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Academic Advising

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Required Materials

1. Text: Makely, Badasch, and Chesebro (2014). *Becoming a Health Care Professional*
2. Valencia College Student Handbook (provided at New Student Orientation)
3. Atlas email account. You will be expected to use this as a means of communicating in this class.
4. Computer Access to Canvas.

Credit Hours = 3

Prerequisite = none

Withdrawal deadline: TBD

Course Overview

Students will choose a health major and alternate career to articulate a pathway to complete their academic and career goals. Topics in the course include defining your purpose, demonstrating awareness of college support systems, communicating effectively, navigating college sources, applying college success skills, designing an education plan and creating a financial plan.

Core Competencies of a Valencia Graduate

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.

Major Learning Outcomes:

- Students will 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 conduct research about two careers, a primary health career, and an alternate career choice.
- Students will identify two careers and determine if they matched the students' interests and personal characteristics from two personality inventories
- Students will research two academic programs aligned with their educational/ career goals, interests, strengths, and values.

- Students will design an education plan that includes goals for learning and a financial plan for a primary and alternate career choice.
- Students will apply college success skills.
- Students will demonstrate effective communication skills with diverse groups.
- Students will demonstrate awareness of college support systems.
- Students will demonstrate awareness of compliance and eligibility for limited access health programs as compared to other career choices.

Attendance

This entire course will take place in Canvas. It is your responsibility to log into the course daily, view announcements and emails, submit assignments, and complete exams prior to the deadline. No late work is accepted. You will receive a zero. It is important that you have a strong internet connection and that you are using Firefox as your web browser. Some Canvas functions will not work properly with other browsers. If you do not have Firefox, you can download it from the link below:

<http://www.mozilla.org/en-US/firefox/new/> (Links to an external site.)

NO SHOW STATUS:

Class attendance is required the first week of the term. If you do not attend and participate in Canvas during the first week, you will be withdrawn from the class as a “no show”. Attendance verification for the first week will include your first discussion post and orientation quiz.

Academic Honesty

Policies are addressed in the Valencia Student Handbook and the College-wide Policy Manual. Students are reminded to abide by the college computer usage policies. Cheating on an exam will result in a zero recorded for the test. Plagiarizing is considered cheating and your assignment will receive a zero.

Assignment Expectations

I want you to form good classroom habits that will become good professional and career habits! When you turn in work for a grade, remember that it is a direct reflection of you. Typos, misspelled words, messy or dirty paper, etc., detract from the quality of your work, no matter how much time and effort you put into it. Have someone look over your work before you turn it in for a grade. Others can spot problems easier than you can. Also, if your assignment is late for any reason, do not expect credit for it, a zero will be assigned. All assignments must be saved and submitted as a Word Document. (doc. Or docx.) I cannot view Microsoft Works, word perfect or any other type of document from Macs other than Microsoft Word. If you do not save and submit it properly, you will receive a grade of zero for the assignment.

The class calendar and course requirements may be different in other sections of this course. With notice, the schedule is subject to change. The Career Project takes the place of a comprehensive final examination for the course.

I will uphold all of Valencia College’s policies regarding academic dishonesty and classroom conduct as per the Valencia College catalog section 6HX28:10-16 and 6HX28:10-18 and violation of Student Code of Classroom Conduct shall result in disciplinary action as prescribed in section 6HX28:10-04.

All material related to cheating or plagiarism will be given a grade of zero and will possibly be

referred to the dean for further action including possible withdrawal from the course as well as other legal/college penalties.

Assessments

YOU ARE REQUIRED TO TAKE EXAMS DURING SPECIFIC TIME FRAMES ASSIGNED. NO MAKE-UP OR LATE EXAMS WILL BE GIVEN!

Tests in this course are over topics identified on the syllabus. The instructors write the exams for their own sections, based on class notes, discussion, reading assignments, and activities. You will have a total of 5 multiple choice exams. Please refer the course calendar for due dates.

All exams are due by 10pm on the due date assigned.

Class Participation

Being a student is a full-time job. It is important to log into Canvas, participate in class discussions, ask relevant questions, turn in assignments when they are due, and ask for help when needed from an instructor. Regular attendance and participation are significant factors, which promote student success. If you think you will be unable to meet these obligations please refer to Valencia's academic calendar for the withdrawal date for a full refund.

Withdrawal Policy

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. Students who stay in the class after this deadline are responsible to complete all work required for the course; e.g., homework, projects, tests, etc. If you choose to stop attending (this includes virtual attendance) the class after the withdrawal deadline, you will be held responsible for all work missed, including the final. Any work that is not completed by the appropriate deadline will receive a zero. Hence, the final grade for the course will be determined by taking into consideration the percentages obtained by work that was turned in and the zeros given to work that was not turned in on time. Students can still be withdrawn by the college for violations of the college's code of conduct policies. 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 4-07 please go to: <http://valenciacc.edu/generalcounsel/proceduredetail.cfm?RecordID=75>

Student Code of Conduct

(2015-2016 College Catalog) Valencia College is dedicated not only to the advancement of knowledge and learning but it is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or

other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

You are expected to do all of your own work on all tests. Giving or receiving information concerning exam content is considered cheating. In NO instance will cheating of any type be tolerated. All work must be your own; any student involved in cheating or plagiarism (including the use of another student's work) may receive a grade of "F" on a specific assignment, examination, or project, or may be assigned a grade of "F" for the course. The instructor(s) reserves the right to determine penalties within Valencia College's academic honesty policies.

Students with Disabilities

The Office for Students with Disabilities (OSD) is committed to the fulfillment of equal educational opportunity, autonomy, and full inclusion for students with disabilities. The OSD exists to determine and ensure appropriate accommodations for qualified students with documented disabilities, to assist students in self-advocacy, to educate the Valencia community about disabilities, and to ensure compliance with the ADA, ADAAA and Section 504 of the Rehabilitation ACT.

In order for the OSD to accommodate students at Valencia College, students MUST register with the OSD. Students are responsible for 1) providing appropriate documentation of the disability and how it limits participation in courses, programs, services, activities and facilities; 2) following the OSD procedures to request accommodations in a timely manner; 3) presenting a Notification to Instructors (NTI) form at the beginning of each term to professors; 4) meeting and discussing accommodation needs with faculty.

Student documentation Guidelines: <http://valenciacollege.edu/osd/DocumentationGuidelines.cfm>

BayCare

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get 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.

Course Policies

Reading assignments: Class discussions, assignments and exams are based on reading; informed participation in discussion is expected.

Writing and/or other homework will often accompany reading assignments and are due according to due date in syllabus. Assignments WILL NOT be accepted late. Hastily written work, without depth or thought, will be returned. All written assignments must conform to college level standards. Spelling and grammar can be checked using spell check feature of word processing programs. Excessive errors will result in a lower grade.

Technology problems are no excuse for late work (for example: "My printer broke...ran out of ink...etc.). You have access to all assignments from the first day of class, I encourage you to work on assignments in advance and submit them in advance of the due date. There are computer labs on each campus to access your course.

Career Exploration Project: A career exploration project is required. Criteria is available in Canvas.

Personality Inventories, Purpose Paper, My Education Plan, Co-Curricular Experience (s), Professional Interview, and Final Career Project are Mandatory! Failure to successfully complete any of these assignments will result in an “F”!

Final Exam Project

Your Final Exam is your Final Career Project. The due date will be posted in the course calendar section in Canvas.

Note: It is required to complete three Co-Curricular activities before the end of the term. This is an out of class required assignment. Remember to plan accordingly.

Discussions

To make a discussion post:

1. Click on the Module in which the Discussion is located.
2. Go to the appropriate discussion forum page.
3. To make your own original post, click “create thread”. The subject of your thread should be your name. In most modules you will have to make an original post in order to see postings from other group members.
4. To reply to another group member, simply click on their name and a reply option will be available at the bottom of the box.

Discussion Protocols

What to do to receive a good grade in your discussion groups:

- Make sure you post on time.
- Post should be meaningful and answer all parts of the questions.
- Be original and thoughtful.
- Avoid responses that do not contribute to the conversation. “I agree” or “I think the same as so and so” do not contribute. Back up your ideas with substance.
- Common courtesy and good manners will apply in this course, and as we are dealing with political topics, it is important to remind everyone of what this means. We will be discussing what can be considered controversial topics in this course and they must be approached from an academic viewpoint.
- In an online class, it is always more important to make sure we are that extra bit care in our posts as type fails to show emotions such as humor or sarcasm.
- Avoid making declarative statements. If something is your opinion – and it is pertinent to the discussion – state that it is your opinion.
- Acknowledge the validity of posts of other students. Even if you disagree for the most part, try to find an area of agreement. Perhaps you have to think about the post for a while before responding. Even if you still do not find any common ground, treat their thoughts as valid while respectfully disagreeing.
- Avoid statements that read simply “I agree” or “yep” - if you want points for them anyway. If you have already earned your points and are just chiming in, fine.
- Avoid all caps. This is considered shouting. Remember as well that sarcasm and humor can sometimes be difficult to detect in messages. Think about how others will receive your post.
- Please do not use text/chat language. I am fine with an lol or smiley face, but no cuz, gr8, or

hashtags. Sorry! The late George Carlin is famous for a stand up of the seven words you can't say on TV; you cannot say them here either. No swearing. If you have to question whether or not a word is appropriate to use, don't use it.

- Again, no hate speech. Stick to the questions asked.
- Post by the deadlines noted in the modules. Points will not be earned for late posts.

Follow the instructions in your modules for the discussions posts to earn points. Longer is not always better. You will have specific questions to answer and you must thoughtfully reply to at least 2 other classmates to receive full credit. Make sure that question is answered. Clear and concise is fine as long as the question is answered well.

Announcements

To communicate with the entire class, I will post weekly announcements. These announcements may include such things as updates or changes to the schedule or reminders about the exam or clarification on points the entire class seems to be struggling with. It is your responsibility to check these announcements. To avoid clutter, I will limit the visibility of these announcements. On your Canvas homepage (not the course, but when you log into Canvas), you should see notifications of such updates as announcements, if you do not, check your settings.

Course Calendar

This tool on the menu is an overview of each module and the component(s) that will be due that week. This is meant to be a quick reference summary. Please always remember to read module instructions in their entirety to get a fuller understanding of what exactly will be due.

Technical Support

If you have any problems with Canvas, please contact tech support via this link or call 407-582-5555.

Grading Scale

Please note this grading scale is used in the allied health and nursing programs at Valencia.

92 – 100 = A

85 - 91 = B

77 - 84 = C

70 - 76 = D

Below 69 = F