The following template is intended to serve as a guide to you as you prepare your class syllabus in accordance with St. Petersburg College policies and Quality Matters (QM) standards. The following template includes the components required in course syllabi, a few additional suggestions, and questions for you to consider as you prepare for your course(s). Required portions appear in **bold letters for which you must use the exact language**. Instructors may vary the wording for other non-bold areas although the bolded general topic area is required. You may add other information but this template includes all required basics. If an item is listed as an option or an additional resource it is not required that you use it, although it may reflect common student concerns/issues that often arise.

**COURSE SYLLABUS**

Student Life Skills

SLS 1101

Online Instruction

575 - Spring 2020

[View the Syllabus Addendum](http://www.spcollege.edu/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**

**Name:** Dr. Douglas Rivero

**Email:** rivero.douglas@spcollege.edu

**Phone:** 727-394-6948

**Instructor Web Page:** <https://web.spcollege.edu/instructors/id/rivero.douglas/OFC/>

**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](mailto:Smiley.Joseph@spcollege.edu)

**COURSE INFORMATION**

QM 1.2: Introduce learners to the purpose and structure of the course.

**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](/content/enforced/151189-DEV_SLS_1101_Test_My_Student_Success_Lab/SLS%201101%20Approved%20Course%20Outline.pdf)

**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.

QM 2.1, 2.3, 2.5: State clear and measurable course-level learning objectives that are written from the learner’s perspective, that are suited to the level of the course.

**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

QM 2.2, 2.3, 2.5: State clear and measurable module-level learning objectives that are written from the learner’s perspective, that are suited to the level of the course.

**Prerequisites:** There are no prerequisites for this course.

QM 1.6: State any prerequisite knowledge in the discipline or required competencies.

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.

QM 1.4: State or link to course and/or institutional policies with which the learner is expected to comply.

Other Critical Course Expectations:

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

**Required Textbook:**

**Title**:        **Key's to College Success for St Petersburg College**

**Edition**:    7th Edition

**Author**:    Carol Carter & Sarah Lyman Kravits

Publisher: Pearson Learning Solutions  
Copyright: 2018                            
Format: Multimedia Pkg

ISBN:    9781323667200

**LEARNER SUPPORT**

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 Learning Specialists 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 see the Accessibility Services website – [View the **Accessibility Services** site](http://www.spcollege.edu/dr) 

QM 7.2: Describe accessibility policies and services.

[The SPC Academic Support Services site](http://www.spcollege.edu/support) 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 On-Campus Support site](http://www.spcollege.edu/tutoring/#tab%3d2)

[View the Online Support site](http://www.spcollege.edu/tutoring/#tab%3d3)

QM 7.3: Describe how academic support services and resources can help learners succeed in the course and how to obtain it.

[View the Student Services and Resources site](http://www.spcollege.edu/services) to see the wide variety of services to help you register for classes, pay your fees, receive your grades, request transcripts or answer any questions you have. 

QM 7.4: Describe how student services and resources can help learners succeed in the course and how to obtain it.

As an SPC student it is vital that you know Titans Care.  You can access resources through SPC’s Student Assistance Program (SAP) <https://mycoursessupport.spcollege.edu/student-assistance-program> a collaborative resource for students with mental health or general life issues.  SAP provides help and education in suicide prevention, mental health, substance abuse awareness and more.  It is SPC’s belief that supporting mental wellness is everyone’s charge, and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

**IMPORTANT DATES**

**Course Dates:** May 18 to July 24

**Drop Date:** May 22

**Withdrawal Date:** June 26

[View Financial Aid Dates](http://go.spcollege.edu/pages/dynamic.aspx?id=800)

**DISCIPLINE-SPECIFIC INFORMATION**

**ATTENDANCE**

[**View the college-wide attendance policy**](http://www.spcollege.edu/addendum/#attend)**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.**

QM 1.4: State or link to course and/or institutional policies with which the learner is expected to comply.

**GRADING**

QM 3.1: Implement assessments that measure the stated learning objectives.

QM 3.2: State the course grading policy.

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% |

**ASSIGNMENTS**

**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 |
| Introduction to Mycourses | 20 |
| MLP | 100 |
| Focus 2 | 50 |
| Written Assignments                 9 X 20 points each | 180 |
| Discussion Assignments            9 X 10 points each | 90 |
| Module 6 Assignment | 20 |
| Module 7 Research and Writing Assignment | 30 |
| Quizzes                                         13 X 20 points each | 260 |
| Course Survey | 10 |
| Extra Credit Opportunities 7 X 10 points each = 70 |  |
| Total | 780 |

STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS

QM 1.4: State or link to course and/or institutional policies with which the learner is expected to comply.

**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.

QM 5.3: State the plan for response time and feedback on assignments.

QM 5.4: State the requirements for learner interaction.

**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](http://www.spcollege.edu/addendum/#onlineguide) 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](http://www.spcollege.edu/addendum/#expectations) in the Syllabus Addendum.

QM 1.3: State etiquette expectations for online discussions, email, and other forms of communication.

**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](http://turnitin.com/agreement.asp). 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.

QM 1.7: State the minimum technical skills of the learner.

**ACCESSIBILITY OF TECHNOLOGY**

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

[View the MyCourses Accessibility Statement](http://www.brightspace.com/about/accessibility)

QM 8.2: Provide information about the accessibility of all technologies required in the course.

**PRIVACY**

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

[View the MyCourses Privacy Statement](http://www.brightspace.com/legal/privacy)

QM 6.5: Provide link to privacy policy for all external tools required in the course.

**TECHNICAL SUPPORT**

Technical support is available via the [St. Petersburg College Technical Support Help Desk](http://www.spcollege.edu/helpdesk) for any concerns with the MyCourses LMS.

In addition, if there are any technical issues with the MyStudentSuccessLab, Pearson tech support can be reached here:  Pearson Diagnostics (Student Link)

QM 7.1: Describe technical support and how to obtain it.

**STUDENT RESOURCES:**

**COLLEGE CALENDAR** - [www.spcollege.edu/calendar/](http://www.spcollege.edu/calendar/)

**M.M. BENNETT LIBRARIES**- [www.spcollege.edu/libraries/](http://www.spcollege.edu/libraries/)

**CAREER SERVICES**- [www.spcollege.edu/careerservices/](http://www.spcollege.edu/careerservices/)

**INTERNATIONAL STUDENT SERVICES** - [www.spcollege.edu/internationalstudents/](http://www.spcollege.edu/internationalstudents/)

**LEARNING SUPPORT COMMONS (Tutorial Services)** - [www.spcollege.edu/tutoring/](http://www.spcollege.edu/tutoring/)

**SPC VETERAN AFFAIRS** - [www.spcollege.edu/veterans/](http://www.spcollege.edu/veterans/)

**Life Issues & Mental Health** -<https://mycoursessupport.spcollege.edu/life-issues>

*Accessibility Resources:* Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the Learning Specialist on campus. If you have a documented hearing loss, please contact the Program for the Deaf/Hard of Hearing at (727) 791-2628. If you expect to need assistance in the event of an emergency classroom evacuation, please contact your campus Learning Specialist immediately about arrangements for your safety. The Office of Services for Students with Disabilities can be reached at (727) 791-2628 or (727) 791-2710 (CL), (727) 341-4758 (SP/G), (727) 394-6108 (SE), (727) 712-5789 (TS) or (727) 341-4532 (AC). Accommodations will not be provided without documentation in writing from the appropriate St Petersburg College office. Please visit the Disabilities Resources website for more information and useful links <http://www.spcollege.edu/dr/>.

*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/](http://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](http://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](http://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](http://www.spcollege.edu/getfunds)

Additional on many of these resources and policies can be found at the official **SPC Syllabus addendum.** This can be found at the following link: <http://www.spcollege.edu/addendum/>