected (10 points)
 - If you do not receive a congratulations email, you will need to have an advisor sign your email or an advising report stating the cause and remedy taken.
- Learning Styles Inventory (5 points)
- FOCUS2 Results printed (5 points)

SPC Instructor Assignment: This assignment will allow you the opportunity to gain insight into a future instructor and course you will need to take based on your MLP. You will find the instructor's email address in the SPC Directory and send an email to the instructor introducing yourself and your assignment. You will politely request his or her participation and inquire about his or her preferred method of interaction to answer your questions (i.e., phone, face-to-face, email, etc.). You will be responsible for coming up with questions for the instructor regarding his/her teaching style, courses, and expectations. The importance of this assignment is for you to learn how to be successful and know what to expect in the course with this particular instructor. Once you have completed your interview, you will need to write a 350-word response paper including the information you gained through your interview, responses/reactions to your instructor's information, and evaluation as to whether this instructor will work for you based on what you know about your learning style. If this instructor is not a good fit for you, what would you do to learn about other instructors who teach the same course? Your paper needs to be typed, double-spaced with one inch margins, and Times New Roman or Arial, 12-point font. More instructions will be provided to you regarding this assignment.

Civic Awareness Assignment/Presentation: For this assignment you will be assigned to groups of three students. Your objective is to identify a problem in your community, research the problem, identify a community agency that works to resolve the problem, research and interview the agency, and present your findings to the class. Much of the information for your agency may be found on the agency's website; however, during the interview, I would like you to ask how others can get involved and help; what is the process to become a volunteer if applicable; identify any items the agency may be in need of; etc. You will need to present your findings as a group to the rest of the class using a visual format (PowerPoint, Video, websites, videos, etc.) on the presentation day.

Library Assignment: You will have a library orientation teaching you how to research and access information in the library (reference books, online databases, scholarly journals, etc). For this assignment, you write an essay on a hot topic in our society, presenting both sides of the argument in a well-developed essay. You need to include an introduction with a thesis, a paragraph for each of your arguments, and a conclusion paragraph. The paper needs to be in APA format and typed. Handwritten papers will not be accepted.

As part of this assignment you will be required to visit the writing center in the Learning Support Commons and work with a tutor on writing and formatting your paper. The tutors will not write your paper for you. They are there to assist you. Therefore, you need to have your paper written before visiting the Learning Support Commons. This process will take time; therefore, you will need to manage your time accordingly. I suggest using the first week to write your paper, and the second week to work with the tutors and incorporate their feedback. You are always welcome and encouraged to go back to the Learning Support Commons for additional visits and revisions. You will receive a form with feedback, which is the proof for your visit. This form needs to be turned in to your instructor. If you choose to use Smarthinking, you can upload your feedback when you submit your paper, or you can print your feedback and turn it in to your instructor.

Financial Assignment: This assignment has two parts:

Part 1: 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. I will provide you with more information on how to properly complete this assignment.

Part 2: You will create a SALT account and complete one of the modules of your choice. Once you complete the module, you will print the certificate and turn that in with your reality budget.

Final Exam: The final exam will be a cumulative exam over the entire semester. It will consist of 50 multiple choice and true/false questions. You will need a Scranton for the exam. If you have 0 or 1 absence in the class, you are allowed to exempt the final exam. Purchase Scranton in the SPC Bookstore.

Extra Credit: Offered at the discretion of the instructor.

ATTENDANCE:

For this class, attendance is an essential aspect to your learning process as well as an important factor in your successful completion of this course. Extra Credit will be awarded for classroom attendance for those students with 1 or fewer absences of which no excused absence was required. These students will receive 2 pts for each class session credit toward their Final Grade

. Note: Excused absences do not count toward this extra credit awarded for perfect attendance.

You will only be allowed 5 absences for the semester. This includes Excused or Unexcused. Attendance will be taken at the beginning of each class. Tardiness will not be tolerated. If you know you will need to miss a class, it is important that you notify me as a courtesy. Official Attendance will be taken for *week one* and *week two* (first two weeks) of the class to determine if you have been actively participating in the class. *Active participation* is demonstrated by the **completion of actual assignments**. If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course on ANGEL.

Immediately following the 60% point of the term, each instructor will verify which students are actively participating in class as defined in the course syllabus. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a "WF". Students who have excessive absences (over 5 absences) will be withdrawn at this time. Students will be able to withdraw themselves at any time during the term. However, requests submitted after the 60% deadline will result in a "WF". Students and instructors will automatically receive an email notification to their SPC email whenever a withdrawal occurs.

If you have an emergency or are planning to be away, please notify the instructor ***before*** your planned absence or as soon as an emergency permits. Instructor reserves the right to disapprove an excused absence request.

TARDY POLICY

Academic success is directly correlated to attendance and tardies. Students must understand that it does matter if they are on time to each class of the day. Instructor will not stop to explain topics and information already covered if student is tardy. In order for students to be considered on time for class, they must be in the room prior to the start of the class. Students who are not on time will receive a tardy. After 5 tardies, you will experience a 15% reduction in grade and risk receiving a WF grade.

GRADING:

Grades will be determined as follows:

Classroom, Social Media Participation and Workshops	60 points
Chapter Quizzes (11 chapters x 10 points each)	110 points
Syllabus Quiz	10 points
Library Reference Assignment	50 points
Skills Assessments (7 assignments x 10 points each)	90 points
SPC Campus Involvement (Club)	20 points
Financial Assignment	25 points
Academic Standards Exam	20 points
(Focus 2 Assignment)	50 points
SPC Instructor Assignment	50 points
Civic Awareness Assignment	50 points
My Learning Plan Assignment	150 points
Final Exam	<u>100 points</u>
Total	<u>770 points</u>

**Extra Credit may be made available at the discretion of the Instructor.

The grading scale will be as follows:

A	693 – 770 points
B	616 – 692 points
C	539 – 615 points
D	462 – 538 points
F	0 – 461 points

Makeup Quizzes/Exams, Presentations, and Assignments: It is your responsibility to be present for all quizzes/exams and to turn assignments in on the appropriate due date. Makeup exams will only be given at my discretion and in documented dire circumstances. Late assignments will not be accepted.

COURSE ETIQUETTE

Proper Attire: Appropriate college level environmental attire is expected.

Visitors: No visitors may attend the course with you unless they are registered by St. Petersburg for this course and section. No children are permitted.

Cell Phones: I require all cell phones to be silenced (vibrate or ringer off) prior to entering the classroom. This is for the courtesy and respect of your fellow classmates in order to maintain a positive learning environment. Use of cell phones during class time, in any form, is a violation of College Policy and subject to disciplinary action. If you need to take or make a phone call, I ask that you step outside of the classroom to do so. I understand there are emergencies from time to time; all I ask is that you remain courteous and respectful to the learning environment and those involved.

Computer Use in Class: The use of computers during class time is not required. However, if you choose to use your computer during class time to access your textbook, take notes, or complete assignments, I expect you use it for strictly that purpose. Should I find you using a computer for any other reason during class time, this may result in suspension of you being able to use your computer during class time or being asked to leave class for the day.

DISCIPLINE SPECIFIC INFORMATION:

Academic Integrity Policy at St. Petersburg College Please see the College's Academic Honesty Policy: <http://www.spcollege.edu/webcentral/admit/honesty.htm>

Please see the Online Student Participation and Conduct Guidelines: <http://www.spcollege.edu/ecampus/help/conduct.shtml>

Course Behavior: Respect is expected during all class times. This means no talking during lectures, raise your hand for questions and do not disrespect the instructor and other students during the learning process. There will not be any exceptions to this conduct. Respect is expected at all times during the Semester.

Academic Honesty: As reflected in SPC's Honor Code, honesty and integrity are core values that should guide your conduct and decisions as members of the SPC community. Plagiarism and cheating contradict these values, and so are very serious academic offenses. Penalties can include a failing grade on an assignment or in the course, or expulsion from the college. 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).

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

Online /Student Conduct

<http://www.spcollege.edu/ecampus/help/conduct.htm>

Online Student, Faculty and Staff Expectations and Performance Targets

<http://www.spcollege.edu/ecampus/help/expectations.htm>

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. Students are requested to complete it when it opens in your online class.

STUDENT AND PROFESSOR SIGNATURE PAGE:

As a Student Enrolled at St. Petersburg College in this Student Life Skills course:

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

I also make a commitment to remain in college this term and complete this course successfully with a grade C or above. I realize that my Financial Aid and Academic Status may be jeopardy by being unsuccessful in this course.

Student Signature:

Date:

Professor Signature

Date:

(RETURN THIS PAGE TO YOUR PROFESSOR THE FIRST WEEK OF CLASS)