

STUDENT SUCCESS SYLLABUS
Valencia Community College
(WP) Winter Park Campus
Tuesdays & Thursdays
11:30 AM – 12:45 PM
January 10, 2011 – May 1, 2011

Course Number: **SLS1122-23366**
Course Title: **STUDENT SUCCESS**

INSTRUCTOR: **Professor Carol E. Miller:**
MPA/BPS/AOC/AAS

Class Room # Room 114
Office Hours: By Appointment
Cell Number (407) 970-1483

E-mail: **cmiller76@mail.valenciacc.edu**

Required Goals/Career Exploration Papers
Contact Hour: 3 Credit Hours

Discipline: **Student Life Skills**

Course Description Students learn and apply strategies for success in college and life-long learning. Major topics include setting academic, career and personal goals; effective communication; study strategies; critical thinking; self-discovery; learning styles and mastering Valencia's core competencies. Students develop education and career plans utilizing college resources.

REQUIRED TEXT AND MATERIALS:

Becoming a Master Student 13th edition, Dave Ellis
Current Copy of Valencia College Catalog
Online Self Assessments [links are in your WEB CT] – follow directions

Materials Needed: Protector Plastic Sheets, Hole Punchers, Stapler, Pen, Pencil, Highlighter, Extra Loose Leaf Paper, USB Flash Drive.

TEACHING STRATEGIES AND OUTCOMES:

The objective of this course will be achieved through lectures, individual and group experiences, guest lectures, audiovisual presentations, personality and learning styles inventories, and assignments outside of class. The instructor's role is to be a facilitator and guide your collegiate experience.

**ASSIGNMENTS/
MATERIALS:**

[A] TURN IN ALL WORK, COMPLETE (WEB CT)

[B] TYPED WORK- DOUBLE SPACED [12 font]

[C] NO PENCIL, TYPE WRITTEN WORK!

[D] The Goals, Passions, and Career Exploration papers and final exam MUST be TYPED, double spaced. [Should be EXACTLY as written: according to the format and directions in the Syllabus.]

[E] The Group Oral project presentation, and at least 10 journal entries, MUST be PROPERLY SUBMITTED ON TIME in order for you to successfully PASS THIS term.

GRADE POINT SCALE: You will be graded on a scale: (90-100=A; 80-89=B; 70-79=C; 69-60=D; 59-50=F).

AGREEMENTS: Receipt of the course Syllabus

We will have various guest speakers and campus presenters. You must be present to assess the rubric evaluations to rate the effectiveness of the subject matter.

CLASSROOM POLICIES: REFER TO VALENCIA POLICIES

www.valenciacc.edu/generalcounsel/azindex.cfm

Bring an open mind to class and be willing to participate. We will do a lot with critical thinking scenarios. You will feel challenged in this class, and sometimes that may make you feel uncomfortable, but please view these challenges as an opportunity to grow and learn.

The instructor reserves the right to refuse student work that is incomplete, lacks neatness or does not meet the requirements.

ACADEMIC DISHONESTY: All forms of academic dishonesty are prohibited at Valencia. Academic Dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

Sanctions available to the professor should a violation occur are described in the Valencia Student handbook or online at: valenciacc.edu/policies/PDF/10-16.pdf

VALENCIA STUDENT CORE COMPETENCIES:

Valencia faculty have defined (four) interrelated competencies (**Think, Value, Communicate, and Act**) that prepare students to succeed in the world community. These competencies are outlined in the College Catalog. In this course, through classroom lecture and discussion, group work, and other learning activities, you will master those core competencies. valenciacc.edu/catalog/10-11

VALENCIA Student Core Competencies:

1. THINK – Think clearly, critically, analyze, synthesizes, integrate
2. COMMUNICATE – Communicate with different audiences
3. VALUE – Make reasoned value judgments & commitments.
4. ACT – Act purposefully, reflectively, and responsibly.

Special Needs: Students with disabilities who qualify for academic accommodations must provide a notification from the Office for Students with Disabilities (OSD) and discuss specific needs with the instructor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. (Include location for your office here). Please contact the OSD: Winter Park Campus, Room 203, ext. 6887.

Disclaimer: Please note that schedules may vary somewhat based on the guest speakers, pace, weather, and changes in the school schedule. Time spent on certain topics may vary, depending on the needs and desires of class members and the instructor. A revised Syllabus may be issued at the discretion of the instructor. It is best to email the instructor if you should have any questions, or absent contact, cmiller76@atlas.valenciacc.edu.

NOTE: IF YOU ARE NOT IN CLASS, YOU ARE STILL HELD ACCOUNTABLE FOR ALL OF THE CLASS ANNOUNCEMENTS. ALWAYS KNOW THE TELEPHONE NUMBER[S] and/or EMAIL ADDRESS[S] OF AT LEAST 2-3 OF YOUR CLASSMATES TO ENSURE THAT YOU DO NOT EVER MISS ANY CRITICAL ASSIGNMENTS, EXAMS, PAPERS.ETC

ASSIGNMENT SCHEDULE (TUESDAY & THURSDAY-11:30-12:45 PM)

WEEK	CHAPTERS	JOURNALS	EXERCISES	CRITICAL THINKING/ GROUP PROJECTS
Wk 1	Introductory Chapter 1	LECTURE- Intro & Chapter 1 EXERCISE #1-Textbook Reconnaissance		Syllabus Agreement Syllabus Quiz
WK 2	Chapter 2	LECTURE – Chapter 2 (4) Learning Assessments (Free Links) Myers Briggs, BARSCH, True Colors, Discovery Wheel		Critical Thinking Scenario #1
Wk 3	Chapter 3	LECTURE – Chapter 3 PASSIONS PAPER DUE! Quiz Questions:Intr-Chap 3 STUDENT GOVERNMENT PRESENTATION TUESDAY-2/25/11		Time Management Schedules
	Chapter 4	LECTURE – Chapter 4 Journal Entry #3 & #5 Discovery/Intention		Critical Thinking Scenario #2
Wk 4	Chapter 5	LECTURE – Chapter 5 ATLAS LAB/CAREER CENTER- Room 214 MY EDUCATION PLAN ATLAS PRESENTATION 2/10/11 CAREER COUNSELORS 2/14/11 – 2/17/11		Group Goals Chart – Classroom Activity
Wk 5	Chapter 6	LECTURE – Chapter 6 STUDENT ADVISORY Quiz Questions: Chapter 4-6 MIDTERM		Midterm Review

Wk 6	Chapter 7	LECTURE –Chapter 7 Journal Entry #6-Get Real/Goals #7-Discovery <hr/> CAREER EXPLORATION PAPER DUE!!!	Critical Thinking Scenario #3
Wk 7	Chapter 8	LECTURE – Chapter 8 ATLAS CAREER CENTER GOALS PAPER RESEARCH Quiz Questions:Chapter 7-9	
Wk 8	Chapter 9	LECTURE – Chapter 9 LIBRARY GOALS RESEARCH	Memory Brain Teasers Scenario #1
	Chapter 10	<hr/> LECTURE – Chapter 10 LIBRARY PRESENTATION	
Wk 9	Chapter 11	LECTURE – Chapter 11 EXERCISE #17-Revisit Goals #18-Tests-Discovery Statement	Memory Brain Teasers Scenario #2
	Chapter 12	LECTURE – Chapter 12 GOALS PAPER DUE Quiz Questions: Chap 10-12	
Wk 10		Chapter Review (1-6) Journal Entry #23- Communication Styles	Group Oral Presentations
		Chapter Review (7-12) Exercise #29-Education/Hour Guest Speakers (3)	Group Oral Presentations
		FINALEXIT EXAM	UCF USF Rollins

GRADING EVALUATION SYSTEM:

Notebook	100
Group Presentation	100
Attendance and participation	100
Mid-Term	100
Final Exam	100
Journal Entries/Exercises	100
Learning Styles Assessments	100
Passions Paper	100
Goals Paper	100
Exploration Paper	100
A=1000-900 B=890-800 C=790-700 D=690-600 F=590-Below	

CLASSROOM CONDUCT: Valencia's Student Code of Classroom Conduct (Policy 10-18) can be found in the current student handbook, or online at: valenciacc.edu/policies/PDF/10-18.pdf. Additional information is available in the College Catalog (valenciacc.edu/catalog/10-11).

Late Work Policy: All work is due on the assigned due date

Late Exam Policy: Our final exam will be given on the regularly scheduled day on the campus-wide exam schedule [attached]. We will go over the schedule together in class. According to VCC policy, you must attend your final exam when scheduled or you will be given an "F" grade.

The GOALS and CAREER EXPLORATION papers are required for this class and must be completed to pass the course.

Attendance: Attendance is a MUST. The professor reserves the right to administratively withdraw a student who misses three [3] or more classes. Please refer to college policy: valenciacc.edu/generalcounsel/policydetail.cfm?RecordID=75

Come to class. Please keep in touch with at least 2-3 classmates so you can study with them and quickly get any missed work or information, if absent. Accountability is imperative. You must submit complete documentation to support excessive absence.

HALLMARK CORE ASSIGNMENTS

[1] PASSIONS PAPER- [typed] - critical paper to YOUR SUCCESS!

This paper will be TYPED, DOUBLE spaced. It should be about 1-2 pages in length. The paper is a definitive statement about what you love to do. **WHAT IS YOUR PASSION:** what would you LOVE to do to earn money? What would you desire to have a job doing: that thing that you would do for FREE and /or for PAY? What is your 'calling' in life? Where do you self-actualize?

[2] GOALS PAPER - [typed] **MANDATORY, REQUIRED TO PASS]**

This paper must be TYPED and DOUBLE spaced. It should be about 2-4 pages in length. The paper is a self-assessment of your plans, in the short, mid-range and distant future. Your paper should span the time period from today until the next '10' years [up to 20 years]. Your paper should conclude with how you plan to accomplish in each area.

Focus your GOALS: EDUCATIONAL, CAREER, PERSONAL

SHORT TERM GOALS – these goals are your plans from now through the next '1' year; discuss your objectives for reaching these goals;

MID RANGE GOALS – these goals are 2-4 years in length; explain your objectives for reaching these goals [what mindset is needed];

LONG TERM GOALS – these goals are up to '10' years in length; detail your objectives for reaching these goals [be flexible for change]

[3] CAREER EXPLORATION Paper – [typed] [**MANDATORY, REQUIRED TO PASS THIS COURSE]**

This paper will be TYPED and double-spaced. PLEASE REFER TO THE STUDENT LIFE SKILLS PORTFOLIO FOR COMPLETE DIRECTIONS ON HOW TO PROPERLY DO THIS PAPER. The paper is your charted journey describing your educational plans at Valencia. Do you plan to graduate from Valencia? If so, then which (AA degree) will you earn and when will you graduate? Your major and course requirements? MANDATORY!

You MUST do a 'job interview' with a person who works in your field of choice. Seek out a person whom you can job shadow (AS degree). Please attach the business card of the interviewee and business.

SLS Assessments: (4) assessments must be completed: Discovery Wheel, Learning Styles Inventory, Keirse, BARSCH, and True Colors Assessment Inventories. You will discover that there is more to you than you ever thought or dreamed. You will realize WHY and HOW you process information. [Assessments are completed online via links]

SLS Notebook: Each student is REQUIRED to maintain a student notebook as Notebook Organization is part of your grade.

SLS Final Exam & Exit Exam: You will get the take-home **portion** of the exam when we return from Thanksgiving break! You will be given a final exam as the in-class portion of the MANDATORY FINAL.

It is a Valencia policy that you automatically fail the course if you miss your final exam, as it is outlined per your professor. Please make sure that you know when your exams are as that is your responsibility.

SLS Group ORAL project: It is Student Success policy that all SLS 1122 students will succeed in group oral presentations. Each person must present in order to be evaluated and graded. This is **REQUIRED** for passing Student Success.

COLLEGE WITHDRAWAL PROCEDURE:

Per Valencia Policy 4-07 (Academic Progress, Course Attendance, Grades, and Withdrawals) a student who withdraws from class before March 25, 2011 will receive a grade of "W." A student is not permitted to withdraw after the withdrawal deadline. A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. 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 4-07 please go to:

<http://valenciac.edu/generalcounsel/policydetail.cfm?RecordID=75>

PROPER CLASSROOM DECORUM:

- 1) Students will not wear ear pieces, blue tooth, or plugs in their ears during class.

- 2) Students will take off their sunglasses and sit up straight without sleeping and yawning during instructional time especially when a guest speaker is presenting.

- 3) Students will respect one another, the professor and guest speakers by adhering to listening and not talking simultaneously, i.e. having side conversations, you are encouraged to share any APPROPRIATE jokes, observances with the other class members.

Valencia Community College
SLS 1122 – STUDENT SUCCESS

SYLLABUS
Spring Term, 2011
CRN 12790- SLS1122, 3 credits

January 11- _____, 2011 {Winter Park, **TTH 11:30 AM – 12:45 PM.**}

Instructor: Professor Carol E. Miller

Presented: January 11, 2011
Signature Due: January 13, 2011

STUDENT SUCCESS LATE ASSIGNMENT AGREEMENT

I, _____, AGREE TO SUBMIT
ALL OF MY STUDENT SUCCESS COURSE ASSIGNMENTS TO MY
INSTRUCTOR, Professor Miller, BY THE DUE DATES ASSIGNED.

I have read and understand the Late Work Policy
as well as the Late Exam Policy and agree.

I AM AWARE THAT MY final EXAM IS SCHEDULED ON
_____, 2011; AND THAT A LATE EXAM IS
UNACCEPTABLE. I KNOW THAT I MUST BE PRESENT
FOR MY FINAL and turn it in during the final exam time or
I AUTOMATICALLY FAIL THE COURSE per VCC policy
[I would earn a “F” grade and this may change my
ability to register for the next term and financial aid status].

This information was given to me on January 11, 2011

Student’s signature Date

Instructor’s signature Date

Valencia Community College
SLS 1122-12790 – STUDENT SUCCESS
SYLLABUS
SPRING TERM, 2011

Instructor: Professor Carol E. Miller
Presented: January 11, 2011
Signature Due: January 13, 2011

STUDENT ACKNOWLEDGEMENT AGREEMENT

I, _____ ACKNOWLEDGE
RECEIPT AND UNDERSTANDING OF
THE STUDENT SUCCESS COURSE [SLS 1122]
SYLLABUS, VCC Spring 2011, WINTER PARK CAMPUS,
January 11, – _____, 2011 {CRN 12790, **WP, TTH 11:30– 12:45 PM**}

Listed:
Professor Information
Course Information
Class Assignments
Required Books/Supplements
Required Material, Syllabus Quiz
Late Work Policy, Late Exam Policy
Late Work/Exams Agreement
Mandatory Paper and Document Information
Expectations, Penalty for Late Exams
Evaluation and Grading Policy
College Student Conduct
Withdrawal Policy
Academic Honesty
Formal Papers/Portfolio
Course Understanding Agreement
Disclaimer

STUDENT SIGNATURE _____ DATE

INSTRUCTOR SIGNATURE _____ DATE

NOTES