**ST. PETERSBURG COLLEGE**

**COURSE SYLLABUS**

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

***Instructor:***

Name: Mr. Jacob Wortock

Email: wortock.jacob@spcollege.edu

Office Phone: (727) 341-3102

Office Hours:   Current college guidelines will require an appointment – online or face to face.

Office Location: Career Center – UP Lobby – Seminole Campus

***Live Online Link:*** <https://spcollege.zoom.us/j/93564156200?pwd=eGpUSGNlZ2tUazZYd29GOWNnVXEwQT09>

Passcode to join: **1101**

***Academic Department:***

Dean: Dr. Joseph Smiley                                            Academic Chair: Douglas Rivero

Office Location: PS                                             Office Location: UP 337F

Office Number: 727-712-5783                                   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, Zoom 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.

**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:** You will not be required to buy a hard copy textbook. All material will be embedded in the course. **You will be required to purchase an access code**.

**Title**:       COLLEGE SUCCESS ACCESS CODE

**Edition**:    Latest

**Author**:    Lumen Inc.

**Publisher:** Lumen Inc.

**ISBN:** 9781640870161

<https://securex.bncollege.com/webapp/wcs/stores/servlet/TBListView?cm_mmc=RI-_-8046-_-A-_-1>

**REQUIRED TECHNOLOGY:**

Students must have access to a computer with ZOOM meeting capabilities. Please go here to sign up for a free account: <https://zoom.us/>

Students will need a webcam and it must be activated during all lectures.

ZOOM meeting links will be sent via email prior to the semester start and imbedded in the class.

**MEETING INFORMATION:**

Learning Modality:  Live Online

Class Times: Tuesday and Thursday, 8am – 9:15am

**IMPORTANT DATES:**

Course Dates: **1/12/2021 – 5/6/2021**

Last day to drop and receive a refund: 1/15/2021

Last day to withdraw with a grade of W: 3/24/2021

Financial Aid: <https://www.spcollege.edu/financial-aid>

**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.

***Library Reference Assignment - 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.

***Individual Learning Plan***

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

***Tests & Final Exam***

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 can work individually or as a group 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 a research packet and formal presentation 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***

Each student will complete a financial literacy assignment for their own use, and get an overview of Financial Assistance Services from St. Petersburg College.

***Parting Shot***

Each student will complete a survey to provide feedback on their experience with the 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, quizzes and homework | 150pts |
| VARK | 20pts |
| Focus 2/Career Assignment | 30pts |
| Tests | 90pts |
| Library Reference Assignment | 30pts |
| Financial Literacy Assignment | 20pts |
| Learning Plan | 20pts |
| Civic Engagement/Awareness Project | 50pts |
| Parting Shot | 20pts |
| **Total Points** | **430pts** |

***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 2 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”.

**Professionalism in the Classroom**

Your time at SPC constitutes preparation for the next phase of your academic and/or professional career. You are expected to practice the following behaviors in this class, keeping in mind that they will translate well in your next academic institution or job:

* Model respect, commitment to excellence, honesty, and integrity in and outside of the classroom. Students are responsible for their own education, and are responsible for course materials and announcements delivered in class and online through MyCourses.
* Practice punctuality: Arrive for class on time, with appropriate course materials, and be prepared to learn. Stay for the entire class period. If an absence should occur, the student is responsible for missed material.
* Practice conscientiousness & accountability: Communicate with your professor if a situation arises that will prevent you from attending class, necessitates that you will be late for class, or requires you to leave early.
* Practice presence of mind: Come to class having read the assigned material and ready to contribute to class discussions. Ask questions during class when you have them.
* Practice respect: Turn off all phones for the duration of class out of respect for your professor and classmates. Refrain from texting and/or talking on your phone during class time.
* Turn in all assignments on time. Late assignments will be subject to late penalties and graded when my schedule permits, which may not be until the end of the semester.
* Communicate with your professor immediately if you start struggling in the class and prior to thinking about withdrawing from the course.

***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](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services)

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)

**Spring 2021 Agenda:**

**JANUARY**

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| T 1/12 – Introductions and Course Overview |
| HW Assignments: MyCourses tutorials and purchase access code for class text |
| TH 1/14 – Overview of online study plans and quizzes |
| HW Assignments: Module 1 Study Plan and Quiz |
| T 1/19 – Module 1 Discussion |
| HW Assignments: No Homework! |
| TH 1/21 – FOCUS 2 and 1st Major Assignment |
| HW Assignments: Complete FOCUS 2 and work on assignment. Due on 1/28 by 11pm.  Module 2 Study Plan and Quiz |
| T 1/26 – Module 2 Discussion |
| HW Assignments: Complete FOCUS 2 assignment. Due on 1/28 by 11pm. |
| TH 1/28 – Learning Plan Assignment – Guest Speaker |
| HW Assignments: Module 3 Study Plan and Quiz. Work on Learning Plan Assignment - due 2/4 by 11pm. |

**FEBRUARY**

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| T 2/2 – Module 3 Discussion and Test #1 Overview |
| HW Assignments: Study for test #1 |
| TH 2/4 – Test #1 |
| HW Assignments: No Homework! |
| T 2/9 – Career Week: Career Services, Workplace & Hire SPC Titans |
| HW Assignments: |
| TH 2/11 – Career Week: Professional Etiquette and Digital Dirt |
| HW Assignments: Module 4 Study Plan and Quiz |
| T 2/16 – Module 4 Discussion & Breakout Rooms |
| HW Assignments: Attend a Resume Workshop on 2/17. 11am or 6pm. |
| TH 2/18 – No Class (Attend the Resume Workshop on 2/17 at 11am or 6pm) |
| HW Assignments: Module 5 Study Plan and Quiz |
| T 2/23 – Module 5 Discussion |
| HW Assignments: |
| TH 2/25 – Module 5 in-class activities |
| HW Assignments: Module 6 Study Plan and Quiz |

**MARCH**

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| T 3/2 – Module 6 Discussion & VARK |
| HW Assignments: Study for test #2. |
| TH 3/4 – Test #2 |
| HW Assignments: No Homework! |
| T 3/9 – Spring Break – No Class |
| HW Assignments: No Homework! |
| TH 3/11 – Spring Break – No Class |
| HW Assignments: No Homework! |
| T 3/16 – Library Resources & Library Reference Assignment |
| HW Assignments: Library reference assignment due on 4/1 by 11pm |
| TH 3/18 – No Class, begin working on your Library Reference Assignment |
| HW Assignments: Library Reference Assignment is due by 11pm on 4/1. Module 7 Study Plan and Quiz. |
| T 3/23 – Module 7 Discussion |
| HW Assignments: Work on Library Reference Assignment. Due 4/1 by 11pm. |
| TH 3/25 - TBD |
| HW Assignments: Module 8 Study Plan and Quiz |
| T 3/30 – Module 8 Discussion |
| HW Assignments: Module 9 Study Plan and Quiz |

**APRIL**

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| TH 4/1 – Module 9 Discussion & Civic Awareness Assignment |
| HW Assignments: Don’t forget to submit the Library Reference Assignment. Due by 11pm. |
| T 4/6 – Relaxation Techniques: Guest Speaker |
| HW Assignments: Module 10 Study Plan and Quiz |
| TH 4/8 – Module 10 Discussion & In Class Group Work |
| HW Assignments: |
| T 4/13 – Financial Aid: Guest Speaker & Test #3 Overview |
| HW Assignments: Study for Test #3 |
| TH 4/15 – Test #3 |
| HW Assignments: |
| T 4/20 – In Class Group Work |
| HW Assignments: |
| TH 4/22 – In Class Group Work & Presentation Schedule Assigned |
| HW Assignments: Group Presentations are due. Submit to Dropbox or email them to me by 11pm. |
| T 4/27 – Civic Awareness Presentations |
| HW Assignments: |
| TH 4/29 – Civic Awareness Presentations |
| HW Assignments: |