**ST. PETERSBURG COLLEGE**

**COURSE SYLLABUS**

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**SLS 1101 The College Experience, 3 Credit Hours**

***Instructor:***

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Office Location: Career Center – UP Lobby

***Academic Department:***

Dean: Dr. Joseph Smiley Academic Chair: Douglas Rivero

Office Location: LY-250 Office Location: UP 337F

Office Number: 727-712-5851 Office Number: 727-394-6948

Department Web Page: <https://www.spcollege.edu/socialsciences/>

**Welcome to SLS 1101 - The College Experience!** I am excited to be your instructor, tour guide, and career adviser for this class. During the semester we will embark on a journey of self-discovery, develop skills necessary to be successful in college, and identify a plethora of resources and people that are available to ensure your success! 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 (physical location as well as MyCourses) 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 online will be saved and stored, allowing for future reference. I want you to know that I am here as your resource and to support you in this 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!

**COURSE INFORMATION:**

**A. Course Description:**

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.

**B. Course Objectives:**

1. The student will demonstrate effective study, note-taking, and test-taking strategies.
2. The student will employ 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 and writing skills.
6. The student will identify 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.

9. The student will demonstrate the ability to navigate a variety of financial literacy mechanisms.

**C. 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 a variety of subject matter.

b. developing effective test-taking and note-taking strategies.

c. identifying the symptoms of test anxiety and strategies to manage it.

d. identifying how motivation, attitudes, and theories of intelligence affect success.

e. identifying situations in which different note-taking formats work effectively.

f. incorporating active listening into note-taking methodology.

**2. The student will employ 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. demonstrating study skills and strategies to enhance independent learning.

d. demonstrating knowledge of the college resources to problem solve technology-related issues.

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

f. explaining academic honesty as applied to the learning environment.

g. 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. identifying active listening and examining the similarities and differences in the exchange of ideas according to cultural heritage and context.

d. discussing civic awareness or civic engagement.

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

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

b. developing daily and weekly time management plans.

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

d. identifying the importance of understanding values in the development of goals.

e. developing short-term and long-term goals.

f. developing strategies for stress management.

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

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

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

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

d. applying critical thinking and writing strategies to academic course work.

e. identifying individual learning styles through various inventories and developing learning strategies based on their results.

f. explaining the effects of mnemonics on information retrieval.

g. applying techniques to strengthen memory links.

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

a. producing an educational plan through collaboration with and guidance from a academic advisors.

b. completing a career assessment and developing career plan compatible with their personality, ability, and interests.

c. identifying and applying career development strategies in the form of cover letters, resumes, portfolios, interview skills, etc.

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

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

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

e. demonstrating information literacy and how to prevent plagiarism.

f. completing a library skills exercise.

**9. The student will demonstrate the ability to navigate a variety of financial literacy mechanisms by:**

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

b. examining the variance between loan categorizations.

c. generating a functional budget plan.

d. analyzing personal finances.

e. explaining the impact of loan repayment interest rates.

D. **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).

**REQUIRED TEXTBOOK:**

**Required Textbook:**

**Title**:        **Key's to College Success for St Petersburg College**

**Edition**:    7th Edition

**Author**:    Carol Carter & Sarah Lyman Kravits

**Publisher:** Pearson Learning Solutions  
Copyright: 2018                            
Format: Multimedia Pkg

ISBN-10:      1323763163

ISBN-13: 9781323763162

**MyStudentSuccessLab:** MyStudentSuccessLab is an online learning system that accompanies your textbook. You will only be able to access this with the access code that was bundled with your textbook or you purchased separately. You will be required to complete activities and assignments in this system. You will access the system through the Desire2Learn course page. You will have to register your product initially. It is important that you write down your username and password, in case you forget them. If you are having technical difficulties with your access, please contact Pearson’s Technical Support.

**MEETING INFORMATION:**

Course Location: UP 239

Learning Modality: Face to Face

Class Times: 8:00am – 9:15am

**IMPORTANT DATES:**

Course Dates: **1/14-5/10**

Drop/Add: 1/18/2019

Withdrawal Deadline: 3/27/2019

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

**DISCIPLINE SPECIFIC INFORMATION:**

**Please familiarize yourself with the college wide Student Rights and Responsibilities:** <http://www.spcollege.edu/studentrights/> **and the Syllabus Addendum:** <http://www.spcollege.edu/addendum/>

***Assignments:***

***Class participation and Homework Exercises***

Refer to the class attendance policy for class participation explanation. Students may be given homework assignments throughout the semester to aid in the understanding of material presented in the textbook and in the classroom.

***APA Mastery Objectives***

Each student will be required to demonstrate the ability to produce the critical components of an APA research paper. The objectives will be assigned in class after instruction.

***My Learning Plan***

You will complete and submit a MLP class schedule that has been approved by an academic advisor and uploaded into the MyPlanner module.

***Tests***

Tests will be given throughout the semester. The format can include but not be limited to,

fill-in-the-blank, matching, multiple choice, true/false, short answer, and essay.

***Civic Engagement/Awareness Project***

Students will be placed into groups to identify a concern facing the community. Students will then prepare a proposal and complete 5 hours of volunteer work at their desired organization **OR** develop promotional material (brochures/pamphlets/PSA) for an organization of their choice.

***Assessments***

Students will utilize several assessment instruments to help determine personal proficiencies and weaknesses to assist in the process of choosing a major and/or occupation. (Focus 2, Rotter’s Locus of control, etc.)

***Financial Literacy Assignment***

SPC has partnered with iontution.com to allow students to keep track and manage their loans. Once students create an account, they will be able to view their current student loan data along with supplemental materials. For this particular assignment, students will view videos on “Borrowing and Repayment” and write a brief reflection paper.

***Parting Shot***

Each student will video themselves answering a question they wish they had known the answer to at the beginning of the semester.

***Final Exam***

The final exam will be an assessment of everything you have learned throughout the 16 week class.

**GRADE SCALE**

The final grade will be based on total points/percent determined from

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| **Points/Percent** | **Grade** |
| 90 – 100 | A |
| 80 – 89 | B |
| 70 - 79 | C |
| 60 – 69 | D |
| 59 and below | F |

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| **Assignments** | **Points/Percentages** |
| Class participation, in class quizzes and homework | 30pts |
| Focus 2/Career Assignment | 15pts |
| In class Tests | 60pts |
| APA Mastery Objectives | 15pts |
| Financial Literacy Assignment | 5pts |
| MLP | 30pts |
| Civic Engagement/Awareness Project | 20pts |
| Final Exam | 25pts |
| Parting Shot | 5pts |
| **Total Points** | **205 pts** |

***Attendance:***

* Please note the course attendance policy is tied to the participation grade and homework grade. Class begins promptly. Please demonstrate professional behavior and be **on time**.
* EACH STUDENT IS RESPONSIBLE FOR WITHDRAWING HIMSELF/HERSELF FROM THE CLASS this is done through the MySPC student portal. Class attendance is expected and required. Each student is allocated 3 absences (total) throughout the main-term semester. (Includes excused and unexcused). Any absences thereafter will affect your participation grade.
* Additionally, on days when group participation is required, an unexcused absence will **automatically result in a reduction of the participation grade** (others will have to take up the slack for the absence of a classmate). These participation days may be unannounced. If you do not show up for class the first two weeks, you will be administratively removed from the course as a “No Show”.

***Course Etiquette:***

* All cell phones are to be turned off before entering class. Use of cell phones during class is a violation of college policy and may result in dismissal from class.
* Syllabus change policy – This syllabus is a guide for the course and is subject to change with advance notice.
* Computers may be used for the recording of notes. Deviating from classwork, however, will result in a suspension of computer privileges and/or **dismissal** for the day.
* Propensity for tardiness, cell-phone usage, or inappropriate computer use will result in participation deductions.

***Technology:***

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

***Learner Support:***

The **Office of Accessibility Resources***:* is available to assist you if you have a documented disability or think that you may have a disability. Please make an appointment with the Disability Resources Specialist on your campus or online. Registering with Disability Resources is especially important if you are on campus and will need assistance during an emergency classroom evacuation. For contact information, please see the Disability Resources website – [View the Accessibility Resources site](http://www.spcollege.edu/dr)

SPC offers a full-range of support services. Students who utilize our Learning Centers more than four times in a term have better than an 80% chance at success.St. Petersburg College offers **FREE** tutoring to all degree-seeking students to help review core concepts, tackle tough homework assignments or prepare for tests. From one-on-one tutoring to online resources, SPC offers tools to help you succeed.

[View the Academic Support Services site](http://www.spcollege.edu/support)

[View the On-Campus Support site](http://www.spcollege.edu/tutoring/#tab%3d2)

[View the Online Support site](http://www.spcollege.edu/tutoring/#tab%3d3)

**AGENDA**

**January ASSIGNMENTS**

|  |  |
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| Tu15 Introduction |  |
| Th17 Chapter 1 The Rewards of College | **Build Your Brand!** |
| Tu22 Chapter 1 Motivation and the Locus of Control | **Rotter’s Locus of control Instrument** |
| Th24 Pre-Assessment | **Bring Access Code (On Text Book)** |
| Tu29 Chapter 9 Diversity | **Diversity and Intercultural Communication** |
| Th31 Library Resources & Learning Commons |  |

**February**

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| Tu5 FOCUS 2 & Taking Control of Your Future | Focus 2 Assessment; Occupational Analysis Assigned |
| Th7 Test #1 |  |
| Tu12 MLP Discussion | **MLP Assigned** |
| Th14 Chapter 2 Goal Setting |  |
| Tu19 Chapter 6 Listening and Note Taking | **VAK for next class (http://www.businessballs.com/freepdfmaterials/vak\_learning\_styles\_questionnaire.pdf** |
| Th21 Chapter 3 Learning Style | **Civic Engagement Project Assigned** |
| Tu28 Chapter 8 Preparing for and Taking Tests |  |

**March**

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| --- | --- |
| Tu5 Test #2 |  |
| Th7 Chapter 2 Time Management and Procrastination | **Chapter 7 Memory and Studying** |
| Tu12 SPRING BREAK |  |
| Th14 SPRING BREAK |  |
| Tu19 Chapter 4 Critical, Creative and Practical Thinking | **Activity Challenge!** |
| Th21 Professional Etiquette | **How to Make a Good First Impression** |
| Tu26 Writing Workshop/APA | **Library Reference Assignment** |
| Th28 Chapter 9 Communication and Conflict Management | **2-Minute Drills?** |

**April**

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| Tu2 Test #3 |  |
| Th4 Chapter 10 Wellness |  |
| Tu9 Chapter 11 Managing Money | **Financial Literacy Assignment** |
| Th11 Chapter 10 Stress Management | **Stress Assessment** |
| Tu16 Chapter 12 Resume & Job Search | **Optimal Resume and Handshake** |
| Th18 Chapter 12 Interviews | **Mock Interviews** |
| Tu23 Test#4 |  |
| Th25 Civic Engagement | **Presentations** |
| Tu30 Civic Engagement | **Presentations** |

**May**

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| Th2 Parting Shots & Final Review |  |
| Tu7 Final Exam |  |