

CONTACT/COURSE INFORMATION

Instructor: Amy Martello

Class Meeting Times and Days: Online – regular log-ins and three weekly postings are required

Course Location: <http://learn.valenciacollege.edu>

Email: Please use Blackboard Mail. Atlas e-mail may be used as a back-up: amartello@valenciacollege.edu

Office Hours: Virtual, by appointment

Text & Required Supplies: A new copy of: *"Strengths Quest" By Donald O. Clifton and Edward Anderson*

COURSE DESCRIPTION & PREREQUISITES

The New Student Experience is designed to assist students in formulating their purpose in life. Through self-discovery, students will investigate their interests, strengths and personal values that align with their educational and career goals. Emphasis is on orientation to college, integrated student success skills, and the development of an individualized education plan. Students will learn and integrate practical applications to communicate across diverse populations.

COURSE OUTCOMES/OBJECTIVES

- Students will be create a personal purpose statement that outlines and articulates their values, goals, interests, and strengths in relation to their educational and career aspirations.
- Students will apply college success skills.
- Students will design an education plan that includes goals for learning and a financial plan.
- Students will demonstrate awareness of college support systems.
- Students will demonstrate effective communication skills with diverse groups.
- Students will choose an academic program aligned with their educational/career goals, interests, strengths and values.

COURSE SCHEDULE

See attached document

CORE COMPETENCIES

Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you develop and demonstrate the abilities to (1) think clearly, critically, and creatively; (2) communicate with others verbally and in written form; (3) make reasoned value judgments and responsible commitments; and (4) act purposefully, reflectively, and responsibly. Due to the nature of these global competencies, many problems activities will be presented in the context of an application. These applications will require students to select appropriate information from the problem and communicate effectively how to arrive at an appropriate solution for the problem.

NO SHOW PROCEDURE

Any student who does not attend class by the No Show/drop/refund deadline for this course's part of term will be withdrawn by the instructor as a no-show. This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term. **You MUST complete the syllabus quiz with a score of 100% by Friday, September 4th to be counted as present in our online class OR you will DROPPED from the class.**

EVALUATION PROCESS

Grades are out of a total of 1000 points. This class has a total of **six mandatory assignments** including a required final project (Purpose Paper, My Education Plan, My Final Story Project, and three co-curricular assignments). Failure to complete one of these will result in a final grade of F for the class.

Assignment	Point Value
Purpose Paper	200
My Education Plan	50
Co-curricular 1	50
Co-curricular 2	50
Co-curricular	50
Final Story Project	300
15 Discussions	150
15 Assignments	150
Total	1000

WITHDRAWAL POLICY

Per Valencia Policy 4-07 ([Academic Progress, Course Attendance and Grades, and Withdrawals](#)), a student who withdraws from class before the established deadline for a particular term will receive a grade of "W". A student is not permitted to withdraw after the **withdrawal deadline of November 13th**. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W". Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of "F". For a complete policy and procedure overview on Valencia Policy 6Hx28:4-07, please go to: [Policies and Procedures](#). Please consult an advisor prior to withdrawing as financial implications may result from a withdrawal.

MAKEUP POLICY/LATE WORK

All assignments must be completed on or before dates assigned. **Late work is NOT accepted**. Makeup assignments will be considered only for an extended jury duty service commitment.

EXPECTED STUDENT CONDUCT

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for conducting yourself in a manner that contributes positively to Valencia's learning community and that does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#) (College Policy: 6Hx28: 8-03).

ACADEMIC HONESTY

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student's individual thoughts, research, and self-expression unless the assignment specifically

states "group project." Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

STUDENT ASSISTANCE PROGRAM

Valencia College is interested in making sure all our students have a rewarding and successful college experience. Valencia students can get **FREE** immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

TECHNICAL SUPPORT

Your instructor is NOT technical support. If you are having problems, please contact the following departments:

Blackboard help: (407) 582-5600 or onlinehelp@valenciacollege.edu Online help desk: (407) 582-5590

STUDENTS WITH DISABILITIES

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

➤ East	Bldg. 5, Rm. 216	Ph: 407-582-2229	Fax: 407-582-8908	TTY: 407-582-1222
➤ West	SSB, Rm. 102	Ph: 407-582-1523	Fax: 407-582-1326	TTY: 407-582-1222
➤ Osceola	Bldg. 1, Rm. 140A	Ph: 407-582-4167	Fax: 407-582-4804	TTY: 407-582-1222
➤ Winter Park	Bldg. 1, Rm. 212	Ph: 407-582-6887	Fax: 407-582-6841	TTY: 407-582-1222

CLASS POLICIES

Assignments & Quizzes: Reading assignments must be completed prior to the week for which they are due.

Discussion postings are based on the reading assignments and informed participation in the discussion is expected. ALL assignments and quizzes are due on the Friday listed on the course schedule by 11:55 p.m. As a general rule, **NO LATE ASSIGNMENTS WILL BE ACCEPTED and NO MAKE-UP ASSIGNMENTS OR QUIZZES WILL BE GIVEN UNLESS YOU HAVE A DOCUMENTED EXTENUATING CIRCUMSTANCE.** If you have an extenuating circumstance and cannot submit an assignment or quiz by its due date, you must make arrangements with the instructor IN ADVANCE. Unless otherwise specified, it is the preference of the instructor that all written assignments are submitted and uploaded as.pdf, .doc or .docx documents with 10-12 point standard font, double-spaced, and should ALWAYS include your name, title of assignment, CRN, and date. Work submitted in the wrong format does not receive credit.

Attendance: The learning experience in this class is interactive and participatory; therefore, attendance is a must! Due to the nature of this online course, attendance in the traditional sense cannot be enforced. However, your participation in the discussion forums and chats, as well as the frequency of your visitations to the course site will be monitored. In the event of an extended absence (not logging onto course site for more than one week), contact your instructor as soon as possible to indicate the reason. Documentation may be required. If your absences become excessive (not logging onto course site for two consecutive weeks), you will receive an excessive absence notification via your Atlas e-mail. Upon the second notification, you may be withdrawn from the course.

***Students must use a computer with reliable Internet access because excuses or failure to complete assignments due to computer error will NOT be permitted.

Discussion Forum Postings: Weekly postings in the class discussion forum are required. Postings on the discussion board are part of your participation grade. Choosing not to participate as required will likely result in losing an A for the course. **You must make your first post by WEDNESDAY at 11:55 P.M.** Your second and third posts are due on the Friday listed on the course schedule by 11:55 p.m. Topics will be organized by week. **For each topic, students will post AT LEAST THREE TIMES.** For each topic, students must submit one original posting in response to the instructor's posting. Also for each topic, students are required to read and respond to (at least) two other students postings. If you

post very early in the week, please check back after more students have posted in order to complete your second and third (responses to other students) posting for that topic.

E-mail & Announcements: Students should utilize the Blackboard course e-mail for routine correspondence. You must check your course e-mail, our course homepage, and “My Grades” for announcements regularly so you do not miss any important messages from the instructor. Missed announcements and/or e-mails may affect your grade and are the responsibility of the student.

Disclaimer: This syllabus and course calendar are subject to change. A new one may be issued at my discretion.
