

St. Petersburg College



COURSE SYLLABUS

Student Life Skills

SLS 1101 #911

Online Instruction

Dawn Janusz

0550 – Fall 2018

[View the Syllabus Addendum](#), which provides the most current version of fluid information, such as the academic calendar.

WELCOME

Welcome to SLS 1101! You have enrolled in a fun, introspective course that I hope you will enjoy. This course is designed to strengthen the student's skill set in a manner that can promote future academic, occupational, and overall life success.

INSTRUCTOR PHILOSOPHY:

As an educator, my philosophy of higher education is to promote student success as a facilitator, providing personally relevant, meaningful, and engaging academic experiences to help students meet their educational and career goals. It is my responsibility to provide a positive and safe learning environment that promotes diversity and the critical thinking process through varied learning styles and strategies to meet diverse and individual student needs. Throughout this process, the importance of self-accountability for student learning is fostered along with needed supports for success. Your success is very important to me!

INSTRUCTOR

Name: Dawn Janusz

Email: janusz.dawn@spcollege.edu

Phone: 727-341-3767

Office Hours- Monday to Friday 8am to 4:30 by appointment

Office Location: HE 180

Instructor Web Page: <https://web.spcollege.edu/instructors/id/janusz.dawn>

ACADEMIC DEPARTMENT

DEAN

Name: Dr. Joseph Smiley

Office Location: Tarpon Springs Campus LY-250

Office Phone Number: 727-712-5851

Email: Smiley.Joseph@spcollege.edu

ACADEMIC CHAIR

Name: Douglas Rivero

Office Location: SE UP 337A

Office Phone Number: 727-394-6948

Email: rivero.douglas@spcollege.edu

WEBSITE

URL: <https://www.spcollege.edu/socialsciences/>

COURSE INFORMATION (16 Weeks)

Course: SLS 1101 College Experience, Online

Begins: August 13, 2018

Ends: December 7, 2018

Course Description:

This course provides students with the information and skills needed to succeed in their studies, including setting academic goals, managing time and financial resources to meet those goals, and developing an awareness of personal learning styles. Students also build thinking, listening, reading, study skills, note-taking, test-taking, and information literacy skills. The course also includes discussions on stress management and career development. Throughout, students will apply critical thinking skills to solve problems and evaluate situations.

Full Course Description

Course Goals: List the goals of the course in terms of expected Learning Outcomes for the student in addition to what is included in the C&I/CurricUNET Approved Course Outline.

Course Objectives:

At the end of this course, students will be able to:

- Create long- and short-term goals that align with personal mission statements
- Create an academic learning plan incorporating time management skills
- Create long- and short-term financial goals
- Solve problems using critical and creative thinking
- Incorporate effective learning strategies that align with learning preferences
- Create class notes using active listening techniques
- Create reading notes using active reading techniques
- Utilize strategies for studying for and taking a test
- Incorporate strategies to appropriately communicate with diverse audiences, including peers, instructors, and teams
- Evaluate sources for reliability, credibility, currency, and accuracy
- Create a stress-management plan
- Create a career exploration plan

Prerequisites: There are no prerequisites for this course.

Availability of Course Content: All modules will be open at the beginning of the semester. Students will have the option to work ahead if they choose.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Textbook:

Title: *Keys to Success: Building Analytical, Creative, and Practical Skills*

Edition: Brief 7th Edition

Author: Carol Carter, Joyce Bishop, Sarah Lyman Kravits

Publisher Information: Enter publisher information here

ISBN: 978-1269-865-968

COMMUNICATING WITH THE INSTRUCTOR

Communicate through course email which is typically checked daily. Please allow for a 24-48 hour response time.

IMPORTANT DATES

IMPORTANT DATES TO REMEMBER: Semester is August 13, 2018 – December 7, 2018

8/17/2018 – Last day to drop, receive a refund, or change to audit status, REGULAR

8/24/2018 – Last day to drop, receive a refund, or change to audit status, WEEKEND

9/14/2018 – Last day to drop, receive a refund, or change to audit status, EXPRESS

10/12/2018– Last day to drop, receive a refund, or change to audit status, 2nd 8W MOD

9/13/2018 – Last day to withdraw with a grade of “W” – 1st 8W MOD

10/16/2018- Last day to withdraw with a grade of “W” – WEEKEND

10/18/2018 – Last day to withdraw with a grade of “W” – REGULAR/ONLINE

10/29/2018 – Last day to withdraw with a grade of “W” – EXPRESS

11/09/2018 – Last day to withdraw with a grade of “W” – 2nd 8W MOD

9/03/2018 – College Closed – Labor Day

10/30/2018 – College Closed – SPC Professional Development Day

11/12/2018 – College Closed – Veteran’s Day Observed

11/21-11/25/2018 – College Closed – Thanksgiving Break

11/01/2018 - Deadline for Graduation Application (for name appear in the program)

12/08/2018 – Commencement (Location TBA)

[View Financial Aid Dates](#)

ATTENDANCE

[View the college-wide attendance policy](#) included in the Syllabus Addendum.

For this class, attendance is defined as: The completion and submission of assignments. If a student does not submit any assignments for a defined module, the student will be considered "absent." Failure to complete any modules in the first two weeks of class will lead to dismissal. Students who fail to complete 60% of their assignments with 60% of the course assigned will be identified as no longer active in course.

GRADING

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

Letter Grade	Points	Percentage
A	702-780	90%–100%
B	624-701	80%–89%
C	546-623	70%–79%
D	468-545	60%–69%
F	467 and below	<60%

Grades

The following table shows the graded assessment types contained within this course and the assigned weighting to determine the final course grade.

Graded Assessment Types	Points
Course Policies Quiz	10
SPC Resources Activity	10
MLP	100
Focus 2	50
Written Assignments 9 X 20 points each (one is 30)	180
Discussion Assignments 9 X 10 points each (one is 20)	90
Intro to MyCourses	20
Module 6, Discussion or Written	20
Research Assignment, Module 7	30
Quizzes, 13 20 points each	260
Course Survey	10
Regular Extra Credit Opportunities 7 X 10	
Total	780

Course Schedule Due Dates

Assignments are due at 11:55 pm on Sundays unless otherwise specified.

Course Schedule Due Dates- *Two Attempts for All Quizzes*

Module 0 (Start Here) – Discussion Boards, Writing Assignments, Quizzes Due 8/19

Module 1– Discussion Boards, Writing Assignments, Quizzes Due 8/26

Module 2– Discussion Boards, Writing Assignments, Quizzes Due 9/2

Module 3– Discussion Boards, Writing Assignments, Quizzes Due 9/9

Module 4– FOCUS 2 Due 9/16

Module 5– MLP and Module 5 Quiz Due (MLP accepted until final corrections) 9/23

Module 6– Discussion Boards, Writing Assignments, Quizzes Due 9/30

Module 7– Discussion Boards, Writing Assignments, Quizzes Due 10/7

Module 8– Discussion Boards, Writing Assignments, Quizzes Due 10/14

Module 9– Discussion Boards, Writing Assignments, Quizzes Due 10/21

Module 10– Discussion Boards, Writing Assignments, Quizzes Due 10/28

Module 11– Discussion Boards, Writing Assignments, Quizzes Due 11/4
Module 12– Discussion Boards, Writing Assignments, Quizzes Due 11/11
Module 13– Discussion Boards, Writing Assignments, Quizzes Due 11/18
Module 14– Discussion Boards, Writing Assignments, Quizzes Due 12/2

SUBMITTING ASSIGNMENTS

- Assignments are to be submitted through the assignment item in its module
- Students should also keep an electronic copy of all assignments submitted on their personal computer until the end of the semester.
- Assignments will be submitted for an originality check (plagiarism detection).

Please do not wait until the last minute to submit assignments. You are submitting items over the Internet. There are many things that can go wrong in the path between your computer and the My Courses course site. Your personal computer/Internet Service Provider issues are not acceptable explanations of late work. I will only accept assignments by email (janusz.dawn@spcollege.edu) during emergency situations when connection problems are the result of equipment or Internet failure at SPC. In addition, if tech problems create a significant hardship to the submission your assignment by the due date, I will adjust the due date. This information will be relayed by email and through an announcement.

MAKE-UP AND LATE ASSIGNMENTS POLICY

Students are expected to comply with assignment due dates. Please notify me if you cannot comply with the due dates as posted in the **Calendar**.

Late work is penalized accordingly:

20% penalty for late work

Discussion Boards lock on the due date and may not be turned in late as you will not be able to interact with classmates to complete the assignment. (NO EXCEPTIONS)

Excused Absences: The instructor understands that various things can occur, such as medical emergencies, in which an out of control situation could disrupt the student's ability to take an exam or complete essays/assignments on time. **Please notify the instructor and provide any necessary documentation so that we can work together to come up with a mutually satisfying agreement.**

GRADED ASSIGNMENTS

Student assignments that are submitted by the stated due date will be graded and returned within 1 week of the due date.

Your corrected (graded) assignments with comments about the quality of your work can be accessed through the Student Gradebook. Click on the underlined score for an assignment to open the window containing my comments.

SYLLABUS/SCHEDULE CHANGES

Occasionally, changes to the syllabus or schedule of assignments may be necessary. Students will be notified of any changes to the syllabus through email or via a Blackboard announcement.

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

REQUIRED INTERACTION

When communicating, you should always:

- treat everyone with respect in every communication
- use your professor's proper title: Dr. or Prof., or if you are in doubt use Mr. or Ms.
- use clear and concise language
- remember that college level communication should use correct grammar, whether written or spoken. Avoid slang.
- use correct spelling and avoid texting abbreviations
- avoid using the caps lock feature as it can be interpreted as yelling online
- be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and, even when spoken, your message might be misunderstood
- be cautious with personal information (both yours and others')

When you send an email to your instructor, department chair, dean, or classmates, you should:

- use a subject line that describes what you are writing about
- avoid attachments unless you are sure your recipients can open them
- be clear, concise, and courteous
- sign your message with your name
- use your SPC email account to ensure delivery. Sometime emails from non-SPC accounts are stopped by the spam filter and the recipient may not receive it.

When posting to a discussion board, you should:

- write posts that are on-topic and within the scope of the course material
- take your posts seriously; review and edit your posts before sending
- be as brief as possible while still making a thorough comment
- always give proper credit when referencing or quoting another source
- read all messages in a thread before replying

- avoid repeating someone else's post without adding something of your own to it
- avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- always be respectful of others' opinions, even when they differ from your own
- express any differing opinions in a respectful, non-critical way
- not make personal or insulting remarks
- be open-minded

Students should expect feedback on submitted assignments within one week of the due date.

PARTICIPATION AND CONDUCT

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.

[View the Online Student Participation and Conduct Guidelines](#) in the Syllabus Addendum

ACADEMIC HONESTY

We expect you to be **honest** in all of your academic work. By enrolling at the College, you agree to obey all of the standards of **academic honesty and integrity** and you should understand that failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, you also have an ethical obligation to report violations of the SPC academic honesty policies you may witness.

The academic honesty policy is available online (<http://www.spcollege.edu/academichonesty/>) and includes details on what is meant by:

- Cheating
- Bribery
- Misrepresentation
- Conspiracy
- Fabrication
- Collusion
- Duplicate submissions

- Academic misconduct
- Improper calculator, computer or online use_

NETIQUETTE

The objective in an online discussion is to be collaborative, *not* combative. Please proofread your responses carefully before you post them to make sure that they will not be offensive to others. Use discussions to develop your skills in collaboration and teamwork. Treat the discussion areas as a creative environment where you and your classmates can ask questions, express opinions, revise opinions, and take positions just as you would in a more traditional classroom setting. Please be sure to proofread your submissions, submit college-level work and avoid text language or slang.

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. [View the Netiquette expectations](#) in the Syllabus Addendum.

TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

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.

TECHNOLOGY

MINIMUM REQUIREMENTS

Minimum Technical Skills:

Students should know how to navigate the course and use the course tools. Dropbox-style assignments 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](#) 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](#)

[View the On-Campus Support site](#)

[View the Online Support site](#)

[View the Student Services and Resources site](#)

ACCESSIBILITY OF TECHNOLOGY

Please click on the link below to learn about equal access to education:

[View the MyCourses Accessibility Statement](#)

PRIVACY

Please review the D2L/MyCourses Privacy by clicking on the link below:

[View the MyCourses Privacy Statement](#)

TECHNICAL SUPPORT

Technical support is available via the [St. Petersburg College Technical Support Help Desk](#) for any concerns with the MyCourses LMS.

In addition, if there are any technical issues with the MyStudentSuccess lab, Pearson tech support can be reached here: [Pearson Diagnostics \(Student Link\)](#)

ADDITIONAL STUDENT RESOURCES:

COLLEGE CALENDAR - www.spcollege.edu/calendar/

M.M. BENNETT LIBRARIES - www.spcollege.edu/libraries/

CAREER SERVICES - www.spcollege.edu/careerservices/

INTERNATIONAL STUDENT SERVICES -
www.spcollege.edu/internationalstudents/

LEARNING SUPPORT COMMONS (Tutorial Services) -
www.spcollege.edu/tutoring/

SPC VETERAN AFFAIRS - www.spcollege.edu/veterans/

Advising

A complete list of student support and advising services can be found here:

http://www.spcollege.edu/se/campus/departments/student_services.htm

SEXUAL PREDATOR INFORMATION

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 is then 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>

A list of sexual offenders or predators registered for classes at SPC is available here: <http://www.spcollege.edu/CampusSafety/#tab=4>

CAMPUS SAFETY AND SECURITY

For information on campus safety and security policies please contact **727-791-2560**. If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer, or Site Administrator on your campus. www.spcollege.edu/CampusSafety/

TECHNICAL SUPPORT

<http://web.spcollege.edu/helpdesk/>

EMERGENCY PROCEDURES:

Please, familiarize yourself with the emergency procedures and evacuation routes located in the buildings you use frequently. Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. You should be prepared to assess situations quickly and use good judgment in determining a course of action. You should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college faculty or staff or emergency personnel. You may access additional emergency information by going to www.spcollege.edu/security.

DUAL ENROLLMENT, EARLY ADMISSIONS, & EARLY COLLEGE STUDENTS

A Dual Enrollment, Early Admissions, or Early College student may not withdraw from any college course without permission from the Early College/Dual Enrollment office. Withdrawal from a course may jeopardize the student's graduation from high school. The Dual Enrollment office can be reached at 727 712-5281 (TS), 727 791-5970 (CL) or 727 394-6164 (SE). www.spcollege.edu/central/de/index.htm

ATTENDANCE / ACTIVE PARTICIPATION / WITHDRAWAL POLICIES

Faculty will publish their own participation/attendance policies in their syllabi. However, Instructors will verify that students are in attendance during the first two weeks of class. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn from any class which they are not attending. The student’s financial aid will be adjusted based on their updated enrollment status. If a student is administratively withdrawn from a class because they were a “No-Show” during the first two weeks of class, financial aid will not pay for the class and the student will be responsible.

Students who are not actively participating in class as defined in an instructor's syllabus will be reported to the Administration during the week following the last date to withdraw with a “W” (as posted in the academic calendar on the college’s web site). A grade of “WF” will be assigned to students who are not actively participating during the week following the last day to withdraw with a W grade.

Students will be able to withdraw themselves at any time during the term. However, requests submitted after the last date to withdraw with a “W” (see academic calendar) will result in a “WF.” Students and instructors will automatically receive an email notification through their SPC email address whenever a withdrawal occurs.

Withdrawing after the “Last Date to Withdraw with a Grade of ‘W’” can have serious consequences. If the student withdraws from a class after the deadline posted in the academic calendar, the student will receive a final grade of ‘WF,’ which has the same impact on the student's GPA as a final grade of “F.” A “WF” grade also could impact the student's financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing.

FEDERAL GUIDELINES RELATED TO FINANCIAL AID AND TOTAL WITHDRAWAL FROM THE COLLEGE

The U.S. Department of Education requires students who completely withdraw prior to the 60% point of the term and who receive Federal financial aid i.e., Federal Pell Grant, Federal Academic Competitiveness Grant (ACG), Federal Stafford Loan, and/or Federal Supplemental Educational Opportunity Grant SEOG--to repay a portion of their aid.

Students considering a withdrawal from all classes before the published withdrawal date should consult a financial assistance counselor to understand their options and the consequences of the total withdrawal. For further information regarding this policy and other financial assistance policies we encourage you to visit our website at: www.spcollege.edu/getfunds