**ST. PETERSBURG COLLEGE**

**COURSE SYLLABUS**

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**SLS 1301 Career and Life Planning, 3 Credit Hours**

**Spring 2025**

***Instructor:***

Name: Cynthia Freed

Email: Freed.Cynthia@spcollege.edu

Office Hours: as needed

Office Location: L4 Pinellas Park High School

***Academic Department:***

Dean: Dr. Joseph Smiley Academic Chair: Anja Norman

Office Location: PS Office Location: ES 313

Office Number: 727-712-5783 Office Number: (727)791-2671

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

**COURSE INFORMATION:**

**A. Course Description:**

This course assists students in identifying aptitudes, interests, and values as related to career decision-making and is individualized to personal lifestyles. Employment and future trends in careers will be explored.

**B. Course Objectives:**

1. The student will explore the process of career and life planning by:
   1. summarizing the benefits of the career and life planning process.
   2. discussing the motivations for attending college and what it means to be college-career ready.
   3. examining career options that are available for a variety of academic disciplines and majors.
   4. identifying their interests, values, and feelings related to their career and educational goals.
   5. constructing an educational plan to achieve an associate’s degree/certificate/postsecondary adult vocational program/short-term training career path and/or transfer goal.
   6. identifying transfer plans to a bachelor’s degree at SPC or an external college/university OR possible articulation pathways into continued educational options.
2. The student will examine the importance of evaluating interests, abilities, values, and lifestyle in relation to career choice by:
   1. determining the relationship among vocational/education interests, abilities, values, personality and life-style to career selection through texts, worksheets, and questionnaires.
3. The student will utilize the career resources available through Career Development Services by:
   1. discussing career information.
   2. determining possible career choices to gain more knowledge for making effective career decisions.
4. The student will analyze the current job market and systematic approaches to finding a job by:
   1. identifying career center and library sources to identify current local, state and national job market data.
   2. determining the relationship between educational pathway, career choice and job market data.
   3. outlining a systematic approach to finding a job including resume writing and job interview.
5. The student will demonstrate effective classroom management skills by:
   1. explaining how technology skills relate to critical/creative skills.
   2. exploring challenges in college-readiness skills and practicing effective steps to manage them.
   3. discovering and using information appropriately in creating new knowledge and practicing life-long learning.
   4. applying effective test-taking and note-taking strategies.

## **Students' and Instructor's Expectations**

It is important that all your attention be focused on the content to be learned so when you are in class you shouldn't be using your computer, cell phone, and tablet for casual use, only academic purposes. Any use of these devices (including texting) for non-academic purposes draws your attention away from the course work and is therefore subject to disciplinary action. Whether you are taking a course online, blended, or in the classroom, you may be required to have discussions of class assignments and share papers and other class materials with instructors and classmates online. The learning management system, MyCourses, will be used for this purpose and you should complete the Introduction to MyCourses so that you are comfortable with the system and can complete your assignments. Whether you are in an online class or a physical classroom, certain behaviors are expected when you communicate with your peers and your instructors. You need to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No one has the right to interfere with the teaching/learning process. Below are the traits of a successful student. These guidelines pertain whether your course is online or in the classroom. 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')

**Online Student Participation and Conduct Guidelines**

The practices of courtesy and respect that apply in the on-campus classroom also apply online. Any discriminatory, derogatory, or inappropriate comments are unacceptable and subject to the same disciplinary action applied in courses offered on campus.

**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

The instructor has the **authority**to ask a disruptive student to leave a classroom or lab. The instructor may also delete posts or materials from an online or blended class and/or take disciplinary action if disruptive behavior continues. This ensures that all students in the class have an opportunity to learn.

## **How to Be a Successful Student**

Embarking on the journey of higher education can be transformative, and embracing the habits of successful students is a key component of that transformation.

**Habits of Successful Students:**

* Proactive and disciplined attendance: punctual attendance, active engagement in class activities.
* Actively seek to catch up on missed materials: acquire notes and assignments promptly.
* Engage in continuous study outside class: deepen understanding through self-study.
* Integrate feedback and seek extra credit opportunities.
* Remain fully involved in the educational process.

**Mindset and Strategic Approach:**

* Set realistic and specific learning goals for focus and direction.
* Recognize the value in each task to sustain effort.
* Maintain a positive attitude and break tasks into manageable parts.
* Regularly monitor progress and understanding.
* Embrace mistakes as learning opportunities for resilience and genuine interest in the subject.

## **Academic Honesty Policy**

You are expected to be honest in all your academic work. By enrolling at the College, you agree to abide by all the standards of academic honesty and integrity and failing to observe the rules may result in academic and disciplinary action, up to and including expulsion from the College. The academic honesty policy and procedures are available online:

* [Academic Honesty Policies, Honor Code](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities#:~:text=Academic%20Honesty%20Policies%2C%20Honor%20Code)
* [Academic Integrity Policies and Procedures](https://web.spcollege.edu/botrules/P4/P4_461.doc)

These documents include details on what is meant by:

* Cheating
* Bribery
* Misrepresentation
* Conspiracy
* Fabrication
* Collusion
* Duplicate submissions
* Academic misconduct
* Improper calculator, computer or online use

Some of your courses may include online material that is protected by copyright. This means that the work is available for you to use in your studies, but you can't copy and share the materials ( copyright.gov). Please see [SPC's copyright information](https://www.spcollege.edu/friends-partners/about/compliance-statements#copyright). It's your responsibility to be academically honest in all of your work.

## **Generative AI Not Permitted**

The best-known example of Generative AI (Artificial Intelligence) is ChatGPT, a chatbot that allows you to type a question as if you were talking to a real person, and it quickly offers a seemingly meaningful, original answer. Tools like this are powerful and can be useful in many contexts, but you must be aware of their limitations, as they can produce inaccurate, fabricated, and even offensive content. In addition, the work produced is not technically your own. In order to avoid violating [SPC’s academic integrity policy](https://www.spcollege.edu/current-students/student-affairs/student-right-to-know), students must be sure to follow the course's policies regarding the use of artificial intelligence in academic work. The AI policies for this class are outlined below.

You are strictly prohibited from using use Generative AI (Artificial Intelligence), including ChatGPT and similar AI tools, in this course. The work produced by AI writing tools is not your own original work and is therefore unacceptable for the assignments in this course. If you cite AI-generated content, the work will be considered incomplete and receive a zero. If you do not cite, the work will be considered plagiarism and receive a zero. If you have any questions about this, please reach out to me.

## **Policy: Attendance/Participation/Withdrawal**

Withdrawing from a course with a “W” or “WF” may impact students’ academic standing and financial aid eligibility including placing the student in early repayment. It is the student’s responsibility to understand the consequences of withdrawing.

## **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](https://turnitin.com/agreement.asp) for full details. 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.

## **Terms of Instruction**

Please note this syllabus is an instructional guide and that the instructor/professor reserves the right to make any changes to it, as needed. This includes changes to the course schedule and assignments, etc., throughout the term. If changes occur, you will be notified as soon as possible via email and/or an announcement in MyCourses. Changes may be necessary for various reasons, including instructor illness, students’ progress, weather events, institutional needs, etc. Please approach any changes with flexibility and understanding.

**GRADE SCALE**

The final grade will be based on total points/percent determined from

|  |  |
| --- | --- |
| **Points/Percent** | **Grade** |
| 90 – 100 | A |
| 80 – 89 | B |
| 70 - 79 | C |
| 60 – 69 | D |
| 59 and below | F |

| **Due Date** | **Name** | | **Type** | | **Points** | | **Unit** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1/17** | Introductions | Discussion | | 10 | | B | |
| **1/17** | Course Syllabus Quiz | Quiz | | 20 | | B | |  | |
| **1/24** | Writing SMART Goals | Discussion | | 10 | | 1 | |  | |
| **1/31** | Creating a Career Mission Statement | Assignment | | 20 | | 1 | |  | |
| **1/31** | Module 1 Quiz | Quiz | | 20 | | 1 | |  | |
| **2/7** | Career Coach Assignment | Assignment | | 50 | | 2 | |  | |
| **2/7** | Module 2 Quiz | Quiz | | 20 | | 2 | |  | |
| **2/14** | Cost of Living and Salaries | Discussion | | 10 | | 3 | |  | |
| **2/14** | Company Research | Assignment | | 20 | | 3 | |  | |
| **2/21** | Module 3 Quiz | Quiz | | 20 | | 3 | |  | |
| **2/21** | My Learning Plan | Assignment | | 50 | | 4 | |  | |
| **2/28** | What Is Your Networking IQ? | Assignment | | 20 | | 5 | |  | |
| **2/28** | Your 30-Second Marketing Commercial | Assignment | | 20 | | 5 | |  | |
| **3/7** | Module 5 Quiz | Quiz | | 20 | | 5 | |  | |
| **3/7** | Creating a Resume | Assignment | | 20 | | 6 | |  | |
| **3/14** | Module 6 Quiz | Quiz | | 20 | | 6 | |  | |
| **3/14** | Creating a Cover Letter | Assignment | | 20 | | 7 | |  | |
| **3/28** | Module 7 Quiz | Quiz | | 20 | | 7 | |  | |
| **3/28** | The STAR Approach in Action | Discussion | | 10 | | 8 | |  | |
| **4/4** | Personal Branding | Assignment | | 20 | | 8 | |  | |
| **4/4** | Module 8 Quiz | Quiz | | 20 | | 8 | |  | |
| **4/11** | Reflect On Your Learning: Evaluation | Discussion | | 10 | | 9 | |  | |
| **4/11** | Thinking Critically and Creatively | Assignment | | 20 | | 9 | |  | |
| **4/18** | Module 9 Quiz | Quiz | | 20 | | 9 | |  | |
| **4/18** | Apply Your Learning: Active Listening | Discussion | | 10 | | 10 | |
| **4/25** | Strategies for Improving Note-Taking | Assignment | | 20 | | 10 | |
| **4/25** | Module 10 Quiz | Quiz | | 20 | | 10 | |
| 5/2 | Apply Your Learning: Acronyms | Assignment | | 20 | | 11 | |
| **5/9** | Developing a Test Prep Plan | Assignment | | 20 | | 11 | |
| **5/19** | Module 11 Quiz | Quiz | | 20 | | 11 | |

Final Exam in the course will open at 7am on Monday, May 12, 2025 and close at 11:59pm on Monday, May 19. 2025.

It will be worth **100 points**. The grade for the final will be part of the overall point value in the course.

**Items needed by the student that he/she will need:**

* **Access to the internet**
* **Paper and paper/pens**

**Rules of the classroom**

* **Be on time to class**
* **Do not interrupt instruction**
* **Complete all work in the designated time (turning work in on My Courses-SPC)**
* **Cell phone usage will ONLY be that in which the teacher is requesting to use it for learning purposes-otherwise cellphones will be placed in the student’s backpack and placed at the front of the room for the class period.**
* **Students are expected to bring their school-issued computers to class daily to complete timed writing, AP essentials, and other activities. School computers can be checked out in the media center with Mr. Chaney**
* **Treat ALL others in the class with respect**

**Consequences:**

**• A teacher/student conference (could simply be a request to end the unacceptable behavior)**

**• A call to the parent/guardian**

**• A referral to the office**

**Tardy Policy:**

* **If a student is late to class, the student will have to go to the office to receive a tardy pass to enter class.**

**Please be sure to carefully read the Student Code of Conduct from Pinellas County Schools and Pinellas Park High School expectations. Please refer to the PCSB student handbook for more information. There will be adherence to our school’s expectations for behavior and respectful conduct.**

**Restroom/Locker/Office Policy:**

**When instruction is taking place, no passes will be given to leave the room unless it is an emergency, or the student has been called to a location. When instruction is not directly taking place, the students may go to the rest room, one at a time, on a pass issued by the teacher. Students may go to the nurse with a pass as needed but must show the signed pass back to the teacher when returning to class.**

**If you have any questions or comments, please feel free to call or email:**

**School phone: 727-538-7410 Email:** [**freedc@pcsb.org**](mailto:freedc@pcsb.org)

**\*The best way to contact me is by email. I am available by telephone only after school dismissal. I am unable to accept call directly to the classroom but if you leave a message, I will return your call or email within 24hrs.**

**Please check Focus and your school email frequently for assignment information and grade updates.**

**\*You may come for academic support after school from 1:55pm to 2:30pm on Mondays and Fridays. You must sign up with me ahead of time (at least 48 hours before). You can also access support in G2 (learning support lab) after school Mondays-Thursday and during lunch.**

**Late Work:**

**No late work will be accepted after the due date, unless the student has been absent from class (and then the make-up work policy will be followed—see below)**

**If there are extenuating circumstances for missed assignments, please contact the teacher immediately as to what is occurring so a determination may be made.**

**(Absences) Make-Up Work Policy:**

**The Pinellas County School Board requires you to schedule make-up work with your teacher on the day you return from your absence.**

**1. The day you return from any absence you will find a list of all assignments for this class on the classroom log sheet on the board. It is your responsibility to write down the logs you missed and speak to other students about those logs.**

**2. You will be given a day plus one for every day you are absent. For example, if you are absent two days, you will have two plus one (3 days-including weekend days-) to turn in the material.**

**3. If your make-up work is not completed and turned in by the specified date, it will not be accepted and a grade of zero will be given.**

**Grading procedures:**

**Class Grading Categories:**

**All Assignments will be weighted the same which means that you must treat every assignment as important as the other. The assignments will be averaged together for the final grade.**

**Grading Scale:**

**100% - 90% = A**

**89% - 80% = B**

**79% - 70% = C**

**69% - 60% = D**

**59% - 0% = F**

**Cheating Policy:**

\*\*Cheating on **ANY** assignment will not be tolerated, and a grade of zero will be the result for all parties involved. The teacher will also call or email the parents/guardians to make them aware of the situation and notify the administration that there has been a violation of the honor code which may result in a referral. Please remember that Canvas course work is checked for similarity, and Turnitin.com assignments will also be checked for similarity.

**There will be NO TOLERANCE for plagiarism or use of ANY Artificial Intelligence during the year in this course. A grade of 0 for the assignment, a phone call home, and a referral for plagiarism will be given for any student that uses AI to complete a paper or even a portion of a paper in class.**

**Textbooks: There will be a class set of textbooks from SPC for our use in the classroom. If the student needs access to the text at home, the teacher will check a text out with a student with the explicit understanding that it must be returned the next day in class. All work will be located online in My Courses.**

**My Courses and Turnitin.com:** \*\*\*SPC’s My Courses and Turnitin will be used in class for students to complete and submit assignments and assessments. It is essential that students have access to the internet to use these programs. The students will receive a handout on how to access My Courses.

**Welcome to Ms. Freed’s**

**SLS 1301 Dual-Enrollment Course**

**Please sign below to affirm that you have read and agree with the description and policies of Ms. Freed’s SLS 1301 Dual-Enrollment class. Please have your student return this form by Monday, January 13, 2025.**

**Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian signature**

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**Parent/Guardian name (print) Date**

**\*\*Phone number (s) where the parent/guardian can be reached during the day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is this work, home or cell?**

**\*\*Email address: (please write it out carefully)**

**Parent Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*By giving me your email information, I will be able to stay in contact with you about updates and projects your student will have in class.

**Assignment: Please have completed by January 13, 2025, Monday**

**Students**: You must email me at [freedc@pcsb.org](mailto:freedc@pcsb.org) from the email address you most frequently use and have this information in the body of the email:

Student Name

Parent Name

Parent Email Address

Course: SLS 1301

The Period you have my class

**Parents:** You must email me at [freedc@pcsb.org](mailto:freedc@pcsb.org) from the email address you most frequently use and have this information in the body of the email:

Your Student’s Name

Course: SLS 1301

The Period I have your student in my class