

# VALENCIA COLLEGE

## SLS 1122: New Student Experience

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VALENCIA COLLEGE

Spring 2024 SYLLABUS (ONLINE COURSE)

CRN 23390

**INSTRUCTOR:** Daniel W. “Chip” Turner, Ed.D.

#### CONTACT INFORMATION:

- ❑ Email: [dturner28@valenciacollege.edu](mailto:dturner28@valenciacollege.edu) (Canvas Email preferred)
- ❑ Phone: 407-582-5674
- ❑ Office: Virtual via Zoom or West Campus Building 1, Room 241C
- ❑ I am available virtually on Monday, Wednesday, Thursday, and Friday from 10:00 AM until 12:15 PM to respond to student questions. Additionally, I am on West Campus Tuesdays from 6 AM until 7 AM and 10:00 AM until 2:00 PM.
- ❑ Online Meeting Scheduler: [Click Here to Schedule a One-On-One Meeting](#)

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## **COURSE LEARNING OUTCOMES:**

1. **PURPOSE** - create a personal purpose statement that outlines and articulates their values, goals, interests, and strengths in relation to their educational and career aspirations.
2. **PATHWAY** - choose an academic program aligned with their educational/career goals, interests, strengths, and values.
3. **PLAN** - design an education plan that includes goals for learning and a financial plan.
4. **PREPARATION** - apply college success skills.
5. **PERSONAL CONNECTION** - demonstrate effective communication skills with diverse groups.
6. **PLACE** - demonstrate awareness of college support systems.

## **COURSE DESCRIPTION:**

- ☐ 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 developing an individualized education plan.
- ☐ Students will learn and integrate practical applications to communicate across diverse populations.
- ☐ Prerequisites: None

[View the complete catalog description](#)

## **VALENCIA'S CORE COMPETENCIES:**

- ☐ Valencia's Student Core Competencies are complex abilities essential to lifelong success.
- ☐ This course will help you develop and demonstrate the abilities to:
  - Think clearly, critically, and creatively
  - Communicate with others verbally and in written form
  - Make reasoned value judgments and responsible commitments
  - Act purposefully, reflectively, and responsibly

## **COURSE MATERIALS:**

- ☐ *CliftonStrengths for Students*, by Donald O. Clifton and Edward Anderson
- ☐ Publisher: Gallup (ISBN978-1-59562-215-2)

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- ❑ DO NOT buy used.
- ❑ (Optional to Printed Version): Purchase a [one-time-use access code](#) for \$19.99 and receive the CliftonStrengths ebook free. When registering, you must use your Valencia email address to obtain the \$19.99 pricing. Otherwise, it is \$24.99.

### **REQUIRED TECHNOLOGY:**

- ❑ Reliable internet access is necessary to work in the Canvas forums and view the online lessons. You also need Office 365 (MS Word, PowerPoint, etc.), available through Atlas. Use Google Chrome as your browser.
- ❑ You need a YouTube account and the ability to record and upload short videos.
- ❑ It is recommended that you download the Canvas app to your phone.

### **TECHNICAL SUPPORT:**

- ❑ Use the "Help" button on the Canvas menu for resources.
- ❑ Additional [Canvas Resources for Students](#): access to tutorials and support for online learning. Their hotline is 407-582-5600, which is available 24 hours a day, seven days a week.
- ❑ For Atlas issues, use [Atlas Help](#) or 407-582-5444.

### **GRADE DISTRIBUTION:**

A = 90-100

B = 80-89.99

C = 70-79.99

D = 60-69.99

F = 0-59.99

I want all my students to do well in this class and earn an "A." However, to pass this class per the requirements of Valencia College (for non-Gordon rule courses), *students must earn a minimum grade of "D" or higher.*

### **GRADING POLICY:**

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Each category of the overall course grade is described below (with the percentage of grade).

***Discussions - 20%***

- ☐ Discussions allow you to discuss the course learning activities with your peers and professor. Discussions are worth 20% and are evaluated using varied rubrics.

***High-Stakes Assignments - 40%***

- ☐ High-stakes assignments make up most of your grades in the course, so you will certainly want to complete these in a timely manner. These are considered summative assignments.
- ☐ These assignments cover the main topical areas of the course, such as career and academic research, educational planning, and personal purpose.

***Reading Comprehension Quizzes - 5%***

- ☐ Online quizzes check for understanding of the learning activities within each module, so completing them is essential to measure your learning. Quizzes range in points depending on the topic and length. You are given two chances.

***Low-Stakes Assignments 15%***

- ☐ There are various low stake assignments throughout the course that are intended to help you break down larger course concepts. They do not make up a large percentage of your course grade.

***Final Exam 20%***

- ☐ You have a final, cumulative project focused on creatively presenting your academic and career story. This will demonstrate your ability to verbally communicate your story by tying in many important course elements.
- ☐ The project is worth 20% of your overall course grade.
- ☐ This project will serve as the final exam in the course.

**ASSIGNMENT DIRECTIONS & SUBMISSIONS:**

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- ❑ All assignment directions and submissions are located inside Canvas.
- ❑ Most assignments will be due by Sunday at 11:59 PM of the corresponding week. The only exception to this rule is initial posts for discussion prompts (on applicable weeks), due by Thursday at 11:59 PM.
- ❑ The course's final week may also differ from the typical Sunday due date. Be sure to review the course calendar.

### **LATE WORK POLICY:**

- ❑ Late work is not accepted.
- ❑ My policy is that students turn in their work either early or on time, as you would if this were your place of employment. Due dates are listed for all assignments and can be found on the last two pages of the printed version of the syllabus at the top of this page.
- ❑ Make-up work will only be accepted with documentation of an emergency (illness, jury duty, etc.) and is at the instructor's discretion. Failure to remember an assignment is not an excusable reason for make-up work.
- ❑ Make-up assignments are not permitted without the explicit consent of the instructor.
- ❑ Assignments will automatically lock after the due date, preventing you from submitting them late.
- ❑ Additionally, I know that, at times, WI-FI or technology issues can happen. However, if these occur on the day an assignment is due, this constitutes poor planning on your part. Remember that you have at least four to seven days to complete an assignment. Do not wait until the day an assignment is due to begin working on it.

### **ONLINE ATTENDANCE & PARTICIPATION:**

- ❑ Attendance and participation are required components of this online course.
- ❑ Attendance and participation in this class consist of submitting assignments/discussions by the designated due dates for a given week.
- ❑ Failure to submit assignments/discussions (if applicable) for each given week will count as *one* absence (does not apply to the first week of class; see the "No Show" policy above).
- ❑ Students who accrue **three** or more absences **may** be subjected to a one-letter grade reduction from their overall grade as a final grade in the class.
- ❑ Please refer to Valencia College's [Academic Progress, Course Attendance and Grades, and Withdrawal](#).
- ❑ If you cannot participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible to plan the best course of action. In the case of a prolonged online absence of one week or more, continuation in the course will be determined on a case-by-case basis through discussion between you and the professor.

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## **STUDENT CONDUCT POLICY:**

- ❑ 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 does not impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college as described in the [Student Code of Conduct](#).
- ❑ The primary responsibility for managing the online classroom environment rests with the professor. Students who engage in prohibited or unlawful acts that disrupt the normal class flow or in the harassment of others may lead to disciplinary action up to and including expulsion from the college.
- ❑ Disciplinary actions could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions.
- ❑ Valencia's Student Code of Classroom Conduct (Policy 08-03, section IV) can be found in the current New Student Experience Handbook.
- ❑ Students may record video and/or audio of class lectures for their personal use. Recordings may be useful to support your learning and provide a resource for review. It is important to be respectful of your peers' rights to privacy; with that in mind, please refrain from recording your peers during lectures. You may not record class discussions, student presentations, labs, group work, and private conversations. Further, you may not publish or share recordings without my written consent nor provide recordings to classmates as a substitute for class participation and attendance. If necessary, I will handle violations of this section through the College's Student Code of Conduct.

## **VALENCIA'S ACADEMIC DISHONESTY POLICY:**

- ❑ All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, facilitating academic dishonesty, and abuse of identification with intent to defraud or deceive.
- ❑ All work submitted by students is expected to result from the student's thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. If a student is caught submitting plagiarized work, a first offense will result in a zero score on the assignment. A second offense will result in a class grade of F.
- ❑ Please refer to Valencia College's [Academic Dishonesty policy](#).

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## **VALENCIA DROP/WITHDRAWAL POLICY:**

### ***No Show Students***

- ☐ Class attendance is required for online classes beginning with the first week.
- ☐ Students who are not actively participating in an online class or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no-show."
- ☐ If you are withdrawn as a "no show," you will be financially responsible for the class, and a final grade of "WN" will appear on your transcript for the course."

### ***Administrative Withdrawal***

- ☐ If you owe the college any money after the Drop/Add period ends, the college can withdraw you from all registered classes.
- ☐ You will still owe the balance plus any other fees if they are charged. You are not eligible for a refund.

### ***Student Initiated Drop***

- ☐ You can drop a class or all your classes before the Drop/Add period ends on *January 16, 2024, at 11:59 PM* and are entitled to a 100% refund of the refundable fees.
- ☐ Your Valencia account will be credited, and once all fees have been paid, a check or charge card credit will be issued.
- ☐ Refer to the college catalog for further information.

### ***Student Initiated Withdrawal***

- ☐ You may withdraw from a class or all your classes after the official Drop/Add period (see above) but before the withdrawal deadline of *March 15, 2024, at 11:59 PM*.
- ☐ However, you are not eligible for a refund. If you owe the college money, you must still pay that balance.
- ☐ According to [Valencia policy](#), 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. Refer to the college catalog for further information.
- ☐ Please refer to Valencia College's [Academic Progress, Course Attendance and Grades, and Withdrawal](#)

### ***Class Deletion***

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- ❑ You are responsible for payment for all classes not dropped from your schedule by the Drop/Refund Deadline listed in the catalog's Important College Calendar Dates section and the Credit Class Schedule.
- ❑ Non-attendance in any course(s) will not qualify you for a waiver of your financial responsibility for the course(s).
- ❑ If you do not pay by the specified date and time, you may lose all your classes and will have to attempt to re-register. It is your responsibility to review your account with the college.
- ❑ If you have further questions, please contact the [Business Office](#).

#### **OFFICE FOR STUDENTS WITH DISABILITIES:**

- ❑ The [Office for Students with Disabilities](#) determines accommodations based on appropriate documentation of disabilities, so please contact them for support and provide their documentation to receive the accommodations.
- ❑ Any student requiring course accommodations due to physical, emotional, or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. Contact the OSD office at your designated campus to obtain a letter of accommodation.

#### **MENTAL HEALTH RESOURCES:**

- ❑ [BayCare](#) provides referrals for short-term private and confidential counseling services for credit students who need to resolve problems affecting their college performance.
- ❑ Call 1-800-878-5470 for a referral. Please consider using BayCare if you find yourself in need of support.

#### **ACADEMIC LEARNING SUPPORT RESOURCES:**

- ❑ Valencia's [Keep Learning](#) guide for learning online (particularly for those new to online learning)
- ❑ Valencia's online [tutoring services](#) is available for writing support. Through Distance Tutoring, you can participate in live tutoring sessions as well as submit assignments for feedback on your writing, which is especially useful when you need help with grammar and mechanics.
- ❑ Valencia's [library](#) and [reference librarians](#)
- ❑ Other [Learning Support](#) resources

#### **TECHNOLOGY PRIVACY POLICIES:**

- ❑ Valencia College is committed to protecting its students' privacy rights.

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- Any use of student records and information in this course will comply with the Family Educational Rights and Privacy Act (FERPA), including third-party tools and services used in this course.
- Privacy policies for the tools used in this course are listed below:
  - [Valencia College's privacy policy](#)
  - [Canvas privacy policy](#)
  - [YouTube privacy policy](#)

## **COLLEGE LINKS:**

- [Valencia Academic Calendar](#)
- [Valencia Catalog](#)
- [Valencia Policies](#)
- [Valencia Student Handbook](#)
- [Learning/Course Support](#)
- [Learning Support by Campus](#)
- [Learning Technology Support/Services](#)
- [Canvas Student Guide](#)
- [Obtain Microsoft Office for Free](#)
- [Student Services](#)

## **TITLE IX: DISCRIMINATION, HARASSMENT, AND RELATED MISCONDUCT:**

### ***Notice of Non-Discrimination Based on Protected Status***

- It is the policy of the District Board of Trustees to provide equal opportunity for employment and educational opportunities to all applicants for employment, employees, applicants for admission, students, and others affiliated with the College, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, genetic information, sexual orientation, gender identity, pregnancy, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations (collectively referred to as “Protected Status”).
- In addition, Valencia College (“Valencia” or “College”) strives to be a community in which all members can learn and work in an atmosphere free from all forms of Harassment, including Sexual Harassment, discrimination, intimidation, and/or retaliation. This Policy prohibits all forms of Discrimination and Harassment based on Protected Status. It expressly, therefore,

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also prohibits Sexual Assault and Sexual Exploitation, which involve conduct of a sexual nature and are prohibited forms of Sexual or Gender-Based Harassment. This Policy further prohibits Stalking and Interpersonal Violence, which need not be based on an individual's Protected Status. Finally, this Policy prohibits Complicity for knowingly assisting in an act that violates this Policy and Retaliation against an individual because of his or her good faith participation in the reporting, investigation, and/or adjudication of violations of this Policy. These behaviors are collectively referred to in this Policy as Prohibited Conduct.

- All College community members are responsible for conducting themselves in accordance with this Policy and other College policies and procedures. Valencia students and employees who violate this Policy may face discipline up to and including expulsion or termination.
- The College's protection of these statuses is grounded in federal, state, and local laws. The College encourages all community members to take reasonable and prudent actions to prevent or stop Prohibited Conduct. Acting may include direct intervention when safe to do so, seeking assistance from a person in authority at the College, enlisting the assistance of friends, contacting law enforcement, or contacting Campus Safety and Security. Members of the College community who exercise this positive responsibility will be supported by the College and protected from Retaliation.
- The College must make reasonable efforts to investigate and address known or suspected instances of Prohibited Conduct. To foster a climate that encourages prevention and reporting of Prohibited Conduct, the College will actively promote prevention efforts, educate the College community, respond to all reports promptly, provide Interim Protective Measures to address safety and emotional well-being, and act in a manner that recognizes the inherent dignity of the individuals involved.

### ***Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, and Stalking***

- Title IX of the Education Amendments of 1972 states that: No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
- Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, and Retaliation, as defined in this Policy, are prohibited forms of discrimination under Title IX, which covers all College programs and activities. Like racial, religious, and national origin Harassment, Sexual or Gender-Based Harassment and Sexual Violence are also prohibited under Title VII of the Civil Rights Act of 1964, Section 760 et al., F.S., and other applicable laws.
- The College's prohibition against Interpersonal Violence (including domestic and dating violence) and Stalking is also governed by federal law because these forms of behavior are prohibited by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (the Clery Act) and Section 304 of the Violence Against Women Reauthorization Act of 2013. Such acts violate the essential dignity of our community member(s) and are contrary to our institutional values.

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- The College, as an educational community, will promptly and equitably respond to reports of Sexual Assault, Interpersonal Violence, and Stalking to eliminate the Harassment, prevent its recurrence, and address its effects on any individual or the community. The College recognizes that Sexual Assault, Interpersonal Violence, and Stalking encompass a broad spectrum of conduct and will respond according to the offense's severity and the threat it poses to the campus community.
- For more information on Title IX and Valencia, refer to the [College's website \(Link\)](#).

#### **FERPA:**

- The Family Educational Rights and Privacy Act of 1974 is a federal law regarding the privacy of student records.
- These rights are transferred to students when he or she reaches the age of eighteen or attends a school beyond the high school level at any age.
- Due to confidentiality and this law, grades and course progress can only be discussed with the student.

#### **IMPORTANT DATES:**

- Fall Semester Begins (Full Term Courses): January 8, 2024
- MLK Holiday: January 15, 2024
- Drop Deadline: January 16, 2024 (11:59 PM)
- Withdrawal Deadline: March 15, 2024
- Spring Break: March 18 - 24, 2024
- Spring Semester Ends: April 28, 2024
- Grades Visible in Atlas: April 30, 2024

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## New Student Experience Weekly Schedule & Checklist

WEEK	TOPICS	ASSIGNMENTS DUE
Week 1 (1/8- 1/14)  <i><b>*Important note: You MUST complete at least one graded activity in Week 1. Failure to do so will result in being withdrawn from this class.*</b></i>	Course Introductions	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Course Orientation Module</li> <li><input type="checkbox"/> Review Module #1: Choose Your Attitude</li> <li><input type="checkbox"/> Discussion-Introduce Yourself by Thursday at 11:59 PM (located in the Course Orientation Module or discussion link)</li> <li><input type="checkbox"/> Response to two other student posts by Sunday at 11:59 PM</li> <li><input type="checkbox"/> Quiz-Syllabus by Sunday at 11:59 PM (located in the Course Orientation Module or assignment link)</li> <li><input type="checkbox"/> Journal-Growth Mindset by Sunday at 11:59 PM (Located in Module #1 or assignment link)</li> </ul>
Week 2 (1/15 - 1/21)  <b>1/16/23 - Drop/Refund Deadline</b>	Time Management	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Module #2: Time Management in Canvas</li> <li><input type="checkbox"/> Discussion-Time Management by Thursday at 11:59 PM (located in Module #2 or discussion link)</li> <li><input type="checkbox"/> Response to two other student posts by Sunday at 11:59 PM</li> <li><input type="checkbox"/> Quiz-Time Management by Sunday at 11:59 PM (located in Module #2 or the assignment link)</li> <li><input type="checkbox"/> Assignment: Time Log Worksheet by Sunday at 11:59 PM (located in Module #2 or the assignment link)</li> </ul>
Week 3 (1/22 - 1/28)	College Success Skills   Place Co-Curricular Review	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Module #3: College Success Skills</li> <li><input type="checkbox"/> Group Discussion of Student Case Study initial post by Thursday at 11:59 PM (located in Module #3 or the assignment link)</li> </ul>

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		<input type="checkbox"/> Respond to ALL group members by Sunday at 11:59 PM <input type="checkbox"/> Quiz-College Success Skills by Sunday at 11:59 PM (located in Module #3 or the assignment link)
Week 4 (1/29 - 2/5)	Diversity	<input type="checkbox"/> Review Module #4: Diversity and Interpersonal Communication <input type="checkbox"/> Discussion-The Single-Story by Thursday at 11:59 PM (located in Module #4 or discussion link) <input type="checkbox"/> Response to two other student posts by Sunday at 11:59 PM <input type="checkbox"/> Quiz-Diversity by Sunday at 11:59 PM (located in Module #4 or the assignment link)
Week 5 (2/6 - 2/11)	Final Story Presentation Overview	<input type="checkbox"/> Review Module #5: Final Story Project Overview <input type="checkbox"/> Discussion-Communication and Your Final Story Project by Thursday at 11:59 PM (located in Module #5 or discussion link) <input type="checkbox"/> Response to two other student posts by Sunday at 11:59 PM
Week 6 (2/12 - 2/18)	Strengths & Purpose	<input type="checkbox"/> Review Module #6: Strengths & Purpose <input type="checkbox"/> Discussion-Aligning CliftonStrengths Themes with Your Purpose by Thursday at 11:59 PM (located in Module#6 or the discussion link) <input type="checkbox"/> Response to two other student posts by Sunday at 11:59 PM <input type="checkbox"/> Quiz-Purpose by Sunday at 11:59 PM (located in Module #6 or the assignment link)
Week 7 (2/19 - 2/25)	Strengths & Purpose	<input type="checkbox"/> Review Module #6: Strengths & Purpose <input type="checkbox"/> Assignment-Purpose Pecha Kucha by Sunday at 11:59 PM (located in Module #6 or the assignment link)
Week 8 (2/26 - 3/3)	Career Exploration – Part 1	<input type="checkbox"/> Review Module #7: Career Exploration <input type="checkbox"/> Discussion-Interpersonal Communication in the Workplace by Thursday at 11:59 PM (located in Module #7 or the discussion link) <input type="checkbox"/> Response to two other student posts by Sunday at 11:59 PM <input type="checkbox"/> Quiz-Career Exploration by Sunday at 11:59 PM (located in Module #7 or the assignment link)

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Week 9 (3/4 - 3-10)	Career Exploration – Part 2	<input type="checkbox"/> Review Module #7: Career Exploration <input type="checkbox"/> Assignment-Guided Career Exploration Research by Sunday at 11:59 PM (located in Module #7 or the assignment link)
Week 10 (3/11 - 3/17)  <b>Withdrawal Deadline – 3/15/24</b>	Education Planning- Part 1	<input type="checkbox"/> Review Module #8: Education Planning- Part 1 <input type="checkbox"/> Assignment- Academic Blueprint Part 1 by Sunday at 11:59 PM (located in Module #8 or the assignment link) <input type="checkbox"/> Quiz-Education Planning Part 1 by Sunday at 11:59 PM (located in Module #8 or the assignment link)
Week 11 (3/18 - 3/24)	SPRING BREAK	<input type="checkbox"/> No assignments during spring break <input type="checkbox"/> Please note that the instructor does not review or respond to emails during spring break
Week 12 (3/25 - 3/31)	Education Planning- Part 2	<input type="checkbox"/> Review Module #9: Education Planning- Part 2 <input type="checkbox"/> Assignment-Academic Blueprint Part 2 by Sunday at 11:59 PM (located in Module #9 or the assignment link) <input type="checkbox"/> Quiz-Educational Planning Part 2 by Sunday at 11:59 PM (located in Module #9 or the assignment link)
Week 13 (4/1 - 4/7)	Financial Planning	<input type="checkbox"/> Review Module #10: Financial Planning <input type="checkbox"/> Assignment- GradReady by Sunday at 11:59 PM (located in Module #10 or the assignment link) <input type="checkbox"/> Assignment- Cost of College Worksheet by Sunday at 11:59 PM (located in Module #10 or the assignment link)
Week 14 (4/8 - 4/14)	Final Story Project Prep	<input type="checkbox"/> Review Module #11: Final Story Project Preparation <input type="checkbox"/> Assignment- Final Story Planning Document by Sunday at 11:59pm (located in Module #13 or assignment link)
Week 15/16 (4/15 - 4/28)	Final Exam- Final Story Presentations  <b>Semester Ends – 4/28/24</b>  Grades Visible in Atlas – 4/30/24	<input type="checkbox"/> Review Module #12: Final Story Presentation Submission <input type="checkbox"/> Submit Final Story Project by Sunday, April 21, 2024, at 11:59 PM

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