COURSE SYLLABUS

Student Life Skills Course
SLS 1101-5383
Online Instruction
Loree Studevan, Professor
0520 Fall Term 2016
September 12, 2016 – December 9, 2016

SYLLABUS ADDENDUM

View the Syllabus Addendum, which provides the most current version of fluid information, such as the academic calendar.

STUDENT SERVICES
http://www.spcollege.edu/students/

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

Name: Loree Studevan
Email: ATKINSON, LOREE@mycourses.spcollege.edu
Phone: 727-394-6965
Office and Online Chat Hours: Monday – Friday 8:00am – 10:00am and 7:00pm – 9:00pm by appointment.
Saturday 5:00pm – 8:00pm by appointment. Additional hours by appointment.
Office Location: Online
Instructor Web Page: http://www.spcollege.edu/instructors/id/1802

Instructor reserves the right to update and/or change this syllabus at any time.
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 Students who fail to complete 60% of their assignments with 60% of the course assigned will be identified as no longer active in course.

ACADEMIC DEPARTMENT

DEAN OF SOCIAL & BEHAVIORAL SCIENCES

Name: Dr. Joseph Smiley
Office Location: Tarpon Springs Campus LY-250
Office Phone Number: 727-712-5851
Email: Smiley.Joseph@spcollege.edu

ACADEMIC CHAIR OF SOCIAL & BEHAVIORAL SCIENCES

Name: Dr. Douglas Rivero
Office Location: Seminole Campus UP 337F
Office Phone Number: 727-394-6948
Email: Rivero.Douglas@spcollege.edu

WEBSITE

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

COURSE INFORMATION

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:

Learning Outcomes and Objectives:
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.
G. identifying the variability in test taking formats.

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 an academic advisor.
   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.

Criteria Performance Standard:
In order to obtain the grade of an A grade in this course, the student must master 90% 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).

https://mycourses.spcollege.edu/content/enforced/82463-OFR_SLS1101_823_0510/SLS%201101%20Approved%20Course%20Outline.pdf

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 & RESOURCE INFORMATION

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


Author: Carol Carter, Joyce Bishop, Sarah Lyman Kravits

ISBN: 978-1269-865-968

You also must have an access code for this course. The access code is located on the back of the book and included in your bundle purchase.

TEXTBOOK: The KEYS TO SUCCESS BRIEF: Building Analytical, Creative, and Practical Skills textbook is required for The College Experience Course. Please contact the St. Petersburg College bookstore (Barnes & Noble College) at any of the SPC locations closest to you https://www.spcollege.edu/textbooks/.

You may also order the textbook online from the St. Petersburg College Barnes and Noble website http://spcollege.bncollege.com/.

After purchasing the Keys to Success textbook, please look on the back of the book and review the instructions regarding activation the eText access.

To access your eText - Book (KEYS TO SUCCESS BRIEF: Building Analytical, Creative, and Practical Skills) via the Course Content menu select:

- Course Content
- Pearson eText
- Select the eText
- Select the link to access your eText
RESOURCE INFORMATION

STUDENT SUPPORT SERVICES

The Office of Accessibility Services 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 Accessibility Resources Specialist on your campus or online. Registering with Accessibility Services is especially important if you are on campus and will need assistance during an emergency classroom evacuation. For contact information, please contact 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 and 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/

View the On-Campus Support site
http://www.spcollege.edu/Tutoring/

View the Online Support site
http://www.spcollege.edu/Tutoring/

View the Student Services and Resources site
http://www.spcollege.edu/services

Campus Safety

http://www.spcollege.edu/safety/

St. Petersburg College Catalog
http://www.spcollege.edu/catalog/

IMPORTANT DATES

Course Dates: September 12, 2016 – December 9, 2016

Drop Date: September 16, 2016

Withdrawal Date: October 31, 2016

View Financial Aid Dates
ATTENDANCE

View the college-wide attendance policy included in the Syllabus Addendum.

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GRADES

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>747 - 830</td>
<td>90%–100%</td>
</tr>
<tr>
<td>B</td>
<td>664 - 746</td>
<td>80%–89%</td>
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<tr>
<td>C</td>
<td>581 - 663</td>
<td>70%–79%</td>
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<tr>
<td>D</td>
<td>498 - 580</td>
<td>60%–69%</td>
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<tr>
<td>F</td>
<td>497 and below</td>
<td>&lt;60%</td>
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## WEEKLY ASSIGNMENTS

<table>
<thead>
<tr>
<th>MODULE START DATE:</th>
<th>MODULE:</th>
<th>GRADED ASSIGNMENTS IN THE MODULE:</th>
<th>MODULE DUE DATE:</th>
<th>POINTS:</th>
</tr>
</thead>
</table>
| 9-12-16 | Start on the Begin Here Module. | • Begin Here Discussion  
• Course Policy Quiz  
• Introduction to MyCourses | 9-16-16 | 101020 |
| 9-19-16 | Start on Module 1: Welcome to College: Growing Towards Success | • Module 1: Discussion  
• Module 1: Written Assignments  
• Module 1: Quiz | 9-23-16 | 10  
20  
20 |
| 9-26-16 | Start on Module 2: Values, Goals and Time: Managing Yourself | • Module 2: Discussion A  
• Module 2: Discussion B  
• Module 2: Written Assignment  
• Module 2: Quiz  
• Module 2: Extra Credit | 9-30-16 | 10  
10  
20  
20  
10 |
| 10-1-16 | Start on Module 4 Focus 2 | • Focus 2 Assignment | 10-5-16 | 50 |
| 10-3-16 | Start on Module 3: Diversity Matters: How You Learn and Communicate | • Module 3: Discussion A  
• Module 3: Discussion B  
• Module 3: Written Assignment  
• Module 3: Quiz | 10-8-16 | 10  
10  
20  
20 |
| 10-6-16 | Start on Module 5: MLP: My Learning Plan | • Module 5: MLP: My Learning Plan Assignment  
• Module 5: Academic Planning Quiz | 10-20-16 | 100  
20 |
| 10-10-16 | Start on Module 7: Reading and Information Literacy: Learning from Print and Online Materials | • Module 7: Discussion  
• Module 7: Written Assignment 1  
• Module 7: Written Assignment 2  
• Module 7 Quiz | 10-15-16 | 10  
20  
20  
20 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Start on Module</th>
<th>Content</th>
<th>Date</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>10-17-16</td>
<td>8: Listening</td>
<td>- Module 8: Discussion</td>
<td>10-22-16</td>
<td>10</td>
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<td></td>
<td>and Note-Taking</td>
<td>- Module 8: Written</td>
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<td>in Class</td>
<td>- Assignment</td>
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<td>- Module 8: Quiz</td>
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<td>- Module 8: Extra Credit</td>
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<td>10-24-16</td>
<td>9: Memory and</td>
<td>- Module 9: Written</td>
<td>10-29-16</td>
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<td>Studying:</td>
<td>- Assignment</td>
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<td>Retaining What</td>
<td>- Module 9: Quiz</td>
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<td>You Learn</td>
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<td>10-31-16</td>
<td>10: Test Taking</td>
<td>- Module 10: Discussion</td>
<td>11-5-16</td>
<td>10</td>
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<td>Showing What</td>
<td>- Module 10: Written</td>
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<td>You Know</td>
<td>- Assignment</td>
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<td>- Module 10: Quiz</td>
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<td>11-7-16</td>
<td>6: Critical</td>
<td>- Module 6: Discussion</td>
<td>11-12-16</td>
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<td>Creative and</td>
<td>- Module 6: Written</td>
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<td>Practical</td>
<td>- Assignment</td>
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<td>Thinking:</td>
<td>- Module 6: Quiz</td>
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<td>Solving</td>
<td>- Module 6: Extra Credit</td>
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<td>Decisions</td>
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<td>Literacy</td>
<td>- Assignment</td>
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<td>- Module 11: Written</td>
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<td>- Assignment</td>
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<td>- Module 11: Extra Credit</td>
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<td>11-19-16</td>
<td>12: Career</td>
<td>- Module 12: Discussion</td>
<td>11-26-16</td>
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<td>Exploration</td>
<td>- Module 12: Quiz</td>
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<td>- Module 12: Written</td>
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<td>Assignment</td>
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<tr>
<td>11-28-16</td>
<td>13:</td>
<td>- Module 13: Discussion</td>
<td>12-2-16</td>
<td>10</td>
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<td>- Module 13: Written</td>
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<td>Assignment</td>
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<td>- Module 13: Quiz</td>
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<td>- Module 13: Course</td>
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<td>Survey</td>
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ASSIGNMENTS

Grades

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

Assignments are due by the due date. Late assignments are not accepted.

<table>
<thead>
<tr>
<th>Graded Assessment Types</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Course Policies Quiz</td>
<td>10</td>
</tr>
<tr>
<td>SPC Resources Activity</td>
<td>10</td>
</tr>
<tr>
<td>MLP</td>
<td>100</td>
</tr>
<tr>
<td>Focus 2</td>
<td>50</td>
</tr>
<tr>
<td>Written Assignments</td>
<td>14 X 20 points each</td>
</tr>
<tr>
<td>Discussion Assignments</td>
<td>13 X 10 points each</td>
</tr>
<tr>
<td>Quizzes</td>
<td>12 X 20 points each</td>
</tr>
<tr>
<td>Course Survey</td>
<td>10</td>
</tr>
<tr>
<td>Extra Credit Opportunities</td>
<td>4 X 10 points each = 40</td>
</tr>
<tr>
<td>Total</td>
<td>830</td>
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</tbody>
</table>

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. Emails from non-SPC accounts are blocked 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
- Do not make personal or insulting remarks
- Be open-minded

FEEDBACK

- Students should expect feedback on submitted assignments within approximately one week after 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 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.

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. The help desk is open from 7 a.m. to midnight, 7 days a week:

- Phone - 727-341-HELP (727-341-4357) [http://www.spcollege.edu/mycourses/#tab=4](http://www.spcollege.edu/mycourses/#tab=4)
- Chat Live with an SPC Technical Support Specialist
- Email questions to onlinehelp@spcollege.edu

In addition, if there are any technical issues with the MyStudentSuccess lab, Pearson tech support can be reached here: Pearson Diagnostics (Student Link)
GETTING STARTED IN YOUR COURSE:
How to access your online course: Your course is online and is located in MyCourses the new online learning management system for St. Petersburg College.
Please click on the link below for MyCourses order to access your course and assignments:
https://mycourses.spcollege.edu/login.asp
Go to the calendar to check the due dates for your assignments
- Please Select Course Content
- Begin Here and read and review all of the information listed in the Begin Here Module
- Read the Assignment Checklist and complete the required assignments
SIGNATURE PAGE:

I have read, understand, and agree to abide fully by the requirements, SPC Policies and Procedures set forth in this syllabus.

<table>
<thead>
<tr>
<th>Print Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

Student Phone Number:
- Save as the signed syllabus as (Your) lastname_firstname_SLS1101823
- Scan and upload to the Signed Syllabus Dropbox as an attachment
- Or Email to: ATKINSON.LOREE@mycourses.spcollege.edu