

THE COLLEGE EXPERIENCE COURSE SYLLABUS

SPRING SEMESTER, 2015

**ST. PETERSBURG COLLEGE/Downtown Campus
SLS 1101—Section (3086)**

PROFESSOR:

Name:	Professor Debra Grady-Sheehy, M.S., M.C.D.P.
Contact Information:	Email: GradySheehy.Debra@spcollege.edu (Use MyClasses to Email Instructor)
Phone:	(727) 341-7903 (Leave Messages)
Office Hours:	Tuesdays/Thursdays 11:00 noon -11:30 pm
Office Location:	Faculty Offices Room 467- or Room 257 Downtown Campus of SPC
Instructor Web Page:	http://www.spcollege.edu/instructors/id/2796

ACADEMIC DEPARTMENT:

Dean: Dr. Joseph Smiley	Dr. Roberto Loureiro, Department Chair
Office Location: Tarpon Springs, Lambda Portable	Office Location: SPC Gibbs Campus ,SA 205
Office Number: 727-712-5783	Office Number: 727-341-3556
Department Web Page: http://www.spcollege.edu/tsc/social_science.htm	

COURSE INFORMATION:

Welcome to The College Experience for Success Course!!

I hope this semester will be an eye opening experience into how to succeed in college and after you graduate. 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 Text, Publisher Information:

Required Textbook: KEYS TO SUCCESS Textbook by Carol Carter, Joyce Bishop, Sarah Kravits, 2012.

SPC Campus Bookstores or Barnes & Noble Publisher: Pearson ISBN: 9781269865968

The St. Petersburg College Student Planner and Handbook, 2014-2015

"Within Reach, St. Petersburg College"

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

Required Materials: Traditional medium sized 3 Ring Notebook with pockets for documents, handouts, etc.

Additional Recommended Reading Material: (Purchase is optional)

The Pursuit of Happiness, Chris Gardner

How to Study in College, Dr. Walter Paulk (In SPC Library)

Becoming a Master Student (In SPC Library)

What Color is Your Parachute (In SPC Library)

Employment Resources and Job Search Methods 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/>.

St. Petersburg College Financial Aid Resource:

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

IMPORTANT DATES:

Course Dates: January 13, 2015-April 29, 2015 (Final Exam Week: May 4-7, 2015)
Drop/Add/Receive a Refund, and/or change to audit: January 16, 2015
Withdrawal Dates-Last Date to withdraw with a Grade of "W": March 25, 2015
No Classes For Students Holidays: Martin Luther King Day (January 19, 2015), Spring Break (March 8-14, 2015) & Easter Break (April 3-5, 2015)
All College Day: TBA

MEETING INFORMATION:

Course Location: St. Petersburg College / Downtown Campus Room 257
Learning Modality: Traditional face-to-face classroom setting with the My Courses Online Learning Portal and SPC MySPC online environment

GRADING SCALE:

A=100-90
B=89-80
C=79-70
D=69-60
F=59-50

Changes: *The Instructor reserves the right to change the syllabus for additional learning outcomes.*

GRADING POLICY:

HOMEWORK:

All Homework is due on the date specified by the instructor; late homework may or may not be accepted and will be reduced by one letter grade.

ATTENDANCE: 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. All students must attend all class sessions. Students who are classified as No Show during week 1 and 2 will be dropped which could affect your financial aid and enrollment status.

Students will be allowed 5 absences only. Students missing more than 60% of the class sessions (5 or more absences) will be withdrawn or dropped with a WF grade. Tardiness will not be tolerated. It is the student's responsibility to obtain all missed work via another classmate before meeting with the professor and before the next scheduled class.

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.

The college-wide attendance policy is found at: <http://www.spcollege.edu/webcentral/policies.htm>

DISCIPLINE SPECIFIC INFORMATION:

Academic Integrity

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>

Attendance Policy

Instructor will verify that students are in attendance daily. Students classified as "No Show" for both of the first two weeks will be administratively withdrawn. Extra Credit will be awarded for classroom attendance for those students with 2 or fewer absences of which no excused absence was required. In order to receive and Excused absence, student must provide documentation pertaining to reason of absence. Note: Excused absences do not count toward this extra credit awarded for perfect attendance.

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.

Student Responsibilities

Course Policies and Procedures: The student is responsible for knowing all course policies listed in the syllabus and discussed in class.

Class Participation and Etiquette: The student is responsible for participating in class and being prepared. The student will respect the rights of other students to learn. The student will communicate with others in a courteous and respectful manner at all times, including the instructor.

Cellular Telephones: All Cellular Telephones are to be placed on vibrate or silenced during the course sessions.

Assignment Due Dates and Procedures: The student is responsible for knowing when assignments are due, the formats required, and the procedures for completing and submitting assignments. Late assignments will not be acceptable. Students are responsible for managing their course requirements when they are absent. Late assignments are unacceptable. In addition, all written assignments must be typed using a computerized word processing system such as Microsoft Office/Microsoft Word format.

Academic Honesty: The student is expected to know the SPC Academic Honesty Policy and to act above suspicion at all times with regard to academic issues. Attendance: The student is responsible for attending class on time, paying attention in class, and remaining in class until dismissed. The student is responsible for reviewing the attendance record in ANGEL for inaccuracies and excessive absences.

Dropping the Course: It is the responsibility of the student wishing to withdraw from the course to do so by the withdrawal date. Any student wishing to withdraw from the course must do so his or herself online in the MY SPC registration area found at <http://www.spcollege.edu> as well as contact the instructor. We recommend that students meet with an Academic Advisor and Financial Aid prior to dropping a course. All students registered in the course after the withdrawal date will receive a grade as outlined in this syllabus. Students who abandon the course or do not withdraw themselves by the withdrawal date are subject to receive a grade of F or WF grade. By SPC Policy (enacted February 2005), students cannot withdraw from a course after the withdrawal deadline. If this is your third time taking the course, you cannot withdraw from the course. (State of Florida regulation)

Instructor Responsibilities

Course Policies and Procedures: The instructor is responsible for providing a syllabus the first day of class that clearly explains all course policies. The instructor will provide a Student Survey of Instruction for all semesters. The instructor will post grades in MySPC by the end of the semester.

Class Participation and Etiquette: The instructor will create a learning environment that engages students and facilitates learning. The instructor will enforce the right of all students to learn. The instructor will communicate with students in a courteous and respectful manner at all times.

Assignment Due Dates and Procedures: The instructor will provide clear guidelines and information regarding when assignments are due, the format required, and the procedure for completing and submitting assignments. If student are absent when assignments are given, it is the responsibility of the student to obtain all missed work via another classmate before meeting with the professor and before the next scheduled class.

Academic Honesty: The instructor will enforce SPC Academic Honesty policies at all times.

Tutoring

Tutoring in math, reading, and writing is available free of charge, either by appointment or by an on-call tutor in the Learning Commons Center on each campus. Ask your instructor for more information.

Academic Support

The Library Online is accessible at <http://www.spjc.edu/central/libonline/> Login is Student ID and last 4 digits of Social Security number.

Using the My Courses Computerized Learning Portal:

My Courses is the St. Petersburg Learning Portal which will house information and the majority of your classroom assignments. All students will be introduced to using My Courses during this course session. In addition, all students are highly recommended to participate in ongoing My Courses learning portal training during the semester at their respective campus.

Technical Support

SPC helpdesk phone: 727-341-4357 email: onlinehelp@spcollege.edu

website: www.spcollege.edu/helpdesk/

Students with limited computer skills may have difficulty with using the online portals and systems necessary to be successful in this course. It is highly recommended that you utilize the on-campus tutoring, academic workshops and courses which teach basic computer skills to become successful in this course.

STUDENT AND EDUCATIONAL SERVICES

Students with Disabilities Offices and Contacts for Accommodations:

If you are eligible for accommodations as a student with a documented disability, please contact the Office of Services for Students with Disabilities. Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the Learning Specialist on campus (Telephone numbers are listed below). Accommodations will not be provided without documentation in writing from the appropriate St. Petersburg College office. *Service Animals: Students with service animals (not limited to dogs) into the classroom are not required to be registered through the Disabilities Services office nor are student required to do so in order to bring a service animal into the classroom. Please direct any questions to the campus Student Disability coordinator, Dean or Department Chair.

Downtown	T.J. Williams	DT 727-341-7913
Clearwater:	Jeff Zeiglers	AD122 727-791-2710
St. Petersburg/Gibbs:	Ray Howell	SPG AD120 727-341-4316
Tarpon Springs:	Barbara Thompson	Counseling 727-712-5789
Seminole:	Aimee Stubbs	UP110 727-394-6289
College-wide:	Peg Connell	727-341-3398

If you have a documented hearing loss, please contact the Program for the Deaf at 727-791-2628 (V/TDD).

Safety

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at <http://offender.fdle.state.fl.us/offender/homepage.do>

Emergency Preparedness

In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college web site for an announcement of the College's plan to resume operations.

If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer or Site Administrator on your campus.

PREQUISTIES

Students scoring below the prescribed cut-off score in two or more college preparatory /developmental areas are highly recommended to take SLS 1101 and SLS 1126 as co-requisites during the first term of enrollment.

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 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.

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

In addition, the Instructor reserves the right to change the syllabus for additional learning outcomes.

Student Name (Print)

Student Signature

Professor D. Sheehy

Date Received _____

Return this Page the First Week of Class

