

New Student Experience Fall 2017 Syllabus

(SLS 1122, 3-credit hours)

Professor Professor Jenny Lee

Phone 407-582-1799

Office West Campus, Building 1, Room 249

E-mail jlee50@valenciacollege.edu

Engagement Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
11:15 AM – 12:15 AM	9:45 AM – 12:00 PM	11:15 AM – 12:15 AM	6:30 AM – 7:00 AM	9:30 AM – 12:00 PM
2:00 PM – 3:00 PM			9:45 AM – 11:30 AM	

Required Text:

StrengthsQuest: Discover and Develop Your Strengths in Academics, Career, and Beyond
by Donald O. Clifton and Edward “Chip” Anderson
ISBN: 9781595620118

LifeMap Handbook \ Planner
(The planner received at New Student Orientation)

Additional Requirements:

Purchase Binder or Folder
Please maintain all handouts, classwork, and notes

Access to Blackboard, Atlas, and Microsoft Office
(Free for Valencia Students)

Ability to scan documents as a PDF
(can be done in the Library)

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 the development of an individualized education plan. Students will learn and integrate practical applications to communicate across diverse populations. *Prerequisites:* None; *Credit Hours:* 3

Course Major Learning Outcomes:

- **PURPOSE:** 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.
- **PATHWAY:** Students will choose an academic program aligned with their educational/career goals, interests, strengths, and values.
- **PLAN:** Students will design an education plan that include goals for learning and a financial plan.
- **PREPARATION:** Students will apply college success skills.
- **PERSONAL CONNECTION:** Students will demonstrate effective communication skills with diverse groups.
- **PLACE:** Students will demonstrate awareness of college support systems.

Course Policies

General Attendance

Because so much of the learning is cumulative, interactive and participatory attendance is required at your assigned class. You should be on time to each class, complete all assignments, and remain in class for the entire time unless the professor has given you prior permission to leave early. If you do not attend, are unprepared, or do not participate appropriately, 25 points will be deducted from your grade for each occurrence. Students with **three (3)** absences without an adequate and documented excuse may be Withdrawn (final grade of a W) from the course if it is before the withdrawal deadline or receive an F as a final grade at the professor's discretion. It is at the professor's discretion as what constitutes as an excused absence which includes but is not limited to funerals, jury duty (with advance notice), and an unexpected illness with a doctor's note (not a pre-planned appointment).

Students are responsible for all work presented when they are absent as well as any announcements made in class. Communication is critical when you are unable to attend class. If you are unable to attend class, please notify your professor in advance if possible. Whether your absence is excused or unexcused, you are responsible for finding out what you missed so make sure you are emailing or calling me as soon as you can.

If an assignment is collected in class on a day that you are absent, it will only be accepted for a grade\points if you absence is excused by the professor. For more information on make-up and late work, please read that policy below.

Tardiness\Talking:

Please be on time to class. Students who arrive to class late, leave early, or disrupt class will lose points from the attendance\participation grade. Up to 10 minutes will result in a deduction of 10 points. Anything beyond 10 minutes will in a loss of 25 points.

Additionally, if an assignment is collected in class before you arrive (regardless of how many minutes late you are), your assignment is then also late and will not earn credit\points. For more information on late work, please read that policy below.

Questions during class are always accepted as long as they are relevant to the lecture. Disruption however will be cause for removal from the class and attendance points will be lost for the day.

Make-up\Late Work:

It is my policy that you hand your work in early or on-time. Make up and late work will only be accepted with documentation of an emergency (illness, jury duty, etc.) and is at the discretion of the professor. Other than in the case of documented emergencies, late work will automatically earn a zero (0) for a grade. Additionally, work that is collected in class is expected to be turned in before class starts or at the very beginning. If an assignment has already been collected when you arrive late to class, your assignment would be late and therefore will not earn credit\points.

Electronic Devices:

Please silence your cell phones before entering class. It is expected that you will leave your electronic devices in your bag so they are not a distraction to you or those around you. Additionally, headphones are welcome before class starts but once the class period begins, please remove them and put them in your bag as well. If you have an emergency situation that requires your cell phone to be on, please notify your professor at the beginning of class.

Class Participation:

You should consider being a student as a job. You should attend all classes, study sessions, participate in class, ask relevant questions, turn in assignments when they are due, and ask for help when needed from the professor, a tutor, or another student. Active participation is required to be successful in this course. If you

are unprepared or not contributing to the class appropriately you will be asked to leave and marked absent (unexcused) resulting in a loss of attendance points as outlined in the policy listed above.

Final Exam: Final Story Project:

Your final exam is your Final Story Project and will be presented during the last two weeks of class. You are required to be in every class during this time which includes the last regularly scheduled week of classes and during Valencia's designated Final Exam period. Please refer to the Academic Calendar for this date and time. Everyone must attend each class period on-time and for the whole time during these two weeks. Failure to do so will result in earning an automatic F as the final grade in the course. If you are late during final exam presentations, after the 10-minute policy of 25 points, an additional point will be deducted for each minute you are late in order to encourage you to be present for every one of your classmate's presentations.

General Course Policies:

- **Required Assignments:** Academic Blueprint, Purpose Outline\Presentation, and Final Story Project are MANDATORY ASSIGNMENTS. **Failure to successfully complete any of these assignments will result in an "F" for the New Student Experience course.**
- **Reading assignments:** Must be completed prior to the class period for which they are due. Class discussion is based on reading; informed participation in discussion is expected.
- **Students** are expected to bring necessary books, pencil/pen, and paper to each and every class.
- **Writing and/or other homework** will often accompany reading assignments and are due before the class session or at beginning of the class period according to the professor. Assignments **WILL NOT** be accepted late without proper documentation. This means once the class has started, work is considered late. If you arrive after the assignment has been collected, regardless of the time, it will not be accepted for credit. Additionally, hastily written work without depth or thought will result in earning a zero.
- **Technology problems** are no excuse for lateness (for example, "The internet went out, my computer restarted, my printer broke...ran out of ink..."etc.). There are computer labs on campus, in local libraries, and many other places in your community where you can access the internet as well as print documents. Additionally, many business offer free Wi-Fi that you can access if necessary. Technology problems **WILL** happen; plan for it now by always completing assignments several days before they are due. Do not wait until the last minute to turn in assignments. Remember: for online work or work due in class: technology problems are not acceptable excuses for late or missed work. You need to plan for these problems in advance or else risk receiving a zero (0) on the assignment.
- **Assignments submitted into Blackboard** are required to be in either **Word (.doc or .docx) or PDF (.pdf)** format. No other formats will be accepted and failure to submit an assignment in either of these formats by the due date as specified by the professor will result in an automatic zero (0) for the assignment.
- **Extra Credit** is at the discretion of the professor. As students typically ask for extra credit because they have missed assignments, it is this professor's belief that adding on additional out of class assignments will only make your workload harder and your stress greater. Therefore, if and when extra credit is provided, it will be something that can be done during class meeting times. There are no make-ups for extra credit work this includes if you arrive late, leave early, or do not attend class (excused or unexcused).

COLLEGE POLICIES

Students with Disabilities:

In this class, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you have a need of any specific accommodations, please speak with me early in the semester about what we can in collaboration with OSD to guarantee access.

It is the policy and practice of the Valencia College to create inclusive learning environments for all students. If there are aspects of this course that result in barriers to your inclusion please notify the professor as soon as possible. You are also encouraged to contact the Office for Students with Disabilities to discuss and arrange reasonable accommodations.

If you have a hidden or visible disability which may require classroom or test accommodations, please see me as soon as possible during a scheduled office hour. If you have not already done so, please register with the Office for Students with Disabilities (SSB, Room 140A).

Withdrawal:

The withdrawal deadline for receiving a non-punitive grade of "W" is **November 10th**. During a first or second attempt in the same course at Valencia, if you withdraw or are withdrawn by the professor, you will receive a W in place of a grade. You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course and towards your course completion ratio.

After the Withdrawal Deadline: A student is not permitted to withdraw after the withdrawal deadline.

Student Code of Conduct:

2017-2018 College Catalog: 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). You will find the Student Code of Conduct in the current Valencia Student Handbook.

Standards of Classroom Behavior: Primary responsibility for managing the classroom environment rests with the faculty. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms, offices, and other instructional areas under their supervision. 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 class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds can also lead 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 are expected to do all of your own work on all assignments, quizzes, and tests. Giving or receiving information concerning assignment content is considered cheating. Plagiarism, using or copying someone else's work (classmate, friend, website, source, etc.) without properly citing it, is also 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 may receive a grade of ZERO (0) on the specific assignment, examination, project, and/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.

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.

ASSIGNMENT INFORMATION – FALL 2017

NSE Grading Scale:

The grading scale below will determine your final grade. You should use this chart to keep track of your grade in this course so you may assess your progress. **Please Note: Academic Blueprint, Purpose Outline and Presentation, and Final Story Project are mandatory assignments.** Failure to complete any of these assignments by the due date will result in an automatic “F” in the course.

Assignment	Value	Score \ Notes:
Practice Assignment – Blackboard & Email Etiquette	20	
Learning Support Module – West Campus	10	
Place Assignment	50	
StrengthsQuest Core Assignments\Worksheets	40	
StrengthsQuest Expression Presentation	50	
MyPlan Assignment	50	
Career Interview Assignment	50	
Purpose (50 points outline, 50 points presentation)	100	
Academic Blueprint Assignment (Total Points for All Parts)	100	
Financial Literacy\GradReady	90	
Scholarship Assignment	50	
Advising Modules (4 quizzes total; 10 points each)	40	
Final Story Project Planning Document - Draft	25	
Final Exam: Final Story Project Planning Document - Final	25	
Final Exam: Final Story Project	200	
Attendance/Participation	100	
TOTAL	1000	

Earning a Grade:

A: 900-1000

B: 800-899

C: 700-799

D: 600-699:

F: 599 & Below

*Regardless of points, failure to complete any one of the mandatory assignments or having three or more unexcused absences (via non-attendance, tardiness, and/or unpreparedness) will result in earning a “F” as a final course grade.

COURSE SCHEDULE – FALL 2017

NSE Weekly Topic + Assignment Outline:

The following is the weekly outline of topics, activities, and assignments to be completed each week. It reflects both in-class and out-of-class assignments. You are responsible for knowing the schedule.

Week	In-Class Topics, Activities, + Assignments	Homework Assignments
One	<p>Overview of Course + Syllabus, Atlas, Blackboard, and Microsoft Office</p> <p>Introductions: Personal Connection Begins</p> <p>Valencia's Peace and Justice Institute</p> <p>PJI Principles for How We Treat Each Other</p>	<p><i>If you have not purchased books, do so today!</i></p> <p>Download Microsoft Office Suite</p> <p>Begin Learning Support Module in Blackboard. Complete by <u>next</u> Friday, 11:59AM</p> <p>StrengthsFinder Assessment + Read Ch. 1: StrengthsQuest book</p>
Two	<p>Blackboard Review: First Class Meeting of the Week -- Meet in Library (Bldg 6) Rm 118</p> <p>Valencia as a Place + Resource Review</p> <p><i>*Monday, 9/4 Valencia College Closed</i></p>	<p>Submit Blackboard Practice Assignment\Email Etiquette (will complete in class during Blackboard Review)</p> <p>Learning Support Module – Complete module with 80% or higher for credit by Friday, 11:59AM</p> <p>Bring SQ Signature Theme Report + SQ Book to 1st class period next week (required)</p>
Three	<p>Introduction to StrengthsQuest (SQ) (Required: Signature Themes Report & book)</p> <p>SQ + You: Defining Your Themes</p> <p>SQ + Understanding Others: Trivial Pursuit</p> <p>Overview of SQ Expression Presentation</p>	<p>Assigned StrengthsQuest Readings</p> <p>SQ Worksheet: Verifying Signature Theme</p> <p>Begin work on SQ Expression Presentation</p> <p>Place Assignment: – Due in Blackboard by Friday, 11:59AM</p>
Four	<p>Intro to SQ + Careers, Academics</p> <p>Holland's Party + Career Center</p> <p>My Plan Assignment Overview</p> <p>Introduction to the Career Interview</p> <p>Communicating\Working Together (Individual vs. Teamwork)</p>	<p>Assigned SQ Readings + Worksheets</p> <p>Complete Advising Module: Career Development <u>and</u> submit quiz in Blackboard by Friday, 11:59AM</p> <p>Begin work on My Plan Assignment</p> <p>StrengthsQuest Expression Presentation—Due next week in class!</p> <p>Begin research for Career Interview Assignment and, if needed, visit Career Center</p>
Five	<p>Information Literacy + Career Research – Meet in the designated computer lab in the Library</p> <p>SQ Expression Presentations</p> <p>Resource Information</p>	<p>My Plan Assessment Assignment - Upload in Blackboard by Friday, 11:59AM</p> <p>Make appointment with professional for your Career Interview Assignment</p> <p>Complete Advising Module: My Education Plan (MEP) <u>and</u> Submit quiz in Blackboard by Friday, 11:59AM</p>

Week	In-Class Topics, Activities, + Assignments	Homework Assignments
Six	SQ Expression Presentations (If Assigned) Academic Degree Program Requirements Ask an Advisor!	Confirm the interview you set-up last week and prepare (Career Interview Assignment) Complete Advising Module: AA vs AS degrees <u>and</u> Submit quiz in Blackboard by Friday, 11:59AM Submit printed MEP in first class period next week (current MEP; not What-If)
Seven	Financial Literacy + You Financial Literacy Ambassadors Introduction to the Cost of College (GradReady) <u>* FYI: Thursday 10/12 West Campus is Closed; No Classes on West Campus Meet</u>	Finalize Career Interview Assignment- due Friday at 11:59AM in Blackboard GradReady (Badges PDF) – Submit in Blackboard by Friday, 11:59AM
Eight	Academic Planning\Academic Blueprint Meet in designated computer lab (all week!)	Begin working on Academic Blueprint Assignment (all parts due next Friday in Blackboard, 11:59AM) Continue working on Purpose Outline and Presentation
Nine	Academic Planning\Academic Blueprint Continued: Bring NSE Handbook\Planner and degree program sheet (all week) Meet in designated computer lab (all week!) <u>*Advanced Registration, Returning Students for Spring semester begins NEXT WEEK! Check Registration Time Ticket in Atlas for your specific registration period.</u>	Academic Blue Print Assignment (ALL PARTS) – Due in Blackboard by Friday, 11:59AM Complete Advising Module: Registration/Time Ticket, Student Detail Schedule, & Drop Class <u>and</u> Submit quiz in Blackboard by Friday, 11:59AM
Ten	Importance of Purpose Discovering Your Purpose Activity SAP: Be the Pilot in Your Success Scholarship Assignment	Breathe ☺ Purpose Outline and Presentation: due in class first class period next week! Work on Scholarship Assignment, due next week in Blackboard
Eleven	Purpose Presentations (must provide professor with printed outline in class before presenting) <u>*Withdrawal Deadline is November 10th</u>	Work on Final Story Project Planning Document Submit entire Scholarship Assignment into Blackboard by Friday, 11:59AM (both parts should be in .pdf format) Review Requirements (instructions and rubric) for Final Story Project prior to first class next week!

Week	In-Class Topics, Activities, + Assignments	Homework Assignments
Twelve	Introduction to the Final Story Project Creative Thinking	Final Story Project Planning Document DRAFT – due in 1st class period next week!
Thirteen	FSP Review (Rubric and Samples) *Thanksgiving Break: Valencia College Closed November 22nd-26 th <u>(No class Wednesday!)</u>	Work on Final Story Project
Fourteen	FSP Planning Document Draft Returned with Feedback from Professor Peer Support, Final Story Project	Submit Final Story Project Presentation and Planning Document (final version) in Blackboard by 11:59PM the night before the class period where you present.
Fifteen*	Final Exam: Final Story Project Presentations	Submit Final Story Project Presentation and Planning Document (final version) in Blackboard by 11:59PM the night before the class period where you present.
Sixteen*	Final Exam Continued: Final Story Project Presentations Exam Week—Course Day\Time Varies	Submit Final Story Project Presentation and Planning Document (final version) in Blackboard by 11:59PM the night before the class period where you present. *Please Check Academic Calendar on Valencia's Website for specific date and time.

*You must be in attendance during Weeks 15 and 16. If you do not show for all days, regardless of your own presentation day, it will be **impossible** to pass the course.

Disclaimer:

This syllabus is subject to change at the discretion of the professor.