**ST. PETERSBURG COLLEGE**

**COURSE SYLLABUS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Spring 2023

***Instructor:***

Name: Cynthia Freed

Email: Freed.Cynthia@spcollege.edu

Office Hours: as needed

Office Location: L4 Pinellas Park High School

***Academic Department:***

Dean: Dr. Joseph Smiley Academic Chair: Anja Norman

Office Location: PS Office Location: ES 313

Office Number: 727-712-5783 Office Number: (727)791-2671

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

**Welcome to The College Experience!** 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 (The online text materials will be provided for you):**

Carter, C., Bishop, J. & Kravits, S. L. (2012). *Keys to success: Brief* (7th Ed.). Pearson: Boston. ISBN: 978-0-321-91853-6

**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:***

***APA Mastery Objectives***

Each student will be required to demonstrate the ability to produce the critical components of an APA research paper.

***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.

***Quizzes***

Quizzes 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.

***My Learning Styles***

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.

***Final Exam***

The final exam will consist of a scenario where you will need to use critical thinking skills to assist a St. Petersburg College student who faces a myriad of concerns – this will be accomplished by writing a formal letter to a potentially struggling student and offering suggestion as to how said student could improve their academic or personal situation.

**GRADE SCALE**

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

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

|  |  |
| --- | --- |
|  **Quizzes and Major Assignments** |  **Points/Percentages** |
|  Quizzes on Text Chapters | 240pts (20 points each) |
| Focus 2/Career Assignment | 50pts |
| APA Mastery Objectives | 25pts |
| Learning Styles | 25 pts |
| Financial Literacy Assignment | 50pts |
| MLP | 50pts |
| Civic Engagement/Awareness Project | 50pts |
| Final Exam | 50pts |
| **Points** | **540 pts** |

**Additional in class and out of class objectives including quizzes, short essays, notes and presentations will be added to the total point values throughout the semester. The above criteria are just the major previously determined assignments.**

***Attendance:***

1. 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**.
2. 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.

***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.

**Course ACTIVITIES:**

**Module 1: Motivating Success – January 8-19, 2024**

* Introduction to course and expectations
* Introduction to what plagiarism is and how to avoid it (Turnitin.com) integrated in My Courses
* Introduction to My Courses
* Module 1 In My Courses and all assignments in Module 1
* Module 1 PowerPoint in My Courses
* Module 1 quiz online in My Courses
* The P.E.T. (Personal Empowerment through Type)—found in Major Assignments Tab

**Module 2: Goal Setting and Time Management – January 22-February 2, 2024**

* Module 2 In My Courses and all assignments in Module 2
* Module 2 PowerPoint in My Courses
* Module quiz 2 online in My Courses
* My Learning Plan Project—upload to My Courses

**Module 3: Career Exploration – February 5-February 16, 2024**

* Module 3 In My Courses and all assignments in Module 3
* Module 3 PowerPoint in My Courses
* Module 3 quiz online in My Courses
* Focus 2 –Occupational Analysis Project –upload to My Courses

**Module 4: Social Interaction and Diversity – February 19-March 1, 2024**

* Module 4 In My Courses and all assignments in Module 4
* Module 4PowerPoint in My Courses
* Module 4 quiz online in My Courses
* Civic Engagement Project—upload to My Courses

**Module 5: Thinking and Analysis – March 4-8, 2024**

* Module 5 In My Courses and all assignments in Module 5
* Module 5 PowerPoint in My Courses
* Module 5 quiz online in My Courses

**Module 6: Learning Styles and Strategies – March 18-22, 2024**

* Module 6 In My Courses and all assignments in Module 6
* Module 6 PowerPoint in My Courses
* Module 6 quiz online in My Courses

**Module 7: Study Skills- March 25-April 5, 2024**

* Module 7 In My Courses and all assignments in Module 7
* Module 7 PowerPoint in My Courses
* Module 7 quiz online in My Courses
* APA Library References Project-Upload to My Courses

**Module 8: April 8-12, 2024**

* Module 8 In My Courses and all assignments in Module 8
* Module 8 PowerPoint in My Courses
* Module 8 quiz online in My Courses

**Module 9: Financial Management – April 15-26, 2024**

* Module 8 In My Courses and all assignments in Module 9
* Module 8 PowerPoint in My Courses
* Module 8 quiz online in My Courses
* Financial Literacy Project—upload to My Courses

**Module 10: Beyond the Classroom-April 29-May 3, 2024**

* Module 10 In My Courses and all assignments in Module 10
* Module 10 PowerPoint in My Courses
* Module 10 quiz online in My Courses

**Final Exam: Open May 6-9, 2024**

* Final Exam Case Study