

College Survival Skills

SLS1101 – CRN: 32553

Summer, 2017 Course Syllabus and Calendar

2nd 6 weeks (H2) Course Dates:

June 20, 2017 to August 1, 2017

Class Meeting Location Information:

| | |
|----------------------|----------------------|
| Campus: | West Campus |
| Classroom: | Building 5, Room 252 |
| Meeting Days: | Monday and Wednesday |
| Meeting Time: | 8:00AM – 9:05AM |

CONTACT INFORMATION:

Instructor: Loree Studevan

Office: West Campus,
Building 3, Room 122

Office Phone: 407-582-1349

Email: lstudevan@mail.valenciacollege.edu

Office Hours: **Location:** *West Campus 6-326:
Center for Teaching/Learning
Innovation*
Days: Monday and Wednesday
Times: 9:30AM – 10:30AM
(additional times by appointment)

To ensure availability for all office hour meetings, it is recommended that you make an appointment via email.

COURSE DESCRIPTION:

Provides students with knowledge and skills for college survival. Includes introduction to college and its resources, selected study skills and personal resource management skills. Students identify skill areas and levels they wish to improve.

COURSE PURPOSE:

The purpose of this course is to provide an opportunity for students to learn about college resources and adopt methods that support your success in school and life.

ACADEMIC CALENDAR:

<http://valenciacollege.edu/calendar/>

REQUIRED MATERIALS:

1. Three-Ring Binder with Tabs to maintain all work, handouts & activities.
2. Access to a computer (to include Blackboard and Atlas), paper, pencils, pen, highlighters and USB flash drive for storing assignments and project in class.

VALENCIA STUDENT CORE COMPETENCIES:

Valencia faculty have defined four interrelated competencies

- **Think:** “think clearly, critically, and creatively, analyze, synthesize integrate, and evaluate in many domains of human inquiry”
- **Value:** “make reasoned judgements and responsible commitments”
- **Act:** “act purposely, effectively, and responsibly”
- **Communicate:** “communicate with different audiences using varied means”

“These general competencies can be applied in many contexts and must be developed over a lifetime.” The general competencies are listed below:

- Specify how learning can be expressed and assessed in practice.
- Enable students and faculty to set learning goals and assess learning within and across the many disciplines of human inquiry.
- Use the descriptions and examples of academic work for each to measure your own learning outcomes.
- Samples of the academic work are great additions to your Learning Portfolio

Additional information is available in the College Catalog: <http://www.valenciacollege.edu/catalog>.

LEARNING SUPPORT RESOURCES:

<http://valenciacollege.edu/learning-support/browse-by-campus.cfm>



Tutoring tool can be accessed through your Atlas account.

VETERANS AFFAIRS:

Valencia College Veteran Services provides essential resources and support for our Veterans, Active-Duty, National Guard and Reserve military personnel, their spouses and dependents. We vow to assist those whose lives are connected to the military, as they transition and learn to navigate through the college experience. The Offices of Veteran Affairs is located in SSB, Room 203, 407-582-8387. <http://valenciacollege.edu/veterans-affairs/>

OFFICE FOR STUDENTS WITH DISABILITIES:

Valencia College is committed to providing reasonable accommodations for all persons with disabilities. Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with their professor(s), preferably during the first two weeks of class. The Office for Students with Disabilities (OSD) located on the West Campus in the SSB, Room 102, 407-582-1523 / TTY 407-582-1222. <http://valenciacollege.edu/osd/>

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: 1-800-878-5470. <http://catalog.valenciacollege.edu/student-services/bayca-restudent-assistance-services/>

SAFETY, SECURITY & RISK MANAGEMENT:

Security Statement: We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It's important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to West Campus Security at 407-582-1000, 407-582-1030 after-hours number) or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways.

West Campus: 407-582-1000

<http://valenciacollege.edu/security/>

TEACHING STRATEGIES:

This class will be taught in a collaborative manner. The professor acts as a facilitator to the learning objectives in this course. Students can expect to learn through lectures, group activities, outside assignments, audiovisual presentations, as well as a variety of assessments.

ASSIGNMENT SUBMISSION:

All of the written submissions are to reflect **college-level material, MLA style compliance (see [MLA sample paper in the Valencia College Library webpages.](#))** and should conform to the following requirements unless directed otherwise:

- Assignments are to be submitted by the due date, **via Blackboard**, unless otherwise specified.
- **ALL ASSIGNMENTS MUST BE UPLOADED IN WORD AND/OR PDF DOCUMENT IN**
- Assignments are required to be typed in Microsoft Word in a 12-point font.
- Typed in a legible 12-point font, double spaced, with one-inch margin on all sides.
- Place in the upper left hand corner:
 - First and Last Name

- Professor's name

ASSIGNMENT SUBMISSION

(continued):

- Course title
- Date of submission
- Use the Writing Center, Seagull handbook and Valencia College Library MLA links to edit your papers.
- Proofread for grammatical and mechanical (spelling, capitalization, and punctuation) errors.
- Assignments submitted as .pages files cannot be opened or read in Blackboard and will receive a grade of zero (0).

TECHNICAL SUPPORT:

If you are experiencing problems with Atlas, Blackboard, etc., you will need to contact the appropriate department: Blackboard (407) 582-5600 (available 24/7) or onlinehelp@valenciacollege.edu. The Atlas help desk phone # is (407) 582-5444.

EMAIL:

Communication between the student and the college will occur through your official Valencia College email address (student@mail.valenciacollege.edu). Check your email daily.

ACADEMIC INTEGRITY:

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 misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged. Students shall take special notice that the assignment of course grades is the

responsibility of the students' individual professor. For more information, see Valencia's policy:

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=193&volumeID_1=8&navst=0

ATTENDANCE:

Because so much of the learning is cumulative, interactive and participatory, attendance is a must! Five points will be deducted **for each absence unless it's an extenuating circumstance and documentation must be provided as proof**. Moreover, after **three** absences, you will receive an excessive absence notification. After **fourth**, you may be withdrawn from the course. If you must miss class, you are expected to notify the instructor.

College policy is as follows: If your absences in a class become excessive, your professor will contact you in writing requesting a conference with you by a stated date and indicating that further absence may result in withdrawal from the course. Your professor can withdraw you from a course for excessive absences without your permission. Tardiness is very disruptive to your classmates and your professor if you arrive after class has begun. **If you are late *five (5) repetitive times the tardiness will be counted as an absence***. If you come into class after attendance has been taken, you are considered late and it is your responsibility to notify the professor regarding your attendance.

Proper classroom etiquette: Proper classroom etiquette is required for you to attend this class; please do not create distractions while the professor is lecturing. Any disruption of the class to include; talking, ringing, singing, beeping, honking, or vibrating cell phones in class will result in the student being asked to leave the classroom. More than one warning for improper classroom behavior, following a referral to the academic dean or the calling of security, will be grounds to be dropped from the course without a refund.

ELECTRONIC DEVICES:

All electronic devices **MUST BE PLACED ON SILENT** during class. Students caught texting or using cell phones may be asked to leave the class and

may not be given credit for that class meeting. If the texting or using of the cell phone continues, students will be withdrawn from the course. The electronic device may be needed for the duration of an in class activity. If you have an emergency situation that requires your cell phone to be on, please notify your instructor at the beginning of class.

CLASS PARTICIPATION:

You should consider being a student as a full-time 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 an instructor, tutor, or another student. **For each absence five (5) points per day will be deducted from your attendance grade. You are allowed up to three (3) absences before you are in danger of being withdrawn from the course. Attendance during the last two weeks for final exams is required.**

COURSE EXPECTATIONS:

- Respect classmates and the professor.
- **TURN OFF ALL ELECTRONIC devices** (cell phones, iPADS, or other electronic devices) **or place the device on vibrate** and remove ear buds or ear phones.
- Be prepared and bring all materials to class.
- Adhere to deadlines.

IMPORTANT DATES & DEADLINES:

- **Drop/Refund Deadline**
- **June 27, 2017 @ (11:59pm)**
- **Withdrawal Deadline:**
July 21, 2017 @ (11:59 pm)

<http://valenciacollege.edu/calendar/documents/Fall-Spring-Summer16-17ImportantDatesrev4-21-2017.pdf>

WITHDRAWAL DEADLINE & POLICY:

The withdrawal deadline date is

July 21, 2017 @ 11:59 pm.

http://valenciacollege.edu/calendar/importantdates_witdraw.cfm

The Valencia College Policy states, "A student is permitted to withdraw from a class on or before the withdrawal deadline of a term, as published in the College calendar."

A student who withdraws from a class before the withdrawal deadline will receive a grade of "W." A student is not permitted to withdraw from a class after the withdrawal deadline. **Students, who do not withdraw prior to the Withdrawal Deadline or fail to take the required final examination, will be assigned a grade based on performance in the course at the time of withdrawal.**

A faculty member is permitted to withdraw a student from the faculty member's class up to the beginning of the final exam period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus. A faculty member is not permitted to withdraw a student from his/her class as a response to student conduct which falls under the jurisdiction of the Student Code of Conduct (6Hx28:8-03). A student who is withdrawn by a professor at any time before the start of the final examination period will receive a grade of "W."

Official Valencia College Withdrawal Policy:

<http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf>

AFTER THE WITHDRAWAL DEADLINE:

A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy in which case you will receive a grade of "W".

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" on your transcript for the course 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.

STUDENT CODE OF CONDUCT:

(2016- 2017 College Catalog) Valencia College is dedicated not only to the advancement of knowledge and learning but it is concerned with the development of

Final Exam Policy: All students must take a final exam during the final exam week on the assigned day and time.

responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in the disruption of a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook, p. 213.

<http://catalog.valenciacollege.edu/>

Course Calendar

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|---------------|---|
| Week 1 | Introduction <ul style="list-style-type: none"> • Welcome • Introductions • Syllabus Review • Resources • Journal |
| Week 2 | SMART Goals and Study Strategies <ul style="list-style-type: none"> • Setting goals • Time Management • Library Visit • Journal |
| Week 3 | Reading Strategies and Notetaking <ul style="list-style-type: none"> • SQ3R Reading Strategy • Reading Comprehension • Formats of Note-taking • Journal |
| Week 4 | Empowering your Community, Critical Thinking and Problem Solving – Career <ul style="list-style-type: none"> • Community Service • Creative thinking • Etiquette discussion • Interviewing skills/techniques • Proper appearance |
| Week 5 | Financial Empowerment discussion <ul style="list-style-type: none"> • Investments, banking, and credit card rates • Understanding the importance of managing your credit • Budgeting activity • Debt calculation assignment • Guest speaker • Journal |
| Week 6 | <ul style="list-style-type: none"> • Final Exam • Projects due |
| Week 7 | <ul style="list-style-type: none"> • Final Exam • Projects due |

***** FINAL EXAM MANDATORY*****

SLS 1101
College Survival Skills

Professor: Loree Studevan

Office: West Campus Building 3-122

Culminating project

Instructions:

- Research categories: Finance, Careers, Community Service and Etiquette.
- Professor will select groups of 4 to 5 students.
- A group leader will be chosen to coordinate individual group assignments.

1. Group or individual student will be responsible for researching and designing slides.
 2. Grades will be assigned on a group basis.
 3. The assignment in PowerPoint or other visual aid format is due during the 6th week of the semester. **(Students are encouraged to be creative when designing their visual presentations.)**
 4. Verbal presentations will begin the 6th week of the semester. Be prepared to present when called upon by the professor.
 5. Students will incorporate a final slide in their visual aid summarizing the subject area with five bullet points.
- Additionally, students will include a group picture as a part of their final

Syllabus Clause and Contract: SIGNATURE PAGE

Syllabus Clause and Contract:

This syllabus may be revised and adapted throughout the semester to better serve the needs of the class. The professor may assign additional reading and/or assignments as needed. **Additionally, receipt of this syllabus serves as acceptance and as a binding contract, meaning you agree with the terms set forth and the expectations of them as members of the class.**

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

ATLAS EMAIL ADDRESS: _____