**ST. PETERSBURG COLLEGE**

**COURSE SYLLABUS**

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

**SLS 1101 The College Experience, 3 credit Hours**

***Instructor:***

Name: Dr. Michael Culligan.

Email: culligan.michael@spcollege.edu

Office Phone: (727) 791-2583

Office Hours: M: 9:15-10,11:15-12; T/TH: 11:30-2; W: 9-10, 11:15-12,1:15-2; F:10-2.

Office Location: ES 313H

***Academic Department:***

Dean: Dr. Joseph Smiley

Office Location: Clearwater Campus LA-192

Office Number: (727) 712-5851

Department Web Page: <https://www.spcollege.edu/future-students/degrees-training/social-and-behavioral-sciences-and-human-services>

**Welcome to The College Experience!** 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 (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 myself respectfully and open-mindedly. I want to remind you that all communications online will be saved and stored, allowing for future reference. I want you to know that I am here as your resource and to support you in this 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!

**COURSE INFORMATION:**

**A. 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. 47 contact hours.

**B. Course Objectives:**

1. The student will demonstrate effective study, note-taking, and test-taking strategies.
2. The student will employ computer skills beneficial to success in online, blended, and traditional learning environments.
3. The student will apply effective interpersonal communication skills that reflect a respect for diverse worldviews and cultural perspectives.
4. The student will demonstrate knowledge of appropriate time management techniques applicable to both academic and lifestyle environments.
5. The student will demonstrate creative and critical thinking skills and writing skills.
6. The student will identify the various facilities, services and resources available to students at St. Petersburg College.
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.

8. The student will demonstrate the ability to investigate a subject using a variety of library resources and

services.

9. The student will demonstrate the ability to navigate a variety of financial literacy mechanisms.

**C. Course Learning Outcomes:**

**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.

**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.

 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.

 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.

 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.

 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 a 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.

 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.

 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, interlibrary loan, magazine, journal, citation and database.

e. demonstrating information literacy and how to prevent plagiarism.

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 scholarships and student financial aid assistance.

b. examining the variance between loan categorizations.

c. generating a functional budget plan.

d. analyzing personal finances.

e. explaining the impact of loan repayment interest rates.

D. **Criteria Performance Standard**:

To obtain a grade of C in this course, the student must master 70 % of the above stated objectives. Satisfactory performance is based on tests, quizzes, or exams; class attendance; completion of journals and exercises; and participation in the prescribed learning task(s)/challenge(s).

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

**Student Guide to SPC First Day Program: SLS 1101**

This course is part of the First Day™ Inclusive Access Program. First Day™ is a partnership between Barnes & Noble College, SPC and the Lumen Learning to bring your course materials to you through MyCourses at a discounted price.

**First Day Program Details:**

· You have immediate access to your course materials through the First Day™ program and will have access to the e-text ,aka,, Study Plans through MyCourses.

· SPC will bill your student account at the First Day price ($31.25) after the opt-out deadline passes - approximately 2 weeks after your class starts. This will show as a bookstore charge, and you will pay this to the SPC business office.

· You have the option to opt out of the program within the first week of class if you want to purchase your materials through the bookstore (see textbook info below) at a higher price. Opting out of the program is likely to cause you to pay a higher rate and temporarily lose access to your eBook and assignments. The Opt-out date is 7 days after the first day of class. To opt out, please access the COURSE MATERIALS module under course content and follow the directions.

**Opt-out Required Textbook Information:**

**Title**:       COLLEGE SUCCESS ACCESS CODE

**Edition**:    Latest

**Author**:    Lumen Inc.

Publisher: Lumen Inc.

ISBN: 9781640870161

**BARNES AND NOBLE CUSTOMER CARE CONTACT INFORMATION**

Customer Care is available to help students with questions about accessing their course material, using eTextbooks, or opting out of the First Day program.

Hours of operation are 12am Monday – 1am Saturday (Eastern Time)

Phone assistance is available Monday-Friday, 9am to 9pm (Eastern Time)

 · Link to Customer Care website and FAQ’s: <https://tinyurl.com/firstdayfaq>

· Open a ticket Online for the Customer Care team: <https://tinyurl.com/customercarerequest>

· Email the Customer Care team: bookstorecustomercare@bncollege.com

· Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

\*NOTE: If you feel like you want a supplemental paper copy of the materials, for an additional charge and shipping, please reach out to Cheryl at LAD printing at 1.877.318.8800.

Title: College Success

ISBN: 978-0-8402-0666-4

**MEETING INFORMATION:**

Learning Modality: Face to Face

Class Times and Locations: 10am sec. #331 and 12pm sec.#744 Classroom: es214

**IMPORTANT DATES TO REMEMBER: Semester is Aug. 14-Dec. 7**

Aug. 18**– Last day to drop, receive a refund, or change to audit status**

Oct. 28**– Last day to withdraw with a grade of “W”**

Financial Aid: <http://www.spcollege.edu/pages/dynamic.aspx?id=792>

**DISCIPLINE SPECIFIC INFORMATION:**

**Please familiarize yourself with the college wide Student Rights and Responsibilities:** <https://go.spcollege.edu/Addendum/>**and the Syllabus Addendum:** <http://www.spcollege.edu/addendum/>

***Assignments:***

***Class participation and Homework Exercises***

Refer to the class attendance policy for class participation explanation. Students may be given homework assignments throughout the semester to aid in the understanding of material presented in the textbook and in the classroom.

***APA Mastery Objectives***

Each student will be required to demonstrate the ability to produce the critical components of an APA research paper. The objectives will be assigned after completing two seminars with the library and writing lab, respectively.

***My Learning Plan***

You will complete and submit a MLP class schedule that has been approved by an academic advisor and uploaded into the MyPlanner module.

***Tests***

Tests will be given throughout the semester. The format can include but not be limited to,

fill-in-the-blank, matching, multiple choice, true/false, short answer, and essay.

***Civic Engagement/Awareness Project***

Students will be placed into groups to identify a concern facing the community. Students will then prepare a proposal and complete 5 hours of volunteer work at their desired organization **OR** develop promotional material (brochures/pamphlets/PSA) for an organization of their choice.

***Assessments***

Students will utilize several assessment instruments to help determine personal proficiencies and weaknesses to assist in the process of choosing a major and/or occupation. (Focus 2, Rotter’s Locus of control, etc.)

***Financial Literacy Assignment***

SPC has partnered with iontution.com to allow students to keep track and manage their loans. Once students create an account, they will be able to view their current student loan data along with supplemental materials. For this assignment, students will view videos on “Borrowing and Repayment” and write a brief reflection paper.

***Parting Shot***

Each student will video themselves answering a question they wish they had known the answer to at the beginning of the semester.

***Final Exam***

The final exam will consist of a scenario where you will need to use critical thinking skills to assist a St. Petersburg College student who faces a myriad of concerns.

**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 |

|  |  |
| --- | --- |
|  **Assignments** |  **Points/Percentages** |
|  Class participation, professionalism, and homework exercises | 20pts |
| Career Coach/Career Assignment | 20pts |
| In class Tests | 60pts |
| APA Mastery Objectives | 20pts |
| Financial Literacy Assignment | 10pts |
| MLP | 20pts |
| Civic Engagement/Awareness Project | 20pts |
| Final Exam | 25pts |
| Parting Shot | 5pts |
| **Total Points** | **200pts** |

***Attendance:***

1. Please note the course attendance policy is tied to the participation grade and homework grade. Class begins promptly. Please demonstrate professional behavior and be **on time**.
2. EACH STUDENT IS RESPONSIBLE FOR WITHDRAWING HIMSELF/HERSELF FROM THE CLASS this is done through the MySPC student portal. Class attendance is expected and required. Each student is allocated 3 absences (total) throughout the main-term semester. (Includes excused and unexcused). Any absences thereafter will affect your participation grade.
3. Additionally, on days when group participation is required, an unexcused absence will **automatically result in a reduction of the participation grade** (others will have to take up the slack for the absence of a classmate). These participation days may be unannounced. If you do not show up for class the first two weeks, you will be administratively removed from the course as a “No Show.”

**Professionalism in the Classroom**

Your time at SPC constitutes preparation for the next phase of your academic and/or professional career. You are expected to practice the following behaviors in this class, keeping in mind that they will translate well in your next academic institution or job:

* Model respect, commitment to excellence, honesty, and integrity in and outside of the classroom. Students are responsible for their own education, and are responsible for course materials and announcements delivered in class and online through MyCourses.
* Practice punctuality: Arrive for class on time, with appropriate course materials, and be prepared to learn. Stay for the entire class period. If an absence should occur, the student is responsible for missed material.
* Practice conscientiousness & accountability: Communicate with your professor if a situation arises that will prevent you from attending class, necessitates that you will be late for class, or requires you to leave early.
* Practice presence of mind: Come to class having read the assigned material and ready to contribute to class discussions. Ask questions during class when you have them.
* Practice respect: Turn off all phones for the duration of class out of respect for your professor and classmates. Refrain from texting and/or talking on your phone during class time.
* Turn in all assignments on time. Late assignments will be subject to late penalties and graded when my schedule permits, which may not be until the end of the semester.
* Communicate with your professor immediately if you start struggling in the class and prior to thinking about withdrawing from the course.

**Message to students:**

You may have heard of Generative AI (Artificial Intelligence).  The best-known example 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 we 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, students must be sure to follow each professor’s course policies regarding the use of artificial intelligence in academic work. If you’re unsure of a professor’s guidelines, reach out to them to discuss further. My policies for this course can be found 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. I am glad to offer guidance!

AGENDA

AUGUST ASSIGNMENTS

|  |  |
| --- | --- |
| M14 Introduction |  |
| W16 Motivation/Transitions |   |
| M21 Motivation/Locus of Control  |  Rotter’s Locus of Control Instrument |
| W23 Diversity  |  Diversity Interviews |
| M28 Library/Career Service/Student Life Intro |  Assign Focus 2 Assessments **(Class Online)** |
| W30 Taking Control of Your Future | Occupational Analysis Assigned |

SEPTEMBER

|  |  |
| --- | --- |
| M4 OFF |  |
| W6 MLP Discussion |  MLP Assigned **(Class Online)** |
| M11 Test #1 |  |
| W13 Goal Setting  |  |
| M18 Time Management |  Complete VAK for next class (http://www.businessballs.com/freepdfmaterials/vak\_learning\_styles\_questionnaire.pdf |
| W20 Learning Preferences |  Civic Awareness Project Assigned |
| M25 Note Taking |  |
| W27 Test Taking |   |

OCTOBER

|  |  |
| --- | --- |
| M2 Test #2 |  |
| W4 Critical Thinking | MacGyver Challenge |
| M9 Creative Thinking | Marshmallow Tower of Terror |
| W11 Library Seminar/Research | **(Class Online)** |
| M16Library Seminar/APA Formatting | Assign Library Reference Paper **(Class Online)** |
| W18 Communication/Presentations/ Conflict | 2-Minute Drills?  |
| M23 Test #3 |  |
| W25 Wellness  |   |
| M30 Financial Literacy | Financial Literacy Assignment (Class Online) |

NOVEMBER

|  |  |
| --- | --- |
| W1 Stress |  Stress Assessment |
| M6 The Resume |  **Class Online** |
| W8 The Interview |  |
| M13Test#4 |   |
| W15 Presentations |  Civic Awareness Projects  |
| M20 OFF |   |
| W22 OFF |  |
| M27 Presentations | Civic Awareness Projects |
| W29 Parting Shots/Review for Final | Parting Shots Due |

December

|  |  |
| --- | --- |
|  M4 FINAL WEEK  |  TBA |