

SLS 1101: The College Experience

COURSE SYLLABUS

3 Credit Hours

TERM: Summer of Success 2018 (103)

Monday through Thursday 10:30 a.m. – 12:30 p.m.

St. Petersburg College, Clearwater Campus, ES 222

Professor: Nicole McKenna, M.S.

Contact Information: Email information : mckenna.nicole@spcollege.edu

All email correspondances pertinent to this course must go through MY COURSES. Choose « Email » under the Communicate tab, then « compose » a new email. Begin typing my last name inside the « to » box, and choose my email address when you see it populated in the box. If you have questions on how to send emails within MY COURSES please contact the SPC Technical Support at 727-391-4357.

Office Hours: Clearwater Campus ES 222. Half hour before class or by appointment.

Website: <https://mycourses.spcollege.edu/d2l/home/172562>

Academic Department:

Chair: Ms. Anja Norman

Office Location: Clearwater Campus ES 313B

Office Phone Number: 727-791-2671

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 received 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 the SOS 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. 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 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.

Course Objectives:

By the end of this course, you should be able to meet the following objectives:

- * 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 prerequisite courses for enrollment in this course. It is vital to your success that you utilize the resources as much as necessary. Building these relationships now will support your success as you proceed through your academic journey.

To achieve the goals and objectives of this course it will be critical that students commit the necessary time and effort in activities that will include :

- ♣ writing activities (email, career tour responses, letters, reports)
- ♣ weekly assignments
- ♣ discussions and participation
- ♣ out-of-class readings
- ♣ collaborative group activities
- ♣ oral presentations using visual technology for submission

Textbook and Software Requirements:

Students in this course are required to obtain a copy of the textbook listed below.

Title: Keys to Success: Building Analytical, Creative, and Practical Skills 7th edition

Author: Carter and Kravits Publisher: Pearson ISBN: 9781323763162

** includes the custom printed textbook+MyStudentSuccessLab w/eText custom integrated MyCourses access code and can only be obtained at the SPC campus bookstores SPC Barnes & Nobles Campus Stores*

Successful completion of this course is dependent on course materials and access to a computer and Internet. The necessary technology is available at all SPCollege campuses for students that do not have access at home or at work. An updated version of Microsoft Word and Office (98 or above) is required.

MS Works cannot be used for submissions

Technical Support:

If you experience technical issues with your computer or MYCOURSES contact the Help Desk. Instructors are generally unable to assist with technical or computer issues.

SPC Technical Help Desk

(727) 341-4357 (HELP)

onlinehelp@spcollege.edu

For technical help with Pearson book and key codes and log in: <https://support.pearson.com/getsupport/s/> Students call: 800-677-6337

INSTRUCTIONAL CONTINUITY PLAN:

- “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 about how to complete this course in an online modality.” Below is an outline of the content and activities for each week of the course. This is intended to serve as a guideline and is subject to change. Students are required to check the Announcements page of the course, emails from the professor, and the course calendar to stay current with all assignments.”

Tentative Course Schedule:

Below is an outline of the content and activities for each week of the course. This is intended to serve as a guideline and is subject to change. Students are required to check the Announcements page of the course, emails from the professor, and the course calendar to stay current with all assignments.

Week #	Content	DUE In Class
1 June 11-14	Chapter 1: The Rewards of College Chapter 2: Values, Goals, and Time Major Assignments High School vs. College Powerful Discussions	Syllabus Quiz Quiz 1 Quiz 2
2 June 18-21	Chapter 3: Learning How You Learn Chapter 4: Critical, Creative, and Practical Thinking FOCUS 2 and Occupational Analysis	Quiz 3 Quiz 4 Career Tour Response 1 Focus 2 Occupational Analysis
3 June 25-28	Chapter 5: Reading and Information Literacy Chapter 6: Listening and Note Taking Library Reference APA: Opposing Viewpoints	Quiz 5 Quiz 6 Career Tour Response 2 Library Reference APA
4 July 2-5 <i>*SPC is Closed on July 4*</i>	Chapter 7: Memory and Studying Chapter 8: Test Taking Civics Awareness	Quiz 7 Quiz 8 Career Tour Response 3 Civics Awareness
5 July 9-12	Chapter 9: Diversity and Communication Chapter 10: Wellness and Stress Management Financial Parts 1&2	Quiz9 Quiz 10 Career Tour Response 4 Financial Parts 1&2
6 July 16-20 *Award Ceremony SPC Seminole Campus*	Chapter 11: Managing Money Chapter 12: Careers and More	Quiz 11 Quiz 12 Career Tour Response 5

Late Submissions & Extenuating Circumstances: Late work is not accepted. If you have an extenuating circumstance that prevents you from meeting a deadline, completing a project, quiz, or participating in the class, please contact the instructor to make alternative arrangements for a One Chance. Each scholar has the ability to use a single One Chance to improve an assignment or submit work after the deadline if the extenuating circumstance is verifiably legitimate. The possibility of an alternative arrangement is at the discretion of the instructor. Active communication is the key to overcoming any hurdles you may encounter during the term. All requests for extensions must be made in writing (via email) and supporting documentation may be required for a One Chance to be granted.

IMPORTANT NOTE: Textbook and technical difficulties are not valid excuses for extenuating circumstances or missed assignments. Insuring access to these items for the duration of the course is the student's responsibility.

GRADING:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

The grading of your individual assignments and projects is in part a subjective process. The following areas are considered and reviewed for quality, quantity and content:

Content, Focus, Use of Text/Research	Analysis and Critical Thinking	Writing Style, Grammar, APA Format (when assigned)
50%	30%	20%
Response successfully answers the assignment question(s); thoroughly uses the text and other resources.	Response exhibits strong higher-order thinking and analysis (e.g., evaluation).	Sentences are clear, concise, and direct; tone is appropriate. Grammatical skills are strong with almost no errors per page. Correct use of APA format when assigned.

ATTENDANCE:

Attendance is an essential aspect to your learning process as well as an important factor in your successful completion of this course. Attendance will be taken at the beginning of each class. Tardiness is not acceptable. If you know you will need to miss a class, it is important that you notify me as a courtesy via email.

Career Tour attendance every Friday is mandatory. Participation points, equal to a textbook chapter quiz grade, are earned for each Tour. Career Tour attendance is essential for mindfully completing the Tour Response which is due the first class meeting after each Tour.

SPC TUTORING AND OTHER RESOURCES:

We offer many different types of tutoring for ALL SPCollege students at all campuses. Additionally, we have writing support and library research support services. If you feel you would benefit from additional assistance, do not hesitate to contact your SSS (Student Support Services) Office, your SOS Academic Advisor or your professor.

SPC All Campuses: <http://www.spcollege.edu/tutoring>

Remember we are here to help you. All you have to do is ask!

The 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 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.

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.

COURSE ETIQUETTE/NETIQUETTE:

Cell Phones: I require all cell phones to be silenced (vibrate or ringer off) prior to entering the classroom. This is for the courtesy and respect of your fellow classmates in order to maintain a positive learning environment. Use of cell phones during class time, in any form, is a violation of College Policy. 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; please remain courteous and respectful to the learning environment and those involved.

Computer Use in Class: Occasionally, this class is held in a computer lab. Please use the computer for class related assignments only. I will be circulating the classroom and aware if this is not the case. You will not use a computer except in the lab- please do not bring your personal computer to class. All electronics need to be shut off during class.

ACADEMIC HONESTY:

Cheating on Examinations and Assignments Academic misconduct consists of cheating of any kind with respect to examinations and assignments as well as the unauthorized possession and/or use of exams, papers, and materials. Cheating includes unauthorized use of “crib” notes, “cheat sheets”, cell-phones, PDA’s, I-Pods, and collusion with other students. Additionally the use of test banks, answer keys, stolen exams and instructor’s manuals are expressly forbidden from usage by students at any time during this course.

- Plagiarism: as defined by the Little, Brown Essential Handbook for Writers, 4th edition, is the presentation of someone else’s ideas or words as your own. Whether deliberate or accidental, plagiarism is a serious and often punishable offense (Aaron, 2001).
- Deliberate plagiarism: is copying a sentence from a source and passing it off as your own and, summarizing someone else’s ideas without acknowledging your debt (ex. buying a term paper and handing it in as your own) (Aaron, 2001).
- Accidental plagiarism: is forgetting to place quotation marks around another author’s or writer’s words, omitting a source citation because you’re not aware of the need for it, or carelessly copying a source when you mean to paraphrase (Aaron, 2001).

Guidelines “Give credit where credit is due. Inevitably, you will use other people’s discoveries and concepts. Building on them creatively. But do not compromise your honor by failing to acknowledge clearly where your work ends and that of someone else begins.”

Papers will be routinely and randomly submitted to www.turnitin.com for review. Submit only your original work with proper and adequate references and credits. Use instructor format guidelines in addition to APA Style Manual. If you need assistance do not hesitate to visit an SPC campus library <http://www.spcollege.edu/libraries> or use the Cyber Librarian support service at Ask A Librarian? www.askalibrarian.org

Discipline for Academic Misconduct The instructor has the authority to determine whether plagiarism or cheating has occurred. Appropriate action will be taken by the instructor and SPC depending upon the nature of the infraction. Review the information in the link provided to insure a clear understanding of the SPC policies and rules for academic honesty.

SYLLABUS ADDENDUM:

Link for revised syllabus addendum: <https://go.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 the most current and correct information.

KEY TOPICS COVERED IN THE ADDENDUM INCLUDE BUT ARE NOT LIMITED TO:

COLLEGE POLICY REGARDING COURSE DROP-ADD PERIOD <https://go.spcollege.edu/pages/dynamic.aspx?id=791>

GRADING AND REPEAT COURSE POLICIES https://go.spcollege.edu/catalog_academics/#6Hx23-4.46

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

<https://go.spcollege.edu/studentrights/#tab=6>

ACADEMIC HONESTY <https://go.spcollege.edu/academichonesty/>

STUDENT EXPECTATIONS <https://go.spcollege.edu/Addendum/#expect>

EMERGENCY PREPAREDNESS https://go.spcollege.edu/Emergency_Management_Plan/

CAMPUS SAFETY AND SECURITY <https://go.spcollege.edu/studentrights/#tab=2>

SEXUAL PREDATOR INFORMATION <http://offender.fdle.state.fl.us/offender/homepage.do>

SPECIAL ACCOMMODATIONS <https://go.spcollege.edu/Accessibility/>

LIBRARY SERVICES <https://go.spcollege.edu/Libraries>

Please detach, sign, and return to Ms. McKenna.

SIGNATURE PAGE:

I have read, understand, and agree to abide fully by the parameters set in this SLS 1101 Syllabus for Summer 2018.

I acknowledge that the classroom (physical location as well as MYCOURSES) is a safe environment. The content of this course as well as my fellow students deserve respect.

I am prepared to approach the course material and information shared by others and me with an open mind and respect.

I understand that all communications online will be saved and stored, allowing for future reference.

I will maintain continuous and effective communication with my instructor about any problems or concerns I am having with the class, or outside of class, which will increase my success.

I understand that daily on time attendance is essential to my success in this course and my success in my college career.

I will submit all assignments on time and with integrity.

I will turn off personal electronics while I am in class to allow myself to mindfully participate in class.

I will maintain and contribute to a positive learning environment.

Student Signature:

Date: