

New Student Experience

SLS1122 – CRN: 13401

Fall, 2017 Course Syllabus and Calendar

Course Dates: August 28, 2017 to December 17, 2017

Class Meeting Location Information:

Campus:	West Campus
Classroom:	Building 5, Classroom 252
Meeting Days:	Wednesday and Friday
Meeting Time:	10:00AM – 11:15AM

CONTACT INFORMATION:

Instructor: Loree Studevan
Office: West Campus,
 Building 3, Room 122
Office Phone: 407-582-1349
Email: lstudevan@mail.valenciacollege.edu
Office Hours: Monday 10:00am – 11:00am and
 Tuesday 10:00am – 11:00am
Location: Building 6, Room 6-326

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

COURSE DESCRIPTION:

The New Student Experience course 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 academic blueprint (my education plan). Students will learn and integrate practical applications to communicate across diverse populations.

ACADEMIC CALENDAR:

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

REQUIRED MATERIALS:

- Textbook:** *StrengthsQuest: Discover and Develop Your Strengths in Academics, Career and Beyond (2nd Edition)* by Donald O. Clifton and Edward “Chip” Anderson with Laurie A. Schreiner. ISBN: 978-1595620118. **The textbook must be purchased new to ensure the access code has never been used before.**
- Valencia College Student Handbook (provided during orientation).
- Three-Ring Binder with Tabs to maintain all work, handouts & activities.
- Access to a **computer (to include Blackboard and Atlas)**, paper, pencils, pen, highlighters and USB flash drive for storing assignments and project in class.

MAJOR LEARNING OUTCOMES: 6 P’s

Upon the Completion of this course, students will be able to:

- 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 academic blueprint (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.

VALENCIA STUDENT 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>

 **smarthinking** Smart Thinking Online

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/baycare-student-assistance-services/>

SAFETY, SECURITY & RISK MANAGEMENT:

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.

MAJOR PROJECT ASSIGNMENTS:

While it's important for students to complete all of the assigned work in this course, there are MAJOR PROJECTS required for the course. These include:

1. Purpose Paper
2. Academic Blue Print
3. All Three (3) Co-Curriculars
 - Place
 - Purpose
 - Personal Connection
4. **FINAL EXAM for the course: Final Story Project (Presentation) and (including Final Story Planning document)**

Failure to turn any of the assignments WILL result in a grade of F in the New Student Experience Course.

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 uploaded through their respective links on your Blackboard page.
- ALL ASSIGNMENTS MUST BE UPLOADED as WORD AND/OR PDF DOCUMENT
- Assignments must be typed using a legible 12-point font in MS Word.
- Reports must be double spaced, with one-inch margin on all sides.
- Place in the upper left hand corner:
 - Student's First and Last Name
 - Professor's name
 - Course title

ASSIGNMENT SUBMISSION

(continued):

- 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.

GRADING:

POINTS	GRADE
900 – 1000	A
800-899	B
700-799	C
600-699	D
599 or Below	F

- Grades will be updated in Blackboard frequently and students are encouraged to log into Blackboard daily to access updated information about the course and college news.

ACADEMIC ADVISING:

New Student Experience (NSE) faculty will provide ongoing academic advising to students through in-classroom activities and out-of-classroom appointments.

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.

Three (3) absences, without adequate excuse, may result in withdrawal from the course. In the event of an absence, it is your responsibility to contact your instructor via Blackboard email. Communication is critical when you are unable to attend class. Note: As part of the attendance/participation grade, five points will be deducted for each unexcused absence and two points will be deducted for each tardy. Attendance will be calculated into the Final grade.

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.

ATTENDANCE (continued):

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.

TARDINESS/TALKING:

Repetitive tardiness (three (3) late arrivals) will count as one (1) absence.

Please be on time to class. Tardiness is disruptive to your classmates and your instructor. If you come into class after roll has been taken, you are considered tardy and it is now your responsibility to contact the instructor after class, so your attendance is recorded. 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.

ELECTRONIC DEVICES:

All electronic devices **MUST BE PLACED ON SILENT** during class. **I DO NOT ALLOW ANY TYPE OF RECORDING USING ANY ELECTRONIC DEVICE IN THE CLASSROOM.**

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

CLASS PARTICIPATION (continued):

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, PDAs, IPODs, 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**
 - **September 5, 2017 @ (11:59pm)**
- **Withdrawal Deadline:**
November 10, 2017 @ (11:59 pm)

<http://valenciacollege.edu/calendar/documents/FallSpringSummer16-17ImportantDatesrev.12-2-16.pdf>

WITHDRAWAL DEADLINE & POLICY:

The withdrawal deadline date is **November 10, 2017 @ (11:59 pm)**

http://valenciacollege.edu/calendar/importantdates_withdraw.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.

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:

(2017- 2018 College Catalog) Valencia College is dedicated not only to the advancement of knowledge and learning but it is concerned with the development of 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/>

DESCRIPTION OF MAJOR ASSIGNMENTS AND PROJECTS

Final Story Project:

Over the course of the semester, students will have an opportunity to learn about the valuable resources on campus and how to navigate their way through college and beyond in order to successfully accomplish their ultimate purpose in life. Through this course experience, students will develop a career pathway to ensure that they are on the right track to pursuing their academic and career goals. The Final Story Project will require students to present where they will be five to eight years from now. Students are required to include information such as their purpose and educational and career plans in their presentation. Detailed instructions will be provided to guide the development of the presentation. All **STUDENTS** are to be present for the days of finals. If you miss any day, **20 points** will be deducted per day from your overall points.

Purpose Paper:

Students will learn about purpose and will explore their personal purpose. Students will create a personal purpose paper that outlines and articulates their values, goals, interests and strengths in relation to their educational and career aspirations. Detailed instructions will be provided regarding the paper content and format.

Academic Blueprint (My Education Plan):

Students will be introduced to the My Education Plan in LifeMap. My Education Plan is a tool that allows students to review the courses that are part of their degree (A.A. or A.S.) and create a plan for completion. After reviewing their My Education Plan, students will research the institutions they plan to attend and create a plan of action that will be used for the successful completion of their degree. Detailed instructions will be provided regarding the assignment content and format.

Co-Curricular Reflections

The New Student Experience course is intended to help you become familiar with the services and resources available at the college, identify your purpose, and establish personal connections. The following assignment is designed to support these course outcomes through interactive activities that we refer to as Co-Curriculars.

To successfully complete this assignment, you are required to complete three (3) Co-Curricular activities Place, Purpose, and Personal Connection, provide proof of attendance/completion, and complete a corresponding reflection for each Co-Curricular.

Co-Curricular Activities

Co-Curricular activities occur outside of class time. There are deadlines for each Co-Curricular, so it is important to complete each assignment on time.

You will have to complete each of the following:

1. **Place:** Visit one office at Valencia and speak with a staff member there.
2. **Purpose:** Attend one approved event (on or off campus) that aligns with your purpose and career goals.
3. **Personal Connection:** Complete “Social Media and Networking” online module and corresponding assignment in Blackboard.

Proof of Attendance

You may be required to submit proof of attendance for Place and Purpose Co-Curriculars. Each proof of attendance form may be stamped or signed at the end of activity. If you are unable to get a signature or stamp, you may use an artifact from the activity such as a flyer, brochure, business card, program, etc. Please note the following about the proof of attendance forms:

- You must print the proof of attendance form prior to attending the Co-curricular.
- You must stay until the end of the session or event, or you will not receive credit.

Reflection

After completing each Co-Curricular activity, you must submit a corresponding reflection. The Place and Purpose Co-Curriculars require you to write a paper. This paper is not a rehashing of the event but an analysis of the experience and how it may benefit you in the future. Prompts will be provided for these two reflection below. The Personal Connection Reflection is a separate assignment that can be found upon the completion of the online module in Blackboard.

Co-Curricular Reflections

Instructions: Write a short reflection essay that expresses what you learned from completing the Co-Curriculars below. Provide an analysis of the experience and how it may benefit you in the future. Your essay should include the following for each co-curricular.

Place Reflection Prompts:

1. Discuss the reason why you selected this place. Explain the key services that are provided and how they can help you achieve academic and/or career goals. Do you foresee visiting this place in the future and would recommend it to a friend? Why or why not? What were the two most important things you learned about the place?
2. Discuss your interaction with the faculty/staff member at the place.
 - How did you feel when communicating during the session? Provide examples to support your explanation. For example, were you anxious or nervous? Did you feel comfortable? Explain why or why not.
 - How would you describe your verbal and/or nonverbal communication during the interaction?
 - Would you make any changes to your verbal and/or nonverbal communication during the interaction? Explain the changes you would make and why (if any) or why you wouldn't make any changes.

Purpose Reflection Prompts:

1. Describe the event you attended. What was the event, where did it take place, and why did you choose it?
2. How did this event contribute to the understanding of your purpose? What impact did this event have on your career and educational goals? What were the two most important things you took away from the event?
3. Reflect on your interactions with others at the event.
 - How did you feel when communicating during the session? Provide examples to support your explanation. For example, were you anxious or nervous? Did you feel comfortable? Explain why or why not.
 - How would you describe your verbal and/or nonverbal communication during the interaction?
 - Would you make any changes to your verbal and/or nonverbal communication during the interaction? Explain the changes you would make and why (if any) or why you wouldn't make any changes.

Personal Connection Reflection Questions

1. See Social Media and Networking online module for instructions and reflection. The module can be accessed here- <http://libguides.valenciacollege.edu/personalconnection>

DATES	CLASS TOPICS	ASSIGNMENTS	DUE DATES
Week 1: 8-28 to 9-1	<ul style="list-style-type: none"> • Introductions: Student Engagement Activity • “How We Treat Each Other” • Syllabus Review • Course Review (Blackboard, Atlas, Student Resources) • Email Etiquette 	<ul style="list-style-type: none"> • Purchase Books and Read and Review Syllabus 	<ul style="list-style-type: none"> • 9-6-17
Week 2: 9-4 to 9-8 *9-4 Labor Day Holiday (College Closed)	<ul style="list-style-type: none"> • Time Management • Note-Taking • Introduction to Co-Curriculars • Library Visit 	<ul style="list-style-type: none"> • How We Treat Each Other Reflection • Email Etiquette: Sample email 	<ul style="list-style-type: none"> • 9-6-17
Week 3: 9-11 to 9-15	<ul style="list-style-type: none"> • Introduction to Strengths Quest • SMART Goals • LASSI • Time Management 	<ul style="list-style-type: none"> • Read Chapters 1 & 2 StrengthsQuest • Complete StrengthsQuest Assessment, Print Results, and bring to class on 9-20-17 	<ul style="list-style-type: none"> • 9-20-17
Week 4: 9-18 to 9-22	<ul style="list-style-type: none"> • StrengthsQuest Review • StrengthsQuest in Class Activity 	<ul style="list-style-type: none"> • SMART Goals Reflection Paper • LASSI Action Plan • Time Management Assignment/Reflection • Read Chapter 10 StrengthsQuest 	<ul style="list-style-type: none"> • 9-23-17
Week 5: 9-25 to 9-29	<ul style="list-style-type: none"> • Interpersonal Communication • Strengths Quest Expression Group Presentations • Introduction to Personal Purpose Statement <p>Career Planning:</p> <ul style="list-style-type: none"> • Career Interview Review • Introduction to My Plan • My Plan Career Assessment • Introduction to Final Story Project 	<ul style="list-style-type: none"> • Read Chapters 7 and 8 StrengthsQuest 	<ul style="list-style-type: none"> • 9-29-17

DATES	CLASS TOPICS	ASSIGNMENTS	DUE DATES
Week 6: 10-2 to 10-6	Advising Visit-Presentation for Academic Blueprint Academic Planning Part 1: <ul style="list-style-type: none"> Connecting Career Skills to General Education Review of General Education Requirements Review of Meta-Majors 	<ul style="list-style-type: none"> Place Co-Curricular Work on Academic Blueprint Assignment Purpose Paper Due 	<ul style="list-style-type: none"> 10-4-17 10-9-17
Week 7: 10-9 to 10-13 College Night Class does not meet on 10-12-17	Academic Planning Part 2: <ul style="list-style-type: none"> LifeMap: My Education Plan College Navigator website http://nces.ed.gov/collegenavigator/ 	<ul style="list-style-type: none"> Work on Academic Blueprint Assignment Career Interview 	<ul style="list-style-type: none"> 10-9-17 10-14-17
Week 8: 10-16 to 10-20	Academic Planning Part 3: <ul style="list-style-type: none"> Degree Audit Valencia College Catalog Term-by-Term Worksheet 	<ul style="list-style-type: none"> Purpose Co-Curricular Academic Blueprint 	<ul style="list-style-type: none"> 10-16-17 10-20-17
Week 9: 10-23 to 10-27	Financial Literacy <ul style="list-style-type: none"> GradReady Account Paying for College 	<ul style="list-style-type: none"> Personal Connection Co-Curricular 	<ul style="list-style-type: none"> 10-25-17
Week 10: 10-30 to 11-3	Financial Literacy <ul style="list-style-type: none"> Cost of College Final Story Project Planning 	<ul style="list-style-type: none"> GradReady 	<ul style="list-style-type: none"> 11-8-17
Week 11: 11-6 to 11-10	Financial Literacy <ul style="list-style-type: none"> LASSI Action Plan Follow-up Final Story Project Planning 	Final Story Project Planning Document	<ul style="list-style-type: none"> 11-15-17
Week 12: 11-13 to 11-17	<ul style="list-style-type: none"> Final Story Project Planning 	<ul style="list-style-type: none"> Final Story Project Planning-Draft 	
Week 13: 11-20 – 11-24 College Closed 11-22 to 11-26	<ul style="list-style-type: none"> Final Story Project Planning THANKSGIVING HOLIDAY- COLLEGE CLOSED	<ul style="list-style-type: none"> Final Story Project Planning Document 	<ul style="list-style-type: none"> 11-20-17
Week 14: 11-27 to 12-1	Final Exam: Final Story Presentations		<ul style="list-style-type: none"> 11-27-17 to 12-1-17
Week 15: 12-4 to 12-8	Final Exam: Final Story Presentations		<ul style="list-style-type: none"> 12-4-17 to 12-8-17
Week 16: 12-11 to 12-15	Final Exam: Final Story Presentations		<ul style="list-style-type: none"> 12-11-17 to 12-15-17

Assignments and Grading Scale

POINTS	GRADE
900 - 1000	A
800-899	B
700-799	C
600-699	D
599 or Below	F

Assignment	Value	Score
How We Treat Each Other Reflection	25	
Interpersonal Communication Quiz	25	
SMART Goals Reflection	25	
Time Management Assignment/ Reflection	20	
LASSI Action Plan	30	
Strengths Quest Group Presentation	25	
Interpersonal Communication Quiz	25	
Individual Budget Assignment	25	
Strengths Quest Expression/Reflection Paper	25	
Submit Place Co-Curricular Reflection	25	
Purpose Paper	100	
Career Interview	50	
Academic Blueprint Assignment	100	
Submit Purpose Co-Curricular Reflection	25	
Final Story Planning Document	50	
Submit Personal Connection- Co-Curricular	25	
Final Exam – Final Story Presentations	200	
Attendance	200	

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: _____