



COURSE SYLLABUS

[Student Life Skills - The College Experience](#)

SLS 1101 – 1744 (3 credit hours)

Face-to-Face Instruction

Spring 2017 (0525) - Express

[View the Syllabus Addendum](#), which provides the most current version of fluid information, such as the academic calendar.

WELCOME

Welcome to SLS 1101 and I am glad to be your instructor this semester! You have enrolled in an introspective course that I hope you will enjoy. This course is designed to strengthen your skill set in a manner that can promote future academic, occupational, and overall life success. I am dedicated in assisting you this semester in any way that I can so that you will be successful in completing it in its entirety. Please look to me as a resource and don't hesitate to contact me via e-mail on any questions or concerns you may have about the course logistics, material, etc. Typically, I will respond as soon as I can, which is usually within 24 hours of receipt of your message. I do not have an office location at this time on campus; therefore, please coordinate ahead of time with me on a meeting time that works for you should you need to meet with me. I look forward to working with you this semester and wish you the best of success in it as well as your future career pursuits! To find out more about my credentials and teaching philosophy, please visit my [instructor webpage](#) (link is also depicted below). Thank you!

INSTRUCTOR

Name: Prof. Boris Damianov

E-mail: Damianov.Boris@spcollege.edu

Phone: 727-394-6965 (Marina Laca, Sr. Admin. Services Assistant)

Office Hours: Please contact me to schedule a time and location on campus

Office Location: UP 337 (Dept. suite)

Instructor Web Page: [Prof. Damianov's webpage](#)

ACADEMIC DEPARTMENT DEAN

Name: Dr. Joseph Smiley
Office Location: Tarpon Springs Campus LY-250
Office Phone Number: 727-712-5851
E-mail: Smiley.Joseph@spcollege.edu

ACADEMIC CHAIR

Name: Dr. Douglas Rivero
Office Location: UP 337-F
Office Phone Number: 727-394-6948
E-mail: Rivero.Douglas@spcollege.edu

WEBSITE

URL: <https://www.spcollege.edu/socialsciences/>

IMPORTANT DATES

Course Dates: 2/6/2017 through 5/4/2017
Drop Date: 2/10/2017
Withdrawal Date: 4/2/2017

HELPFUL LINKS

[View Financial Aid Dates](#)
[View Academic Calendar 2016-2017](#)
[View M.M. Bennett Libraries](#)
[View Career Services](#)
[View International Student Services](#)
[View Learning Support Commons \(Tutorial Services\)](#)
[View SPC Veteran Affairs](#)

ADVISING

A complete list of student support and advising services can be found [here](#).

SYLLABUS DISCLAIMER

Please note that the instructor of this course reserves the right to make any changes to the syllabus, course schedule, calendar of events, discussion threads, assignments, etc. throughout the course of the semester. You will be notified of those changes in advance (or as much as possible in advance) when this occurs. Changes may be required or needed as various circumstances call for them such as instructor being out and as a result

of students' progress and feedback as well as external circumstances that may not have been foreseen by the institution, unexpected events, weather conditions, etc. Please approach these changes with flexibility and understanding that changes do and will inevitably occur in most, if not all, circumstances and/or situations.

COURSE INFORMATION

Course Description: This course provides students with the information and skills needed to succeed in their studies, including setting academic goals, managing time and financial resources to meet those goals, and developing an awareness of personal learning styles. Students also build thinking, listening, reading, study skills, note-taking, test-taking, and information literacy skills. The course also includes discussions on stress management and career development. Throughout, students will apply critical thinking skills to solve problems and evaluate situations.

Course Objectives: At the end of this course, students will be able to:

- 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 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: Students who place into at least one area of remediation are required to take SLS1101; however, there are no prerequisites for this course.

Availability of Course Content: All course content will be open at the beginning of the semester (2/6), except for the Student Survey of Instruction (SSI). Students will have the option to work ahead if they should select to do so (except for those assignments specifically indicated not to); however, you are also still expected to attend class for participation purposes and have all assignments submitted as indicated per each assignment's due date and in compliance with the "late assignments submission policy" indicated further below.

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

Required Resource:

Title: *Keys to Success: Building Analytical, Creative, and Practical Skills*

Edition: Brief 6th Edition

Author: Carol Carter, Joyce Bishop, Sarah Lyman Kravits
Publisher Information: *Person Education, Inc.* Boston, MA 02113
ISBN: 9781269865968

CLASS MEETING INFORMATION

Course Location: Seminole campus ([map](#)), UP Bldg. ([map](#)), Room 239 ([map](#))
Meetings Days: Tuesdays and Thursdays
Meeting Time: 9:30-11:15AM

ATTENDANCE/WITHDRAWAL POLICIES

[View the college-wide attendance policy](#) included in the Syllabus Addendum.

Overview: Students classified as a “No Show” for the first two weeks, consecutively, will be administratively withdrawn from the course. The student’s financial aid will be adjusted based on her/his updated enrollment status. If a student is administratively withdrawn from a class because s/he was a “No-Show” during the first two weeks of class, consecutively, financial aid will not pay for the class and the student will be held responsible.

Students who are not actively participating in class as defined within an instructor's syllabus will be reported to The Administration during the week following the last date to withdraw with a grade of “W” (as posted in the academic calendar on the college’s web site). A grade of “WF” will be assigned to students who are not actively participating during the week following the last day to withdraw with a grade of “W”.

Students will be able to withdraw, themselves, at any time during the term; however, requests submitted after the last date to withdraw with a “W” (see academic calendar) will result in receiving a grade of “WF”. Both the student and instructor will automatically receive an email notification through their SPC e-mail address whenever a withdrawal occurs.

Withdrawing after the “Last Date to Withdraw with a Grade of ‘W’” can have serious consequences. If the student withdraws from a class after the deadline posted within the academic calendar, the student will receive a final grade of “WF”, which has the same impact on the student's GPA as a final grade of “F”. A grade of “WF” also could impact the student's financial aid, requiring repayment of financial assistance. Students should consult with an academic advisor or financial assistance counselor prior to withdrawing.

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

The U.S. Department of Education requires students who completely withdraw prior to the 60% point of the term and who receive Federal financial aid (i.e., *Federal Pell Grant, Federal Academic Competitiveness Grant (ACG), Federal Stafford Loan, and/or Federal*

Supplemental Educational Opportunity Grant SEOG) to repay a portion of their aid. **Students considering a withdrawal from all classes before the published withdrawal date** should consult a financial assistance counselor to understand their options and the consequences of the total withdrawal. For further information regarding this policy and other financial assistance policies it is encouraged that you visit the [Financial Aid website](#).

DUAL ENROLLMENT, EARLY ADMISSIONS, & EARLY COLLEGE STUDENTS

A Dual Enrollment, Early Admissions, or Early College student may not withdraw from any college course without permission from the Early College/Dual Enrollment office. Withdrawal from a course may jeopardize the student's graduation from high school. The Dual Enrollment office can be reached at 727-712-5281 (TS), 727-791-5970 (CL), or 727-394-6164 (SE). [View the Dual Enrollment Program website](#).

GRADING

To pass this course, a student must receive 70% of completed coursework (i.e., obtain at least 616 points, overall). Letter grades for the course will be based on the following grading scale:

Letter Grade	Points	Percentage
A	792 - 880	90% - 100%
B	704 - 791	80% - 89%
C	616 - 703	70% - 79%
D	528 - 615	60% - 69%
F	527 and below	< 60%

Please note that grading distribution is subject to change based on confirmation of anticipated presentation dates.

ASSIGNMENTS

Grades: The following table shows the graded assessment types contained within this course, along with a due date for each, and the assigned weighting to determine the final course grade.

Graded Assessment Types*	Points
Focus 2 Assignment (Due on 2/24)	100
My Learning Plan (MLP; Due on 3/3)	100
Reflective Thinking Assignment (Due on 3/10)	100
Group Project Presentation (3/21 & 3/23)	100
Resume Assignment (Due on 4/14)	100
Financial Assignment (Due on 4/28)	100
Class participation	18 X 10 points each
	180

Attendance to Presentations	5 X 20 points each	100
Extra Credit (50 or 100 points each)**		
Total		880

* Please review the content requirements and details of each assignment via your MyCourses account in the "Course Assignments" tab under "Table of Contents"

** Extra credit assignments will be determined as necessary throughout the course

Assignment Due Dates: Please note, for any assessments that are outstanding after Apr. 28 by 11:59PM, you will not receive points for them unless you have already coordinated a plan with me in advance and/or as outlined within the "late assignments submission policy", depicted further below. Otherwise, I encourage that you complete your assignments by the due dates indicated above, in your Course Schedule and further below, in addition to your Calendar and assignment modules found in your MyCourses course content. In addition, please note that the opportunity to complete extra credit assignments will be provided as necessary throughout the course.

Submitting Assignments: Assignments will be turned in by way of either (1) the dropbox feature found in each "Course Assignments" module or (2) directly via your instructor's e-mail address per his indication. Also, do not discard of your electronic copy of each assignment after submitting it. Please keep all of your submitted assignments until you have received the grade for them. Typically, I would recommend that you keep every assignment until the end of the semester and when you have received your final grade. An important reason for this is that technical errors occur at times and I may not have received your assignment and you may not be aware of this until after you have deleted your original copy of it, if that should be the case. In the circumstance that an error in submitting an assignment does occur where I have not received your assignment, you do not have a copy of it, and there is no other avenue in retrieving it, you are still responsible for that assignment; therefore, please also have at least one copy of every submitted assignment on your personal computer and/or a back-up hardware like a portable thumb drive, USB chip, disk, etc. in the circumstance that an error of some kind should occur. In addition, errors in submitting assignments usually occur when students are in a hurry and wait until the last minute to submit them. Therefore, please allow yourself enough time when submitting an assignment in the event an error should occur. For example, please don't wait the night of or an hour before an assignment is due in submitting it and there are many other scenarios, of course. Also, when you become aware of an error or issue in submitting your assignment, please contact me via e-mail immediately when you are able to do so. Further, please note that all coursework is anticipated to be submitted virtually, via your MyCourses account unless otherwise indicated by me and/or the appropriate/qualifying authorities.

Assessment Feedback: During the course of the semester, I will provide feedback on all assignments submitted. Typically, I will dedicate time to review and provide feedback the weekend following your submission(s), pending on the number of assignments I receive at once. For example, if I receive a substantial amount of submissions at once, please allow me more time for grading and as I will inform you in advance for my need to do so, if that should be the case. I will provide feedback on each assignment via two ways: (1) either directly via an e-mail message, indicating my comments and that your

grade has been submitted via your MyCourses course account or (2) via your “Grades” tab or menu at the top in the navigation bar in your MyCourses course account. When you go there, you will see the “Grade Item”, “Points”, “Grade”, and “Feedback”. There will be a notification in the middle icon on the top which looks like a pinned sticky note when feedback is provided. Select that to read my comments. Please note that I will never indicate your letter grade or points on an assignment within the body of an e-mail message, only through your MyCourses account due to security purposes. You will need to view your grades via your MyCourses account. Go to the “Grades” section to view your grades for each assignment at that point within the course when you receive a notification that your grade/points has/have been submitted. In the scope of my comments, I will provide constructive criticism in reference to what you succeeded and fell short in succeeding to do for each assignment. I also offer a time to meet with you should you like to discuss my evaluation of your assessment. Since this course is taught in the face-to-face mode of instruction, I cannot provide a detailed account of every concept of my evaluation via online; therefore, please coordinate a time with me that works for you in meeting to discuss any concerns you may have regarding my assessment of any of your assignments and how we may proceed in resolving any discrepancies.

Late Assignments Submission Policy: Please make note that every assignment has a unique due date, typically on the date indicated by 11:59PM, at the latest. You are responsible for completing each assignment by the due date specified and meeting that requirement. If you do not inform or coordinate an “excused” late submission with me well in advance (or as in advance as much as possible), please note that you will be deducted 20 points off for submitting your assignment late, up to three days late. On the fourth day and thereafter, if you have not yet submitted your assignment, you will receive no credit for it. There may be times that I extend a due date; however, that is upon full and complete discretion of the instructor. You will not be penalized points if you submit your assignment within the extended due date, if that should be the case. Also, for any assignment turned in after Apr. 28 by 11:59PM, you risk receiving no points, for each assignment that meets this circumstance/condition. The group project and the Student Survey of Instruction (SSI) are the only assignments exempt from this policy since the former will be presented in class on the date specified for each group and the latter is completed on May 2 in class, only.

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: “Prof.” or “Mr.”, in this case (your preference)
- 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 when generating e-mails or submitting assignments, virtually

- be cautious when using humor or sarcasm as tone is sometimes lost in an e-mail or discussion post and, even when spoken in class, your message might be misunderstood
- be cautious with personal information (both yours and others')

When you send an e-mail to your instructor, department chair, dean, or colleagues, 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
- use your SPC e-mail account to ensure delivery. Sometimes e-mails 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; 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

E-MAIL CORRESPONDENCE

Your instructor will utilize e-mail correspondence throughout the duration of this course to provide follow-ups from class session discussions and routine updates on information including, but not limited to, changes in the Syllabus, Course Schedule, a diagnostic of your progress and the class' progress as a whole, events that impact the class and are related to the institution such as weather-related cancellations, etc. It is your responsibility to read each message carefully and understand the contents fully and completely. If you do not, you are encouraged to contact the instructor directly to inquire about any clarifications. The purpose for this is that we meet for only about 1 hour and 45 minutes per any class session; therefore, it is impossible for every detail to be covered in class. Consider my e-mail messages as part of your requirement in attending class; therefore, you should constantly be in the know of course happenings even if you do not attend (a) particular class session(s). Remember, it is your responsibility to be in the know whether in or outside the classroom for the duration of the semester for which course you are enrolled in.

DISCIPLINE & STUDENT CONDUCT

Please familiarize yourself with the college wide [Student Rights and Responsibilities](#) and [Statements and Policies](#).

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

COURSE ETIQUETTE

Cellphones and Other Electronic Devices: Please refrain from using your cellphone or any other electronic device unless you have appropriate documentation and/or prior approval from the instructor and/or appropriate authorities to do so while class is in session. I understand that there are qualifying circumstances that may require use of such devices while within the classroom setting. In addition, if you are anticipating an emergency or you are required to be on call as it relates to your employment, profession, or any other condition for which you are able to provide proper evidence of or documentation for, please inform me ahead of time so that I am aware of your need to use such devices. Otherwise, please place your cellphones and/or other devices on vibrate or in the “off” position and avoid turning to them for any reason while class is in session. If you are concerned with the time, you will have access to the computers which depict the time at the far most bottom right corner of your computer screen and I will also keep track of the time, myself. By using such devices while class is in session, it may disturb or disrupt the learning process of your colleagues as well as the attention and/or focus of your instructor or any other faculty, staff, or presenter(s) who may be in the classroom at the time.

Computer Use While in Class: The computers within the classroom will be utilized in most, if not all, class sessions; therefore, please avoid going to any other sites other than your MyCourses account and sites that pertain to the topic of discussion for that session only. By going to other sites, playing games online, browsing through social media like Facebook, or even checking personal e-mail not affiliated with the course content for that session, etc., it may distract your nearby colleagues and also avert your attention and/or focus from properly learning or consuming/digesting the course material provided for that class session. If there are circumstances in which you believe that you must have access to (a) particular site(s) during a time class is in session, please consult with me ahead of time so that I may evaluate whether you have the appropriate authorization to do so.

Other Considerations: Food and drinks are prohibited from the classroom as a result of keeping the equipment from malfunctioning and the area stain- and bug-free. Also, please avoid using strong fragrances, scents, colognes, deodorants, body sprays, lotions, etc. as some of your colleagues may be highly allergic to them. If you are not certain of whether you would be bothering someone, it is always courteous and the best policy or practice to ask before using such (a) product(s) on whether your use of them would bother another person or body near you or within the classroom.

COURSE DISCUSSION PROTOCOL

The objective in a face-to-face discussion is to be collaborative, *not* combative. Please carefully think about your thoughts before you speak them to make sure that they will not be offensive to others. In addition to face-to-face, online discussions may be used to develop your skills in collaboration and teamwork when away from the classroom. If such methods of communication are utilized or incorporated within this course, please treat the discussion areas as a creative environment where you and your colleague can ask questions, express opinions, revise opinions, and take positions and then we will more thoroughly discuss when we meet within the classroom setting. Please be sure to proofread your submissions, submit college-level work, and avoid text language or slang.

ABSENCES AND COURSE PARTICIPATION

Students will be assessed 10 points for each face-to-face class session s/he attends throughout the semester. There are 18 face-to-face sessions that are not days in which presentations by SPC professional staff are provided; therefore, a student is provided the maximum potential of receiving 180 class participation points in total on non-presentation days. Presentation days are worth 20 points each and since there are 5 such days this semester (pending on any cancellations), a total of 100 points may be obtained. If a student does not attend a class session, s/he will not receive either 10 or 20 points per each occurrence, pending on whether it is a non-presentation or presentation day. If, however, the student coordinates with the instructor beforehand in an anticipated absence with proper evidence and/or documentation, such as for a doctor's appointment, the student will not have the 10 or 20 points deducted from his/her participation. In addition, if a student misses class before informing the instructor as a result of an emergency of some kind, the student will not be penalized, again, provided that the

student submits proper evidence and/or documentation of the emergency and abides by the institution's policies and procedures concerning the attendance policy (see link within that section earlier in the Syllabus). If you plan on being absent for a substantial period of time during the course of the semester, but still plan to complete the coursework, we will need to get together to coordinate a plan that is within the institution's attendance policy. Again, if a student is absent; however, and cannot provide proper evidence and/or documentation for her/his absence, s/he will not receive participation points for every absence in that similar circumstance. Attendance will be taken by the instructor for each class session. If you need to leave class while in session, please make me aware before the session begins and also be courteous when leaving so not to bring attention away from the instruction, lecture, or presentation being delivered. Each student has up to three absences for which s/he will not be penalized for that may be used throughout the course of the semester except for Final Exam Day (May 2). For any other additional absences, you will either receive no points if "unexcused" or require to complete the make-up work if deemed "excused".

TURNITIN

The instructor of this course will require use of Turnitin.com as a tool to promote learning for the "Reflective Thinking Assignment" and Part 1 of the "Financial Assignment", only. 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 e-mail 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

The Student Survey of Instruction (SSI) 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. You will be provided the opportunity to complete the SSI during your final exam schedule in a face-to-face setting and through your MyCourses account on a computer on May 2, in class.

LEARNER SUPPORT

The **Office of Disability Resources** 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.

[View the Academic Support Services site](#)

[View the On-Campus Support site](#)

[View the Online Support site](#)

[View the Student Services and Resources site](#)

TECHNOLOGY

MINIMUM REQUIREMENTS

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 written assignments.

ACCESSIBILITY OF TECHNOLOGY

Please click on the link to learn about [equal access to education](#).

PRIVACY

Please review the [D2L/MyCourses Privacy](#) by clicking on the link.

TECHNICAL SUPPORT

Technical support is available via the [St. Petersburg College Technical Support Help Desk](#) for any concerns with the MyCourses LMS.

CAMPUS SAFETY AND SECURITY

For information on campus safety and security policies please contact **727-791-2560**. If there are questions or concerns regarding personal safety, please contact the Provost, Associate Provost, Campus Security Officer, or Site Administrator on your campus. [View Campus Safety](#)

EMERGENCY PROCEDURES

Please, familiarize yourself with the emergency procedures and evacuation routes located in the buildings you use frequently. Located in each classroom is an Emergency Response Guide (flip-chart) that contains information for proper actions in response to emergencies. You should be prepared to assess situations quickly and use good judgment in determining a course of action. You should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by college faculty or staff or emergency personnel. You may access additional emergency information by going to the [Emergency Alerts](#) and the [Emergency Management Plan](#) websites.

SEXUAL PREDATOR INFORMATION

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 is then 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](#).

A list of sexual offenders or predators registered for classes at SPC is available [here](#).

COURSE SECHEDULE

Date:	Topic of Discussion:	Readings:
Feb. 7	Introduction to course; review Syllabus & Course Schedule; review class emergency procedures; class introductions activity	Read Syllabus
Feb. 9	Finish class introductions activity; questions on MyCourses; discuss reflective thinking assignment/group project criteria/requirements (begin working on) <i>Note: last day to drop course is Feb. 10</i>	Syllabus (cont.); Read Ch. 1
Feb. 14	“Career Services Overview” presentation (15 mins)*; “Get Focused” presentation; (45 mins)*; “Making Connections” presentation (15 mins)*; discuss “Focus 2” assignment criteria/requirements (begin working on); Ch. 1 discussion	Ch. 1 (cont.); Read Ch. 2
Feb. 16	Finish Ch. 1 discussion; Ch. 2 discussion	Read Ch. 3
Feb. 21	“Career Decision/MLP” presentation (60 mins)*; discuss “MLP” assignment criteria/requirements (begin working on); Video clip on motivation/procrastination; finish Ch. 2 discussion; Ch. 3 discussion (if time permits)	Ch. 3 (cont.)
Feb. 23	Ch. 3 discussion (cont.); “Focus 2 Assign.” and group topic due on Feb. 24 by 11:59PM	Ch. 3 (cont.)
Feb. 28	Discuss “Financial Assignment” (begin working on); Ch. 3 discussion (cont.)	Ch. 3 (cont.)
Mar. 2	Video clip on prejudices, stereotypes, & discrimination; Ch. 3 discussion (cont.); “MLP Assign.” due on Mar. 3 by 11:59PM	Catch-up
Mar. 7	No class (Spring Break)	Catch-up
Mar. 9	No class (Spring Break); “Reflective Thinking Assign.” due on Mar. 10 by 11:59PM	Read Ch. 4
Mar. 14	Finish Ch. 3 discussion; Ch. 4 discussion; Optical illusion discussion	Read Ch. 5
Mar. 16	Discuss group presentations criteria/alert; Finish Ch. 4 discussion; Ch. 5 discussion; Group PowerPoint (ppt.)” due on Mar. 17 by 11:59PM	Catch-up
Mar. 21	Group project presentations (Groups 1, 2, & 3);	Catch-up
Mar. 23	Group project presentations (Groups 4, 5, & 6);	Ch. 5 (cont.)
Mar. 28	Ch. 5 discussion (cont.)	Ch. 5 (cont.)
Mar. 30	“Library Services” presentation (30 mins)*; Boolean logic video clip; Finish Ch. 5 discussion <i>Note: Apr. 2 is the last day to withdraw w/a grade of “W”</i>	Read Ch. 6
Apr. 4	Ch. 6 discussion	Catch-up
Apr. 6	Resume workshop session; Discuss “Resume Assign.” (begin working on)	Read Ch. 7
Apr. 11	Ch. 7 discussion	Ch. 7 (cont.)
Apr. 13	Guest Speaker Ann Rogers* “Resume Assign.” due on Apr. 14 by 11:59PM; Note: no classes on Apr. 14 due to “Spring Holiday”	Ch. 7 (cont.); Read Ch. 8
Apr. 18	Discuss any issues/concerns with assignments; progress check; Finish Ch. 7 discussion; Ch. 8 discussion	Ch. 8 (cont.)
Apr. 20	Ch. 8 discussion (cont.)	Read Ch. 9
Apr. 25	“Financial Services” presentation*; Finish Ch. 8 discussion; Ch. 9 discussion (if time permits)	Ch. 9 (cont.)

Apr. 27	Ch. 9 discussion (cont.); “Financial Assign.”, all extra credit opportunities, and make-ups due on Apr. 28 by 11:59PM	Ch. 9 (cont.)
May. 2	Finish Ch. 9 discussion Final Exam scheduled (<u>all students must attend</u>): - Time: 10 to 11:50AM in UP 239 (same location) - Course wrap-up & discussion - Complete Student Survey of Instruction (SSI; in class)	N/A

** Please make an extra effort to attend presentations as they are provided by SPC experts. All presentation dates and times have been confirmed unless indicated by “TBD”. Each presentation is worth 20 participation points. These dates are also available via your MyCourses Calendar.*