

***ST. PETERSBURG COLLEGE***

***FALL 2017 Course Syllabus***

***SLS 1101 The College Experience***

**11:00 to 12:15 Tuesday and Thursday MT-JC05**

**\*We may utilize the library and/or Learning Resource Center**

***Instructor:***

Name: Kimberly G. Jackson Esq.

Email: jackson.kim@spcollege.edu

Office Hours: Tuesday/Thursday 8:30 am to 9 am and 2 pm to 6 pm Monday/Wednesday/Friday 8:30 am to 5 pm by appointment only

***Academic Department:***

Dean: Dr. Joseph Smiley

Office Location: LY 250

Office Number: 727-712-5783

Academic Chair: Kimberly Jackson

Office Location MT 307

Office Number (727) 398-8286

Email: Through MyCourses

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

***Course Information:***

1. **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. It requires 47 contact hours.

**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.

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.

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.

***Required Textbook:***

Carter, C., Kravits, S. *Keys to Community College Success: 7th EditionISBN 978-0-321-91853-6*

***Meeting Information:***

Course Location: **11:00 to 12:15 Tuesday and Thursday MT-JC05**

Learning Modality: Face to Face/Traditional

***Important Dates:***

Last day to drop/receive refund and/or change to audit:
August 18, 2017

Financial Aid Important Dates: <http://www.spcollege.edu/uploadedFiles/Financial_Aid/Fall2012dates.pdf>

Last Day to Withdraw with a W: October 19, 2017

***Discipline Specific Information:***

Please familiarize yourself with the college wide Student Rights and Responsibilities: <http://www.spcollege.edu/academichonesty/> 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 after completing two seminars with the library and writing lab, respectively.

***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/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 the St. Petersburg Free Clinic.

***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.)

**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 |

**Assignments will include the following:**

Class/Group Participation 20 pts

Civic Engagement Project 20 pts

MLP 20 pts

Focus 2 Career Assignment 15 pts

Financial Literacy Assignment 5 pts

Library Reference Assignment 10 pts

Chapter 10 Tests 20 points each

***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.
3. 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.

***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.

***Emergencies***

In the event of a weather emergency or natural disaster that prevents students from attending class for a period of time, your instructor will email you with instructions on how to complete this course.

***SPC Addendum***

Please review the SPC Addendum at www.spcollege.edu/addendum.

**Tentative Schedule**

Week 1 August 15

* First Day of Class
* Introduction-Hand Toss
* **ASSIGNMENT: Read Chapter 1 Rewards of College**

Week 1 August 17

* Chapter 1 Rewards of College
* **Review Chaper 1 Rewards of College**

Week 2 August 22

* **ASSIGNMENT Bring Access Code for Pre-Test**
* **Pre-Test**
* **Review Chapter 2 Values, Goals, and Time**

Week 2 August 24

* Tour-Library Introduction/Learning Center
* Chapter 2 Values, Goals, and Time
* **ASSIGNMENT Read Chapter 3 Learning How You Learn**

Week 3 August 29

* Chapter 3 Learning How You Learn

Week 3 August 31

* Chapter 3 Learning How You Learn- continued
* Speaker-Disability Resources
* **ASSIGNMENT Read Chapter 4 Critical, Creative and Practical Thinking**

Week 4 September 5

* Presentation of Chapter 4 Critical, Creative, and Practical Thinking
* **ASSIGNMENT Review Chapters 1-4 for Test 1 review**

Week 4 September 7

* Focus 2 Assessment, Occupational Analysis
* Review for TEST 1
* Library Assistance
* **ASSIGNMENT Study for TEST 1**

Week 5 September 12

* TEST 1

Week 5 September 14

* MLP DISCUSSION/Speaker
* MLP Analysis
* **ASSIGNMENT Review Chapter 5 Reading and Information Literacy**

Week 6 September 19

* Video Presentation on Learning Styles
* Speaker from St. Petersburg Clinic
* Civic Engagement Project Assigned
* **ASSIGNMENT Read Chapter 6 Listening and Note Taking**

Week 6 September 21

* Presentation on Listening and Note Taking
* Group Exercise
* **ASSIGNMENT Read Chapter 7 Memory and Studying**

Week 7 September 26

* Presentation on Memory and Studying
* Group Exercise
* Library Assistance

Week 7 September 28

* Civic Engagement Project Review/Questions
* **ASSIGNMENT Review for Midterm Exam/ TEST 2**

Week 8 October 3

* MIDTERM EXAM (TEST 2)

Week 8 October 5

* Career Speakers
* **Review Chapter 8 Test taking**

Week 9 October 10

* Presentation Chapter 8 Test taking
* **Review Chapter 9 Diversity and Communication**

Week 9 October 12

* Chapter 9 Diversity and Communication
* **Review Chapter 10 Wellness and Stress Management**

Week 10 October 17

* Presentation on Wellness and Stress Management
* **ASSIGNMENT APA OBJECTIVES**
* Learning Resource Center/Writing
* **ASSIGNMENT Make an appointment with a Learning Resource tutor, Career Advisor and complete MLP if not completed**

Week 10 October 19

* Civic Engagement Project Review/Questions
* **ASSIGNMENT Read Chapter 11 Managing Money**

Week 11 October 24

* Communications and Conflict Group Exercise
* Review for TEST 3
* **ASSIGNMENT Study for TEST 3**

Week 11 October 26

* TEST 3

Week 12 October 31

* Chapter 11 Presentation on Managing Money
* **ASSIGNMENT Read Chapter 12 Careers and More**

Week 12 November 2

* Presentation on Careers and More
* Financial Literacy Assessment
* **ASSIGNMENT Prepare for Mock Interviews**

Week 13 November 7

* Mock Interviews
* Dress for Success

Week 13 November 9

* **ASSIGNMENT Study for TEST 4**

Week 14 November 14 **TEST 4**

Week 14/15 November 16 and 21

* CIVIC ENGAGEMENT GROUP WORK- LIBRARY

Week 15 November 23

* **THANKSGIVING**

Week 16 November 28 and November 30

**PRESENTATIONS POST ASSESSEMENT AND LAST DAY OF CLASS**