**COURSE SYLLABUS**

**College Experience**

**SLS 1101**

**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: Chris Dahl

Email: dahl.christopher@spcollege.edu

Phone: Email for a response within a 24-hour period.

Office and Online Chat Hours: Virtual office times reflecting instructor's availability will be posted frequently per class emails.

Office Location: 4-120

PHUHS Campus.

**ACADEMIC DEPARTMENT AND DEAN**

Name: Dr. Joseph Smiley

Office Location: Tarpon Springs Campus LY-250

Office Phone Number: 727-712-5851

Email: Smiley.Joseph@spcollege.edu

**COURSE INFORMATION**

**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 Goals in Terms of 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; and

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; and

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; and

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, and

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; and

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 a academic advisors,

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; and

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; and

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, inter-library loan, magazine, journal, citation and database,

e. demonstrating information literacy and how to prevent plagiarism; and

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 finance; and

e. explaining the impact of loan repayment interest rates.

Criteria Performance Standard: In order to obtain a grade of C in this course, the student must master 70 % of the above stated objectives. Satisfactory performance is based on quizzes, class attendance, and completion of prescribed assignments and discussions.

Availability of Course Content: All modules will be open at the beginning of the semester with assigned due dates. Students will have the option to work ahead if they choose.

Read every detail of instructions for each module. This action will help you to complete your work in a more complete manner and with better understanding, thus higher assigned points.

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

Required Textbook: You will not be required to buy a hard copy textbook as all material will be embedded in the course.

Title: COLLEGE SUCCESS ACCESS CODE

Edition: Latest

Author: Lumen Inc.

Publisher: Lumen Inc.

ISBN: 9781640870161

**ATTENDANCE, PARTICIPATION AND CONDUCT:**

For this class, attendance is defined as: Physical attendance and 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.

**GRADING**

Letter grades for the course will be based on the following grading scale:

**Letter Grade Percentage**

**A 90%–100%**

**B 80%–89%**

**C 70%–79%**

**D 60%–69%**

**F <60%**

**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; and
* be cautious with personal information, both yours and others.
* When sending 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; and use your SPC email account to ensure delivery, as 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 by reviewing and editing 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; and
* be open-minded.

Students should expect feedback on submitted assignments within 24 hours of the due date, unless otherwise stated.

**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 and includes details on what is meant by:

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

http://www.spcollege.edu/academichonesty/

**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.

https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/studentresponsibilities#expectations

**TURNITIN: FOR YOUR INFORMATION ONLY, NOT USED IN THIS COURSE**

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 (SSI)**

The Student Survey of Instruction (SSI) is administered in courses at the end of 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 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