Welcome to The College Experience! I hope this semester will be an eye opening experience into how you can 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 me with an open mind and respect. I want to remind you that all communications online will be saved and stored, allowing for future reference. In addition, I want you to know that I am here as your resource and support in your learning 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 you!

Structure of this course:

This course has a very unique structure in that you will have multiple support staff in place to assist you in your reaching your goals. The individuals involved are dedicated to helping you be successful. Please reach out to the appropriate individual for assistance. They are:

The SLS 1101 Instructor: The role of your SLS 1101 instructor is to grade and provide feedback on your assignments in this course as well as support and guide you throughout the semester.

The Academic Advisor: The role of your assigned academic advisor is to review, provide feedback, and eventually approve your academic plan (your MLP assignment). This process can be time consuming and require several revisions of your My Learning Plan (MLP). The best success occurs when you start this assignment early.

A large part of the course content will come from the textbook that you can either access online (e-Text) or in hard copy. You will need a Pearson Access Code so please make sure you purchased the text that had it included.

Two important assignments in this course are designed to help you focus your career goals (FOCUS 2) and complete an accurate learning plan (MLP). The MLP assignment will require approval by an academic advisor to ensure accuracy and full credit for the assignment. In the other modules you will complete written assignments, discussions and quizzes based on the online course readings and textbook chapters. You can read the e-text available in the course or the textbook if you purchased the
bundle. The MLP assignment is extremely important and may take some time to complete. Please do not get frustrated – the Triangle of Success is in place to help you, however, in order to be successful you must try your best and use the resources available to you.

**Course Materials**
Your cover is Blue and says St. Petersburg College Custom Edition

![Book Cover](image)

**Title:** Keys to Success: Building Analytical, Creative, and Practical Skills  
**Edition:** Brief 6th Edition  
**Author:** Carol Carter, Joyce Bishop, Sarah Lyman Kravits  
**ISBN-13:** 978-1269-865-968

You also must have an access code for this course. This is included in your bundle purchase.

**Course Components**
SLS 1101 The College Experience is made up of numerous graded assignments and ungraded activities. Within your course, you will have access the Pearson My Student Success Lab Learning Path and support materials for important practice and activities.

**Course Information**

**A. Course Description:**
Prerequisites: Students who place into one (1) area of remediation are required to take SLS 1101 and SLS 1126.

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.

**B. Course Objectives:**
1. The student will demonstrate effective study, note-taking, and test-taking strategies.
2. The student will strengthen knowledge of 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.
6. The student will understand 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 all classes.
   b. completing test-taking and note-taking exercises.
   c. completing test anxiety exercises.

2. The student will strengthen knowledge of 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. understanding appropriate study skills and strategies to enhance independent learning.
   d. using college resources to problem solve technology-related issues.
   e. using college online resources to problem solve content-related concerns.
   f. demonstrating an understanding of academic honesty and ethics as applied to all 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. practicing active listening and recognizing similarities and differences in the exchange of ideas according to cultural heritage and context.

4. The student will demonstrate knowledge of appropriate time management techniques applicable to both academic and lifestyle environments by:
   a. completing a time management plan for the session, listing exams, long-term assignments and other school and personal/family commitments.
   b. completing daily and weekly time management plans.
   c. developing a list of techniques to make the most effective use of available time.

5. The student will demonstrate creative and critical thinking skills by:
   a. describing the importance of goal setting as well as the evaluation of goal identification in decision making.
   b. using a variety of techniques to identify common impediments to making decisions.
   c. using a variety of methods for identifying alternative ways of achieving goals in decision-making situations.
   d. selecting and employing critical thinking strategies using specific examples illustrated in class.
   e. completing various inventories and assignments to identify and develop individual learning styles and strategies.

6. The student will understand the various facilities, services and resources available to students at St. Petersburg College by:
   a. identifying the college procedures for obtaining scholarship and student financial aid assistance.
   b. collaborating with academic advisors for educational planning and guidance.
   c. participating in a career assessment and developing an individualized academic and career plan.
   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. summarizing registration, class attendance, honor code, class and college withdrawal, and graduation procedures affecting students.
   b. identifying appropriate college officials responsible for administering/enforcing academic policies and procedures.
c. identifying appropriate college officials responsible for administering/enforcing student services policies and procedures.
d. recognizing terms and concepts relating to the college experience and culture.
e. showing how to appropriately use 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. recognizing terms and concepts relating to library research and services such as call number, interlibrary loan, magazine, journal, citation and database.
e. successfully completing a library skills exercise.

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:

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 the access code you purchased separately. You will be required to complete activities and assignments in this system. You will access the system through the MyCourses course page. If you are having technical difficulties with your access, please contact Pearson's Technical Support at 1-855-875-1797.

MEETING INFORMATION:
Course Location: UP 312
Learning Modality: Face-to-Face
Meeting Days: Monday-Wednesday, 2:00pm 3:45pm

IMPORTANT DATES:
Course Dates: September 14 – December 10, 2015
Last Day to Drop, Receive Refund, and/or Change to Audit: 09/18/2015
Last Day to Withdraw with a Grade of "W" 11/02/2015
No Classes:
College Day 10/20/15
Veteran Day 11/11/15
Thanksgiving Holiday 11/25 – 11/29/15


ASSIGNMENTS:
Chapter Quizzes: We will discuss the chapters in your textbook in class. When we complete a chapter, you will take a ten-point quiz. The quiz will consist of true/false and multiple-choice questions. It is important that you have read and studied the information in the textbook prior to attending class and attempting the quiz. Quizzes shall be completed within your online MyCourses environment.
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 assignment that will supplement the results found from completing this assessment. You will be asked to print your results and complete the Career Exploration Worksheet, which can be found on MYCOURSES in the appropriate module. 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 dropbox on MYCOURSES.

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 several 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.

Civic Awareness Assignment/Presentation: You will be assigned to groups of three – four 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 possibly 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, if you choose to conduct an interview, you may want to ask about 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, Prezi, 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. 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 in class.

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. Further directions and assignment materials are found in our MYCOURSES course for this assignment.

Part 2: You will create an account in Loanlook and complete the module on student loans. Once you complete the module, you will print the certificate and turn it in with your reality budget.

Final Exam: The final exam will be a cumulative exam over the entire semester covering the chapter topics. This exam will be administered during final exam week.
Grades

The information below reflects the graded assessment items for your course and the assigned values; this information determines your final grade for the course.

<table>
<thead>
<tr>
<th>ITM</th>
<th>Points Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLP</td>
<td>100</td>
</tr>
<tr>
<td>Focus 2</td>
<td>50</td>
</tr>
<tr>
<td>Written Assignments [13 X 20 points each]</td>
<td>260</td>
</tr>
<tr>
<td>Discussion Assignments [12 X 10 points each]</td>
<td>120</td>
</tr>
<tr>
<td>Quizzes [12 X 20 points each]</td>
<td>240</td>
</tr>
<tr>
<td>Course Survey</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>780</td>
</tr>
</tbody>
</table>

Extra Credit Opportunities 4 X 10 points each 40

Letter grades for the course will be based on the following grading scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>702-770</td>
<td>90%–100%</td>
</tr>
<tr>
<td>B</td>
<td>624-701</td>
<td>80%–89%</td>
</tr>
<tr>
<td>C</td>
<td>546-623</td>
<td>70%–79%</td>
</tr>
<tr>
<td>F</td>
<td>545 or less</td>
<td>0%–69%</td>
</tr>
</tbody>
</table>

Course Participation

Unlike a traditional classroom-based course, you do not need to show up to class at a specific time every day to earn your class participation grade in an asynchronous online course. Instead, you need to complete the online lesson presentations, assignments, quizzes, and discussions by the due dates specified by your instructor. The due dates are found in the course calendar.

CLASS POLICIES (Some rules may apply only to an online or a face-to-face course)

1. Late assignments are accepted [excluding Quizzes, Forums and Extra Credit Assignments].
2. The cut-off time for submissions is 11:30 pm on the posted due date.
3. Assignments submitted after their due dates are subject to a penalty of one full grade.
4. Late assignments NOT accepted after Friday, November 20th, 2015.
5. Plagiarism is not acceptable. Students who plagiarize will be subject to plagiarism policy posted in the students' handbook.
6. Civility and common courtesy to your classmates and to your professor is expected at all times.
7. All assignments must be submitted to be considered for a grade of “A” regardless of accumulative points total.
8. Assignments and Due Dates are subject to change. See your MyCourses for most current and up-to-date schedule.

PC Withdrawal Polices [Academic Calendar]

The last day to withdraw with a “W” for this class is Thursday November 2, 2015. Withdrawing from a course is a big decision. Don't go through this process on your own. Speak your Instructor. Talk with your advisor. Don't automatically withdraw. You may have other choices.

* FINANCIAL AID RECIPIENTS:

If you completely withdraw from the college anytime on or before the dates of your session, you may incur
SPC Attendance Policy

St. Petersburg College's Attendance Policy: 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 MyCourses.

At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. Again this is measured by completed assignments including your exams. If you are considered NOT actively participating in the course at the 60% point, you will be withdrawn with a "WF".

[You are responsible for your withdrawal from the class. Students withdrawing after the 60% point will receive a "WF" grade.]

Addendum to SPC Attendance Policy [For In-Person Face-to-Face Courses]

Students striving to achieve course success are expected to attend classes regularly, with a minimum of absences. Active participation in classroom discussions and attendance will be taken into consideration when issuing your final grade.

TARDY POLICY (For In-Person Face-to-Face Courses)

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. For face-to-face classes, in order for students to be considered on time for class, they must be in the room. Students who are not on time will receive a tardy.

The following policy applies to the number of tardies per class.

Students arriving late to class will adhere to the following progressive tardy policy.

1. 1st and 2nd tardy – Instructor warning (documented)
2. 3rd tardy – Equates to one unexcused absence
3. 4th and 5th tardy – Impending drop of one grade
4. 6 or more tardy – Potential removal from course

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 without proper documentation of extenuating circumstance.

COURSE ETIQUETTE/NETIQUETTE:

Cell Phones: All cell phones must be silenced (vibrate or ringer off) prior to entering the classroom. 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 of 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 the suspension of your computer use during class time or removal from class for the day.

**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/academichonesty/)

**MyCourses (MYCOURSES):** MYCOURSES is a webpage (https://mycourses.spcollege.edu/login.asp) that will be used as a medium for obtaining course documents and assignments as well as a forum for communicating with your classmates. If you want to attend a MYCOURSES training to become more familiar with MyCourses, you are welcome to contact the Help Desk (727) 341-4357 and http://www.spcollege.edu/helpdesk/) or use the computer resources on campus if you are having difficulties with your computer or MYCOURSES.

**STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS:**
This section is to remind you that your private information will be protected in this course. Grades will only be discussed in a one on one setting. It is also important to respect the rights and privacy of everyone and to show respect in all forums this course operates in. I encourage class participation and sharing; however, I only encourage you to share information that you feel comfortable sharing with everyone present. Please use discretion when sharing private information. If there is something you feel you need to discuss or any concerns that you need to address but do not feel comfortable doing so during class, please see me during office hours or make an appointment to meet with me on another day and time.

**DISCIPLINE SPECIFIC INFORMATION:**
Please familiarize yourself with the college wide Student Rights and Responsibilities: http://www.spcollege.edu/pages/dynamic.aspx?id=6352

**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. The SSI is completed through the course MYCOURSES page and found under the Table of Contents. I will remind the class at that point in the semester when the SSI is open and ready to complete.

**Student Survey of Instruction (SSI) online process**
The student Survey of Instruction is your opportunity to offer insightful comments on how to improve the process. Be sure to take advantage of this anonymous opportunity to make informed comments.

**CULTURAL DIVERSITY**
This course represents positive values and promotes the study of cultural diversity - an awareness and affirmation of the importance of similarities and differences among people.

**OTHER SUPPORT SERVICES:**

**Academic Advising:**
http://www.spcollege.edu/advising/

**Automated System Check Tool for MyCourses:**
https://mycourses.spcollege.edu/d2l/systemCheck

**GUIDE TO ONLINE LEARNING:**
http://www.spcollege.edu/ecampus/help/tips.htm

**INTERNATIONAL STUDENT SERVICES**
http://www.spcollege.edu/internationalstudents/
NEW INITIATIVE CENTER (NIP)
http://www.spcollege.edu/nip/

TECHNICAL SUPPORT HELP DESK: 727-341-4357
http://webapps.spcollege.edu/helpdesk/

UNIVERSITY PARTNERSHIP CENTER:
http://www.upcspc.com/

ADDENDUM TO THE SYLLABUS
http://www.spcollege.edu/addendum/

In the event that topics listed in this addendum also appear in your syllabus, please note that you should rely on the addendum information as this information is the most current.

The Instructor reserves the right to make changes to the syllabus as needed.

***Instructor reserves the right to alter this syllabus at any time.***
SIGNATURE PAGE:

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

Print Name:

Student Signature: Date