

SLS 1122 – New Student Experience (Online)

Course Syllabus

Dear Student.

Welcome to SLS 1122! Everything you need to know about our class is in this syllabus, especially information to help you be successful. It is broken up into the following categories:

* Course Information
* College Policies
* Course Policies
* Additional Course Information

To be successful, you need a strong foundation. A strong foundation is to have a clear understanding of expectations. So, read this syllabus thoroughly, and please connect with me if you have any questions.

# Course Information

**Term:** Fall 2023

**Course Reference Number (CRN):** 13824

**Course type:** Online TWK

*What is a TWK course? TWK courses are 10-week courses that start later in the term.*

**Course Length:** This course starts September 25 and ends December 10

### Course Description

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 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 includes 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 Objectives & Core Competencies

Students will choose a major and 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, and designing an education plan, and creating a financial plan.

Valencia’s Student Core Competencies **(TCVA)** 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.

### Course Instructor

**Instructor**: Jennifer Tomlinson

**Email**: jtomlinson2@valenciacollege.edu (Please allow 24-48 hours for a response)

**Office** **Phone**: (407)-582-1908

**Office**: West Campus, building 6, room 326D (In the Division of Learning Support)

### Instructor Office Hours & Support

Monday and Wednesday: 5:00 PM – 7:00 PM

My office hours are the days of the week I am committed to being available for one-on-one support.

Can’t make it during my weekly office hours? No worries! Just email me, and we can look for a time during the week. We can also meet in person; just let me know.

My dedicated Zoom link for student appointments: <https://valenciacollege.zoom.us/j/95569372740>

To make an appointment with me: <https://outlook.office365.com/owa/calendar/MeetwProfessorTomlinson@valenciacollege.edu/bookings/>

**Office Hours and Support Disclaimer:**

Please use me as a resource if you have questions or concerns at any time. But to be honest, I more than likely will not respond to emails during the weekend. So, it’s best to start the learning modules during the week to allow you time to connect with me during the week.

**Email Support:**

Always email me any time of the day, and I will respond as soon as possible—usually within 24 hours. If you email me on the weekend, give me a little more time to get back to you by the upcoming Monday.

### Required Reading

I will be providing chapter readings from the following book: *StrengthsQuest: Discover and Develop Your Strengths in Academics, Career, and Beyond.*

These will be available as PDF files and inserted in their corresponding Canvas modules. If you like access to the full book, you may access it through the following Dropbox link:

*[StrengthsQuest: Discover and Develop Your Strengths in Academics, Career, and Beyond](https://www.dropbox.com/s/phbhxuw1xw90fgp/StrengthsQuest_Book_04.07.09%20%282%29.pdf?dl=0)*

**Information about Dropbox**: You do not need to sign up for Dropbox to view the text.

### Required Access Code

*CliftonStrengths for Students Top 5*

You have two options to obtain the required access code.

* **Option 1:** Purchase the access code from the [**Gallup website**](https://store.gallup.com/p/en-us/10265/cliftonstrengths-for-students-top-5). Follow the instructions carefully on the website.
* **Option 2:** Purchase the access code from[**Valencia’s online bookstore**](https://valenciacollege.textbookx.com/institutional/index.php).

If you ever need assistance with your access code, please visit the [CliftonStrenghts Technical Support Team webpage](https://www.gallup.com/270002/customer-support.aspx).

### Required Technology

**Canvas:** Canvas is the learning management system we will use to facilitate our online course. You can access Canvas in two ways:

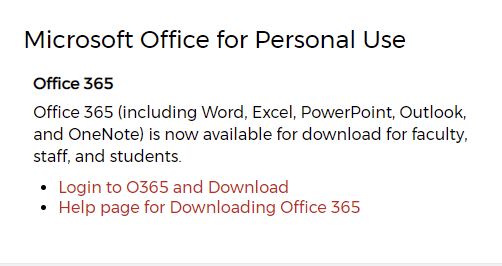
1. ValenciaCollege.edu > Login > Valencia Online (Canvas) > Log into your account with your Atlas username and password
2. Atlas.ValenciaCollege.edu > Login with your Atlas username and password > Courses > My Courses (Canvas)

In your Canvas dashboard, there is a free self-paced course available for a student to learn more about using the Canvas learning management system we are using for this course. There are also some helpful tutorials in the first module of our course.

**Microsoft Office:** You will use the Microsoft Office Suite of programs throughout college, including Microsoft Word, Excel, and PowerPoint. This is FREE for all students and can be installed on up to 5 devices!

To access Office 365, log in to Atlas and navigate to the “My Atlas” tab. You will see the “Microsoft Office For Personal Use” channel on the page’s right side.

Click on the “Login to O365 and Download” link to access.



# College Policies

### No Show Policy

Class attendance is required for online classes**. I am required to withdraw students as “no-shows” who do not submit the required attendance activity or assignment by the scheduled due date at the end of the first week.** 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**.** If your plans have changed and you are no longer going to stay in the course, please drop yourself from the course through Atlas. That way, you are not charged for the course, and it will not appear on your record as an attempt.

**Drop/Refund Deadline for Fall 2023 TWK Courses is September 30 by 11:59 PM**

### Withdrawal Policy

I recommend meeting with me before withdrawing from this or your other classes. Let’s chat and discuss your options. It might not be as bad as you think!

Then, I’d recommend connecting with an Academic Advisor and/or the Answer Center before withdrawing, as W grades may affect your academic plan and financial aid.

If you decide to withdraw after having the necessary conversations, it is your responsibility to withdraw yourself from class in Atlas by the deadline. A student is not permitted to withdraw after the withdrawal deadline.

**Withdrawal deadline for Fall 2023 TWK Courses is November 8 by 11:59 PM**

Please note that my policy is not to withdraw students after the Withdrawal deadline unless there is an extenuating circumstance. If you want to talk about a faculty-initiated withdrawal after the deadline, don’t hesitate to contact me to set up a meeting. We can try and discuss what might be the best option for you.

Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned an “F” grade.

### Student with Disabilities Accommodations Policy

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 need any specific accommodations, please speak with me early in the semester about what we can do in collaboration with OSD to guarantee access.**

It is the policy and practice of 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 me 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 that may require classroom or test accommodations, please contact me as soon as possible. The Office for Students with Disabilities determines accommodations based on appropriate documents of disabilities. If you have not already done so, please register with the Office for Students with Disabilities. **This syllabus is available in alternative formats upon request.**

### Student Code of Conduct Policy

Valencia is dedicated not only to the advancement of knowledge and learning but also to developing 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](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf).

### BayCare Services

Valencia College is interested in ensuring all our students have a rewarding and successful college experience. For that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relations problems coping 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) 818-5470 or by visiting [valenciacollege.edu/baycare](https://valenciacollege.edu/resources/health-wellness/mental-health.php). Free face-to-face counseling is also available.

# Course Policies

### Communication Policy

Family Educational Rights and Family Privacy Act (FERPA), Statute 20, United States Code, Section 1232g, protect sensitive information of students and parents from improper dissemination. All electronic communication is intended for the use of the individual(s) intended.

So, what does all this mean?

Please always email me from your Atlas email or Canvas. That way, I can verify it is you. **I will not respond about course or student information from a non-Valencia email account.**

**Never share your Atlas password with anyone.**

### Online Behavior Policy (Netiquette)

When participating in online discussions or sending messages, remember to always be professional and kind. Consider your tone and what you want to say before sending your message. Students that are disruptive to the online environment by being derogatory, insulting, or just plain mean can result in disciplinary action from the Student Conduct office.

### Participation and Attendance Policy

In this course, you will experience various learning activities to help you meet the course learning outcomes. To have the most meaningful learning experience, I believe your experiences matter, and it’s important to connect what we learn to your “real world.” This means that active participation, timely submission of assignments, and ongoing dialogue are necessary for you to be successful.

Participation in an online course includes:

* **logging into the course.** Make sure to log into the course on Canvas and engage with the modules at least two times per week. During most weeks, you will probably log in many times.
* **participating in discussion forums.**
* **submitting assignments before the due date.**

### Academic Dishonesty

Plagiarism is never allowed! Depending on the severity, plagiarism can result in earning a 0 for the assignment or disciplinary action from the Student Conduct office. All assignments will be processed through anti-plagiarizing software. For resources on Valencia’s policy on Academic Dishonesty, click here: [Academic dishonesty](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf).

### Assignment Submission Policy

Assignments should be submitted on the due date by 11:59 PM. Assignments submitted later than the due date will receive a 0.

Don’t have access to a computer, reliable internet, or Microsoft Office? Please contact me as soon as possible. I can share some potential resources. To be honest, it will be challenging to complete this class successfully without the proper technology, so I want to help you as soon as possible.

Sometimes students experience technology or Canvas issues right at the due date and time. First, I would recommend always submitting work early to accommodate for emergencies like this. But, if the only time you had to work on your assignment was at the date it was due, and you experienced technical issues that resulted in you missing the deadline, I provide 2 Late Work/Make-up coupons (explained below).

If you ever experience Canvas issues that cause you to miss the deadline, please contact Canvas Support to document your case as proof. Canvas produces a time ticket, which can then be submitted to me as documentation of the technical issue.

Doing this helps both you and me. First, you get the help you need, which is most important, and second, it helps me quickly decide whether I will accept the late assignment. It also gives me a heads-up on a problem potentially affecting other students.

* **Canvas Support: 407-582-5600**

At the very least, to show proof of completion before the due date, you may email your assignment and then attempt to submit it to Canvas after receiving assistance to resolve the issue.

### Late Work/Make-up Policy

There is a level of convenience with online classes that make them ideal when handling emergencies. We do not meet face-to-face, and most assignments (except discussion posts) are due on the weekend to provide even more flexibility. Therefore, if you experience an emergency, you can still submit your work by the due date.

With that being said, life happens. Things come up with work, family, or last-minute emergencies that sometimes result in us missing important deadlines. It even happens to me. Therefore, I provide **2** **Late/Make-up Coupons**.

You may use a late coupon on any assignment except for the Final Exam. It can be used for a missing assignment or if you want to redo an assignment for a better grade.

To use a coupon, all you have to do is (1) submit the assignment (2) send me a message to grade the assignment (Canvas will automatically give late assignments a grade of 0, so I’ll have to grade and change it for you manually).

*Make-up work due to a medical emergency or jury duty is available on a case-by-case basis. Just let me know, and we can see how we might arrange the work to get you caught up.*

# Additional Course Information

## Coursework Overview

Your coursework is broken up into 4 major parts:

**Quizzes (10%)**

Quizzes are never timed and can be repeated up to 3 times. They will always be based on the content provided in the corresponding module. You have access to quizzes for the duration of the course.

**Assignments (55%)**

There are various assignments throughout our course, such as reflection papers, worksheets, and presentations. Each assignment has its own point value, and instructions are articulated in detail on Canvas.

**Discussions (15%)**

Discussions always require an initial post and a response to 2-4 classmates, depending on the discussion instructions. Unless otherwise noted, all initial postings are due by Thursday at 11:59 PM of the week they are assigned, and responses are due by Sunday at 11:59 PM.

**Final Exam (20%)**

The Final Exam is an open-book cumulative exam. You will answer several questions pertaining to your academic, career, and personal goals. Throughout the term, you will have the opportunity to identify your purpose, explore your career, and plan for your education. Therefore, you will be more than prepared to complete the final exam.

All the work you do the entire term will help you prepare for the Final Exam, particularly the following assignments:

* Discussion: Your Purpose Statement
* Guided Career Exploration Research
* Academic Blueprint (Part 1 & 2)
* GradReady

## Required Advising Appointment

You are required to meet with me at least once this term, preferably within the first 4 weeks of our class. This appointment is worth 20 points.  Not meeting with me will result in 0 points for this assignment. You can schedule your advising appointment via my bookings page: <https://outlook.office365.com/owa/calendar/MeetwProfessorTomlinson@valenciacollege.edu/bookings/>

Our meetings default to Zoom, but if you would like to meet over the phone or in person, just let me know after you’ve made the appointment, and I will update it.

* The default Zoom link to access me during office hours is: <https://valenciacollege.zoom.us/j/95569372740>

## Final Exam Policy

The Final Exam is worth 20% of your grade. Not submitting your final exam will result in you earning a final grade based on the missing exam.

## Course Grading Scale

Your grade will be based on the following grade scale:

90-100%= A, 80-89% = B, 70-79% = C, 60-69% = D, below 59% = F

# Student Support and Resources

**Canvas Support:** [Canvas help](https://valenciacollege.edu/faculty/canvas-resources/canvas-support.php) is available 24/7 via phone or chat. The **Canvas Support Line: 407-582-5600.** To use the chat feature, click on the “Help” icon on your Canvas Dashboard’s left panel.

**Atlas Help Desk:** If you ever experience issues with Atlas, contact the **Atlas Help Desk: 407-582-5444**. They are available Monday – Thursday 8:00 AM – 6:00 PM, and Friday 9:00 AM – 5:00 PM.

## If you need help this term, visit our Learning Support Services!

**Learning Support Services** provides students with academic support through distance tutoring, face-to-face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines, including math, science, foreign languages, English for Academic Purposes (EAP), computer programming, and writing assistance for any course. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services website at: <https://valenciacollege.edu/students/learning-support/>

**Can’t come to campus?**

You can access online tutoring and library services. Visit our Distance Tutoring LibGuide for more information: <https://libguides.valenciacollege.edu/distancetutoring>

**What if you need help outside of the hours the college is open?**

Brainfuse is our new 24/7 online tutoring and learning hub, available to all Valencia students. This service is best used as a backup to Valencia’s Distance Tutoring service. To learn more about our Distance Tutoring program and Brainfuse, visit <https://libguides.valenciacollege.edu/distancetutoring>

# What is online learning?

For some of you, this is your first experience with an online course. Some students anticipate that online classes are easier than face-to-face classes, but you’re responsible for the same level of coursework and have the same expectations as a face-to-face class. As an online learner, self-motivation and discipline are essential to success. Even though you can study at a coffee shop or in your pajamas, you still need to keep up with the work and regularly participate to earn an A.

Online courses are not self-paced. They follow a schedule, and quizzes and assignments are expected, usually by specific dates. Instead of attending lectures, you access course content via Canvas and online.

# Tips for Online Class Success

This class will involve a great deal of online interaction. For us to all be on the same page, it is essential that we all follow the same guidelines:

* **Participate:** You must read before you post. You must think critically while you are reading. You will not be successful in this course if your goal is to “get by.” Although you are working on your own, you are in this together with your class. Classes that work together to participate fully have the best experiences together.
* **Remember the person:** Don’t forget that there is a person on the other end of your online communication—type in a polite manner. Also, don’t assume that everyone is the same as you—be open-minded to the group’s different perspectives.
* **Think twice before “sending”:** What you say in cyberspace can be a forever record of your thoughts. Make sure that what you say is deserving of that record.
* **Spelling and grammar help**: Anytime you communicate in an online class, it helps to be as concise and clear as possible so that we can benefit from truly understanding your thoughts. Practice when and where you can. For example, if you are not sure of a word, look it up—type in a Word document first, or use the “Enable HTML Creator” link to help you catch any spelling errors. Don’t use “text” lingo in the online classroom, as some people might not understand it. (This includes assignments, discussion postings, and emails).
* **Be mindful: Remember** that your classmates depend on you to develop thoughtful posts so that they can enter into a conversation with you. Everyone knows that awkward feeling of trying to reply to a post but can’t because the original post didn’t have much to bounce ideas off.
* **Share tips, thoughts, and questions: This** is true, especially in required discussions. Remember that your job is to help move a conversation—an “I agree” statement halts a discussion more than moving it forward.

Also, make sure that you post in a timely manner so that your classmates can respond.

* **No Show:** Most importantly, be sure to post a graded assignment (discussion post, quiz, etc.) by the end of the no-show period to avoid being withdrawn as a no-show student.

A tip for success would be to NOT START WORK ON THE DUE DATE. Start and complete your work during the week and use the weekend days as “buffers” if an emergency occurs.

**Do not wait until the last minute to complete assignments. Like Pandora’s Box, what can go wrong will go wrong if you procrastinate.**

SLS 1122 Weekly Class Schedule-ONLINE

**Assignments due:** Unless otherwise noted, assignments are due the **Sunday (11:59 PM)** of the week they are assigned.

**Discussions due:** Unless otherwise noted, all initial discussion postings are due by **Thursday (11:59 PM),** the week they are assigned, and responses to other students are due by **Sunday (11:59 PM)**.

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| --- | --- | --- |
| Week | Module Topics | Assignments Due |
| Week 1:  September 25 – October 1 | **Module 1**  **Welcome to SLS 1122**   * Syllabus Overview * Meet Your Professor – Jennifer Tomlinson * Course Information * Course Materials & Technology * Online Learning * College & Course Policies * Required Advising Appointment * Tips For Online Success/Student Support * Syllabus Overview | Download textbook (free)  *Link available in Syllabus & Module 1*  Purchase access code  *Purchasing options in Syllabus & Module 1*  Welcome to SLS 1122 Student Survey assignment  Introduce Yourself discussion post  Syllabus quiz |
|  | **Drop/Refund Deadline September 30 by 11:59 PM** |  |
| Week 2:  October 2 - 8 | **Module 2**  **Time Management**   * Procrastination & Strategies * Go For Balance: School Time Management * Time Management Tools | Time Management quiz  Time Management Tools discussion  Janeen’s Schedule assignment  Reminder: Schedule your required academic advising appointment |
| Week 3:  October 9 – 15 | **Module 3**  **College Success Skills**   * Study Skills Inventory * Muscle Reading * Digital Book Reading * Note Taking * Test Taking * Concentration * Learning Support Department & Valencia Resources | Textbooks & Reading Plan discussion  Study Skills Inventory Acton Plan Reflection assignment |
| Week 4:  October 16 - 22 | **Module 4**  **Diversity and Inclusion**   * What is Diversity & Inclusion? * Important Terms * Cultural Responsiveness   **Module 5**  **Final Story Project Overview**   * Assignment Requirements   **Purpose**   * Interest, values, & talents * Creating goals from purpose * Applying purpose to a career pathway | The Single-Story discussion post  Your Purpose Statement discussion  Extra Credit Opportunity: Purpose Lesson – Ten Years Later  (Last chance to purchase your code—you will need it for next week) |
| Week 5:  October 23 - 29 | **Module 6**  **Self-Exploration**   * Emotional Intelligence * CliftonStrengths | Read StrengthsQuest Ch. 1-4  Take the CliftonStrengths for Students Assessment – read and upload your Signature Theme Report assignment  Emotional intelligence & Strength's quiz  CliftonStrengths for Students Expression assignment  CliftonStrengths for Students Expression discussionpost |
| Week 6:  October 30 – November 5 | **Module 7**  **Career Exploration**   * My Plan Assessment * Career Guided Library Research | Read StrengthsQuest Ch. 10 -11  StrengthsQuest chapter 10 quiz  Guided Career Exploration assignment |
| Week 7:  November 6 -12 | **Module 8**  **Education Planning Part 1**   * Identify Your Meta-Major * Explore Different Levels Degrees * Explore Valencia Degree Options * Final Story Preparation 2 | Read StrengthsQuest Ch. 6-7  StrengthsQuest chapters 6 & 7 discussion post  Academic Blueprint Part 1 |
|  | **Withdrawal Deadline for TWK  November 8 by 11:59 PM** |  |
| Week 8:  November 13 -19 | **Module 9**  **Education Planning Part 2**   * Steps to creating an education plan * Catalog and Program Requirements * Gordon Rule and Prerequisites Requirements * Reviewing your Degree Audit in Atlas | Academic Blueprint Part 2 |
| Week 9:  November 20 – 26 | **Module 10**  **Financial Planning**   * Calculating the Cost of Your Education |  |
|  | **College closed for Thanksgiving Break**  **November 22 – 26** |  |
| Week 10:  November 27 – December 3 |  | GradReady assignment |
| Final Exam Week  December 3 - 10 | **Module 11**  Final Exams due Wednesday December 6  by 11:59 pm | Final Exam submission |