

# **THE COLLEGE EXPERIENCE COURSE SYLLABUS**

FALL SEMESTER, 2015

**ST. PETERSBURG COLLEGE/Downtown Campus**

## **PROFESSOR:**

Name: **Professor Debra Grady-Sheehy, M.S., M.C.D.P.**  
Contact Information: Email: [GradySheehy.Debra@spcollege.edu](mailto:GradySheehy.Debra@spcollege.edu) (Use MyCourses to Email Instructor)  
Phone: (727) 341-7903 (Leave Messages)  
Office Hours: Mondays/Wednesdays 12:15-12:45pm  
Office Location: Faculty Offices Room 467- or Room 257 Downtown Campus of SPC  
Instructor Web Page: <http://www.spcollege.edu/instructors/id/2796>

## **ACADEMIC DEPARTMENT:**

Dean: Dr. Joseph Smiley	Dr. Kimberly Jackson, Department Chair
Office Location: Tarpon Springs, Lambda Portable	Office Location: Midtown Campus
Office Number: 727-712-5783	Office Number: 727-398-8286
Department Web Page: <a href="http://www.spcollege.edu/tsc/social_science.htm">http://www.spcollege.edu/tsc/social_science.htm</a>	

## **COURSE INFORMATION:**

### **Welcome to The College Experience for Success Course!!**

I hope this semester will be an eye opening experience into how to succeed in college and after you graduate. Please remember that the classroom 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 myself respectfully and open-mindedly. I want to remind you that all communications are valued and will be stored for feedback. I want you to know that I am here as your resource and to support you in this college success 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 all of you!

You will have a Faculty Mentor through SLS1126 and a course assigned Academic Advisor to support you in this process as well. These two individuals, as well as myself, are here to assist you throughout this semester. It is vital to your success that you utilize these three individuals as much as necessary. If you build these relationships now, you will have these individuals as resources as you proceed through your Academic Journey toward changing your life with a College Degree!!

*Professor Debra Sheehy*

Upon successful completion of the course the student will, with a minimum of 70% accuracy, demonstrate mastery of each of the above stated objectives through classroom measures.

## REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION:

### SLS 1101 REQUIRED Text, Publisher Information:

**Required Textbook:** KEYS TO SUCCESS Textbook by Carol Carter, Joyce Bishop, Sarah Kravits, 2012.

SPC Campus Bookstores or Barnes & Noble      Publisher: Pearson    ISBN: 9781269865968

### The St. Petersburg College Student Planner and Handbook, 2014-2015

*"Within Reach, St. Petersburg College"*

Available Free of Charge in the Student Services area on each campus Free of Charge

**Required Materials:** Traditional medium sized 3 Ring Notebook with pockets for documents, handouts, etc.

### **Additional Recommended Reading Material: (Purchase is optional)**

The Pursuit of Happiness, Chris Gardner

How to Study in College, Dr. Walter Paulk (In SPC Library)

Becoming a Master Student (In SPC Library)

What Color is Your Parachute (In SPC Library)

### Employment Resources and Job Search Methods will be provided for all students:

\*Occupational Outlook Handbook

\*O'Net

\*What Color is your Parachute

WorkNet Pinellas Website Registration

Florida Department of Economic Opportunity web site

Targeted Occupational List

SPC Career Center and Optimal Resume

SPC Career Center Job Search Methods

Series, What Can I do with a Major In?

Becoming a Master Student

How to Study in College by Dr. Walter Paulk

### St. Petersburg College Library Resource:

\*Library: <http://www.spcollege.edu/central/libonline/>.

### St. Petersburg College Financial Aid Resource:

Financial Aid: <http://www.spcollege.edu/central/SSFA/HomePage/calendar.htm>

## **IMPORTANT DATES:**

**Course Dates:** August 17, 2015 - December 10, 2015

**Drop/Add/Receive a Refund, and/or change to audit:** August 21, 2015

**Withdrawal Dates-Last Date to withdraw with a Grade of "W":** October 22, 2015

### **No Classes For Students Holidays:**

College Day 10/20/2015

Winter break 12/12/2015 - 1/10/2016

## **MEETING INFORMATION:**

**Course Location:** St. Petersburg College / Downtown Ctr./  
Room 257

**Learning Modality:** Traditional face-to-face classroom  
setting with the My Courses Online Learning Portal and SPC  
MySPC online environment

## **GRADING SCALE:**

A=100-90

B=89-80

C=79-70

D=69-60

F=59-50

**Changes:** *The Instructor reserves  
the right to change the syllabus for  
additional learning outcomes.*

## **GRADING POLICY:**

### **HOMEWORK:**

All Homework is due on the date specified by the instructor; late homework may or may not be accepted and will be reduced by one letter grade.

**ATTENDANCE:** Missing a class will likely mean the student is missing important information provided by a guest speaker or the instructor which is not in the textbook. Classroom Attendance is critical to pass this course. All students must attend all class sessions. Students who are classified as No Show during week 1 and 2 will be dropped which could affect your financial aid and enrollment status.

**Students will be allowed 5 absences only. Students missing more than 60% of the class sessions (5 or more absences) will be withdrawn or dropped with a WF grade.** Tardiness will not be tolerated. It is the student's responsibility to obtain all missed work via another classmate before meeting with the professor and before the next scheduled class.

There are a midterm exam and a final exam for this course. Each covers one half of the work. (HINT: Save a copy of your chapter quizzes and writing assignments when you complete them, to use in preparing for the course exams.) There will be a Career Autobiography Research Essay paper due at the end of the term.

State policy specifies that students may not repeat a college credit course for which a grade of "C" or higher has been earned except by appeal to the campus Academic Appeals committee. You may repeat college credit course one time without penalty. At the third attempt, you will pay the full cost of instruction. The full cost of instruction rate is defined as four times the matriculation fee (per credit hour) and other fees. For additional information regarding the actual cost, students should contact the Business Office on their home campus. In addition, at the third attempt you may NOT receive a grade of "I," "W," or "X," but must receive the letter grade earned. This grade will be averaged into your overall grade point average.

**The college-wide attendance policy is found at:** <http://www.spcollege.edu/webcentral/policies.htm>

## **ASSIGNMENTS:**

**Active Participation:** Active participation is integral to your success in this course. Active participation involves attending class and being on time. It also includes completing class activities and involvement in class discussion as well as reading the appropriate textbook chapters before and during class. There are thirty class meetings this semester. If you are absent, excused or unexcused, or tardy, you will not receive full participation points for that day.

**Syllabus Quiz:** We will also have a syllabus quiz during the first week of class to make sure everyone understands the classroom policies and student responsibilities. This quiz will be true/false and multiple choice.

**Chapter Quizzes:** We will discuss the chapters in your textbook in class. When we complete a chapter, you will take a ten-point quiz at the end of class. The quiz will consist of ten (10) true/false and multiple-choice questions. It is important that you have read and studied the information in the textbook prior to attending class.

**Academic Skills Assessments:** We will provide you with Chapter Exercises from the Textbook as well as various academic resources and tools to assist you in your success in college. Each of these Exercises will provide point value and need to be acquired from lecture notes and reading material. There will not be makeups available for these various Assessments.

**FOCUS 2/Career Research Project:** This assignment will require you to research a career that interests you or one that you plan on entering. You will complete a Focus 2 activity in class as a way for you to determine your career as well as your SPC degree program. You will be asked to print your results and complete the Career Exploration Worksheet, which can be found on MyCourses in the appropriate folder under the Lessons tab. Suggested resources for this assignment include Focus 2, *Occupational Outlook Handbook*, *O\*NET*, and *Career Onestop*. You need to indicate on your worksheet where your information came from. If you are using multiple resources, you need to indicate which information came from which source. Do NOT copy and paste the information from websites onto the worksheet. I would like to see

the information in your own words, which will require you to use paraphrasing. You will turn in your Focus 2 results and worksheet on the specified due date to the appropriate drop box on ANGEL.

**My Learning Plan (MLP):** My Learning Plan (MLP) is an electronically housed, semester-by-semester plan of how you will earn your desired degree or certificate. This assignment has many parts to it, and we will spend the seven weeks of the semester completing the entire project. You be introduced to the resources and assignments in class. You will be required to meet with an academic advisor and receive an approval signature on your final plan. The academic advisors are **not** to complete the work for you. You may need to make a few visits before your MLP is accurate, so it is very important to continuously be working on this assignment. Your final plan will be housed in your My Learning Plan (MLP) on MySPC, which you can use each semester when you register for your classes. Please see below for the requirements:

**MLP Packet:**

- Print out of CPT/PERT scores
- Print out of Unofficial Transcripts
- Print out of Degree Requirements
- MLP Worksheet reviewed and signed by an Academic Advisor
- Copy of your MLP e-mail to show Save & Done has been selected
  - If you do not receive a congratulations email, you will need to have an advisor sign your email or an advising report stating the cause and remedy taken.
- Learning Styles Inventory
- FOCUS2 Results printed

**SPC Instructor Assignment:** This assignment will allow you the opportunity to gain insight into a future instructor and course you will need to take based on your MLP. You will find the instructor's email address in the SPC Directory and send an email to the instructor introducing yourself and your assignment. You will politely request his or her participation and inquire about his or her preferred method of interaction to answer your questions (i.e., phone, face-to-face, email, etc.). You will be responsible for coming up with questions for the instructor regarding his/her teaching style, courses, and expectations. The importance of this assignment is for you to learn how to be successful and know what to expect in the course with this particular instructor. Once you have completed your interview, you will need to write a 350-word response paper including the information you gained through your interview, responses/reactions to your instructor's information, and evaluation as to whether this instructor will work for you based on what you know about your learning style. If this instructor is not a good fit for you, what would you do to learn about other instructors who teach the same course? Your paper needs to be typed, double-spaced with one inch margins, and Times New Roman or Arial, 12-point font. More instructions will be provided to you regarding this assignment.

**Civic Awareness Assignment/Presentation:** For this assignment you will be assigned to groups of three students. Your objective is to identify a problem in your community, research the problem, identify a community agency that works to resolve the problem, research and interview the agency, and present your findings to the class. Much of the information for your agency may be found on the agency's website; however, during the interview, I would like you to ask how others can get involved and help; what is the process to become a volunteer if applicable; identify any items the agency may be in need of; etc. You will need to present your findings as a group to the rest of the class using a visual format (PowerPoint, Video, websites, videos, etc.) on the presentation day.

**Library Assignment:** You will have a library orientation teaching you how to research and access information in the library (reference books, online databases, scholarly journals, etc). For this assignment, you write an essay on a hot topic in our society, presenting both sides of the argument in a well-developed essay. You need to include an introduction with a thesis, a paragraph for each of your arguments, and a conclusion paragraph. The paper needs to be in APA format and typed. Handwritten papers will not be accepted.

As part of this assignment you will be required to visit the writing center in the Learning Support Commons and work with a tutor on writing and formatting your paper. The tutors will not write your paper for you. They are there to assist you. Therefore, you need to have your paper written before visiting the Learning Support Commons. This process will take time; therefore, you will need to manage your time accordingly. I suggest using the first week to write your paper, and the second week to work with the tutors and incorporate their feedback. You are always welcome and encouraged to go back to the Learning Support Commons for additional visits and revisions. You will receive a form with feedback, which is the proof for your visit. This form needs to be turned in to your instructor. If you choose to use Smarthinking, you can upload your feedback when you submit your paper, or you can print your feedback and turn it in to your instructor.

**Financial Assignment:** This assignment has two parts:

**Part 1:** You will apply your anticipated career earnings information from your career research paper to expenses that you will have once you graduate from college to create a realistic budget. I will provide you with more information on how to properly complete this assignment.

**Part 2:** You will create a SALT account and complete one of the modules of your choice. Once you complete the module, you will print the certificate and turn that in with your reality budget.

**Final Exam:** The final exam will be a cumulative exam over the entire semester. It will consist of 50 multiple choice and true/false questions. You will need a Scranton for the exam. If you have 0 or 1 absence in the class, you are allowed to exempt the final exam. Purchase Scranton in the SPC Bookstore.

**Extra Credit:** Offered at the discretion of the instructor.

## **COURSE ETIQUETTE**

**Proper Attire:** Appropriate college level environmental attire is expected.

**Visitors:** No visitors may attend the course with you unless they are registered by St. Petersburg for this course and section. No children are permitted.

**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 and subject to disciplinary action. 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; all I ask is that you remain courteous and respectful to the learning environment and those involved.

**Computer Use in Class:** The use of computers during class time is not required. However, if you choose to use your computer during class time to access your textbook, take notes, or complete assignments, I expect you use it for strictly that purpose. Should I find you using a computer for any other reason during class time, this may result in suspension of you being able to use your computer during class time or being asked to leave class for the day.

## **DISCIPLINE SPECIFIC INFORMATION:**

### **Academic Integrity**

Please see the College's Academic Honesty Policy:  
<http://www.spcollege.edu/webcentral/admit/honesty.htm>

Please see the Online Student Participation and Conduct Guidelines:  
<http://www.spcollege.edu/ecampus/help/conduct.shtml>

## Attendance Policy

---

Instructor will verify that students are in attendance daily. Students classified as "No Show" for both of the first two weeks will be administratively withdrawn. Extra Credit will be awarded for classroom attendance for those students with 2 or fewer absences of which no excused absence was required. In order to receive and Excused absence, student must provide documentation pertaining to reason of absence. Note: Excused absences due not count toward this extra credit awarded for perfect attendance.

Immediately following the 60% point of the term, each instructor will verify which students are actively participating in class as defined in the course syllabus. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a "WF". Students who have excessive absences (over 5 absences) will be withdrawn at this time. Students will be able to withdraw themselves at any time during the term. However, requests submitted after the 60% deadline will result in a "WF". Students and instructors will automatically receive an email notification to their SPC email whenever a withdrawal occurs.

If you have an emergency or are planning to be away, please notify the instructor **\*before\*** your planned absence or as soon as an emergency permits. Instructor reserves the right to disapprove a excused absence request.

---

## Student Responsibilities

---

**Course Policies and Procedures:** The student is responsible for knowing all course policies listed in the syllabus and discussed in class.

**Class Participation and Etiquette:** The student is responsible for participating in class and being prepared. The student will respect the rights of other students to learn. The student will communicate with others in a courteous and respectful manner at all times, including the instructor.

**Assignment Due Dates and Procedures:** The student is responsible for knowing when assignments are due, the formats required, and the procedures for completing and submitting assignments. Late assignments will not be acceptable. Students are responsible for managing their course requirements when they are absent. Late assignments are unacceptable. In addition, written assignments must be typed using a computerized word processing system such as Microsoft Office/Microsoft Word format.

**Academic Honesty:** The student is expected to know the SPC Academic Honesty Policy and to act above suspicion at all times with regard to academic issues. Attendance: The student is responsible for attending class on time, paying attention in class, and remaining in class until dismissed. The student is responsible for reviewing the attendance record in ANGEL for inaccuracies and excessive absences.

**Dropping the Course:** It is the responsibility of the student wishing to withdraw from the course to do so by the withdrawal date. Any student wishing to withdraw from the course must do so his or herself online in the MY SPC registration area found at <http://www.spcollege.edu> as well as contact the instructor. We recommend that students meet with an Academic Advisor and Financial Aid prior to dropping a course. All students registered in the course after the withdrawal date will receive a grade as outlined in this syllabus. Students who abandon the course or do not withdraw themselves by the withdrawal date are subject to receive a grade of F or WF grade. By SPC Policy (enacted February 2005), students cannot withdraw from a course after the withdrawal deadline. If this is your third time taking the course, you cannot withdraw from the course. (State of Florida regulation)

---

## Instructor Responsibilities

---

**Course Policies and Procedures:** The instructor is responsible for providing a syllabus the first day of class that clearly explains all course policies. The instructor will provide a Student Survey of Instruction for all semesters.

The instructor will post grades in MySPC by the end of the semester.

**Class Participation and Etiquette:** The instructor will create a learning environment that engages students and facilitates learning. The instructor will enforce the right of all students to learn. The instructor will communicate with students in a courteous and respectful manner at all times.

**Assignment Due Dates and Procedures:** The instructor will provide clear guidelines and information regarding when assignments are due, the format required, and the procedure for completing and submitting assignments. If student are absent when assignments are given, it is the responsibility of the student to obtain all missed work via another classmate before meeting with the professor and before the next scheduled class.

**Academic Honesty:** The instructor will enforce SPC Academic Honesty policies at all times.

### **Tutoring**

Tutoring in math, reading, and writing is available free of charge, either by appointment or by an on-call tutor in the Learning Commons Center on each campus. Ask your instructor for more information.

---

### **Academic Support**

The Library Online is accessible at <http://www.spjc.edu/central/libonline/> Login is Student ID and last 4 digits of Social Security number.

---

### **Using the MyCourses Computerized Learning Portal:**

MyCourses is the St. Petersburg Learning Portal which will house information and the majority of your classroom assignments. All students will be introduced to using MyCourses during this course session. In addition, all students are highly recommended to participate in ongoing MyCourses learning portal training during the semester at their respective campus.

---

### **Technical Support**

SPC helpdesk phone: 727-341-4357 email: [onlinehelp@spcollege.edu](mailto:onlinehelp@spcollege.edu)

website: [www.spcollege.edu/helpdesk/](http://www.spcollege.edu/helpdesk/)

Students with limited computer skills may have difficulty with using the online portals and systems necessary to be successful in this course. It is highly recommended that you utilize the on-campus tutoring, academic workshops and courses which teach basic computer skills to become successful in this course.

---

## **STUDENT AND EDUCATIONAL SERVICES**

### **Students with Disabilities Offices and Contacts for Accommodations:**

If you are eligible for accommodations as a student with a documented disability, please contact the Office of Services for Students with Disabilities. Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the Learning Specialist on campus ( Telephone numbers are listed below). Accommodations will not be provided without documentation in writing from the appropriate St. Petersburg College office. \*Service Animals: Students with service animals (not limited to dogs) into the classroom are not required to be registered through the Disabilities Services office nor are student required to do so in order to bring a service animal into the classroom. Please direct any questions to the campus Student Disability coordinator, Dean or Department Chair.

---



Downtown	T.J. Williams	DT 727-341-7913
Clearwater:	Jeff Zeiglers	AD122 727-791-2710
St. Petersburg/Gibbs:	Ray Howell	SPG AD120 727-341-4316
Tarpon Springs:	Barbara Thompson	Counseling 727-712-5789
Seminole:	Aimee Stubbs	UP110 727-394-6289
College-wide:	Peg Connell	727-341-3398

If you have a documented hearing loss, please contact the Program for the Deaf at 727-791-2628 (V/TDD).  
**Safety**

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 then is 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>

### **Emergency Preparedness**

In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college web site for an announcement of the College's plan to resume operations.

If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer or Site Administrator on your campus.

### **PREQUISTIES**

Students scoring below the prescribed cut-off score in two or more college preparatory /developmental areas are highly recommended to take SLS 1101 and SLS 1126 as co-requisites during th first term of enrollment.

### **STUDENTS’ EXPECTATIONS AND INSTRUCTOR’S EXPECTATIONS**

Online /Student Conduct

<http://www.spcollege.edu/ecampus/help/conduct.htm>

Online Student, Faculty and Staff Expectations and Performance Targets

<http://www.spcollege.edu/ecampus/help/expectations.htm>

### **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. Students are requested to complete it when it opens in your class.

**STUDENT AND PROFESSOR SIGNATURE PAGE**

**As a Student enrolled at St. Petersburg College in this Student Life Skills course:**

**I have read, understand and agree to abide fully by the parameters set in this Syllabus.**

**I make a commitment to remain in college this term and complete this course successfully with a grade of “C” or above. I realize that my Financial Aid and Academic Status may be in jeopardy by being unsuccessful in this course.**

**In addition, the Instructor reserves the right to change the syllabus for additional learning outcomes.**

\_\_\_\_\_  
**Student Name (Print)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Professor D. Sheehy**

Date Received \_\_\_\_\_

**Return this Page the First Week of Class**



