

Valencia College – West Campus
SLS 1122-New Student Experience for Business Students

Term: Fall 2014

Course Number: SLS 1122 (CRN 16247)

Meeting Days & Time: Monday and Wednesday, 5:30pm – 6:45pm

Building & Room #: Building 1, Room 236

Number of credit hours: 3

Course Prerequisites: None

Professor: Melinda Smith

Office Hours: By appointment only. Please contact me via email to set up an appointment.

E-Mail: msmith225@valenciacollege.edu

Phone #: 407-582-1239

Required Text & Materials:

***You will need to have these items before our next class meeting (2nd class of term)**

1. Text: ***Start Something That Matters, By Blake Mycoskie***
2. Text: ***Strengths Quest, By Donald O. Clifton & Edward Anderson***
3. Valencia College Student Handbook (provided at New Student Orientation) – If you lost your handbook, a new one can be purchased at the Bookstore.
4. Binder or Folder to maintain all work, handouts, & activities.
5. Pen
6. Access to Blackboard

Course Description:

Students learn and apply strategies for success in college and life-long learning. Major topics include setting academic, career and personal goals; effective communication; study strategies; critical thinking; self discovery; learning styles and mastering Valencia's core competencies. Students will develop education and career plans utilizing college resources.

Course Overview:

Business students will determine which business field and/or specialization they would like to pursue 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 resources, applying college success skills, designing an education plan and creating a financial plan.

Major Learning Outcomes:

- 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.
- Students will determine if Business is the right major for them and choose an academic program aligned with their educational/career goals, interests, strengths, and values.
- Students will design an education plan that includes goals for learning.

- Students will learn how to create a financial plan.
- Students will apply college success skills.
- Students will demonstrate effective communication skills with diverse groups.
- Students will demonstrate awareness of college support systems.

Core Competencies of a Valencia Graduate:

Valencia's Student Core Competencies 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.

Academic Honesty:

You are expected to do all of your own work on all tests. Giving or receiving information concerning exam content is 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 (including the use of another student's work) may receive a grade of "F" on a specific assignment, examination, or project, or may be assigned a grade of "F" for the course. The instructor reserves the right to determine penalties within Valencia College's academic honesty policies.

All forms of academic dishonesty are prohibited at Valencia. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. Sanctions available to the professor should a violation occur are described in the Valencia Student Handbook or online at:

<http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=193>

Student Code of Conduct:

Valencia College is dedicated not only to the advancement of knowledge and learning, but 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.

In addition, please follow college policy relating to children on campus. Please make arrangements for childcare outside the classroom.

Electronic Devices:

Students are required to turn off/silence all cell phones and/or other electronic devices before the beginning of class. If a cell phone is audible or a student is seen texting, the student may be asked to turn it off or leave for the remainder of the class, forfeiting attendance and any other points for that day. If there is an emergency situation warranting the use of a cell phone during class time, the student must notify the instructor in advance before class. During a testing situation, if a cell phone is

audible, the student's test may be collected and the student may be asked to leave. **Computers are also not allowed in the classroom unless otherwise approved by the Office for Students with Disabilities.**

General Attendance:

Because so much of the learning in this course is cumulative, interactive, and participatory, attendance is a must! Your success in this course depends in large measure on the interest, willingness, and enthusiasm that you and your classmates bring to the experience. You should be on time to each class, complete all assignments, and remain in class for the entire time unless prior permission has been given by the instructor to leave early. **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 me via email and access the materials from class and any homework. Students are also responsible for any announcements made in class. Only students with excused absences (as approved by the instructor; documented/legitimate excuses) will be eligible for making up a missed assignment or grade. If your absence is unexcused, you will receive a zero for any missed tests, quizzes, or in-class assignments. If you have advance notice that you will be absent from class or if an emergency occurs, please contact me. Extenuating circumstances will be taken into consideration at my discretion.

Tardiness & Talking:

Both tardiness and talking are considered rude and unacceptable. Please be on time to class. All homework assigned will be turned in at the beginning of class. **Students who are late to class and are not able to turn in their assignments at the beginning of class will lose one (1) letter grade off their assignment.** (Example: If your paper got an "A", turning it in late would result in a grade of a "B".) If a student is late **three (3) times** this will result in the student receiving **one (1)** unexcused absence.

Questions during class are always accepted and encouraged as long as they are relevant to the lecture. **Students who cause persistent disruption (texting, talking to another classmate, etc.) in class will be asked to leave.**

Withdrawals and Excessive Absences:

Per Valencia Policy, 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 is not permitted to withdraw from a class after the withdrawal deadline. A student who withdraws from a class before the withdrawal deadline will receive a grade of "W". **The withdrawal deadline for the Fall 2014 term is November 7th, 2014.**

A faculty member is permitted to withdraw a student from their class up to the beginning of the final exam period, for violation of the faculty member's attendance policy (**3 absences**), 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".

For more information, please review the official Withdrawal Policy:

http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&pcdure=0&navst=0

***Please know that your success in this class is important to me! If you are experiencing personal difficulties that are affecting your attendance and performance or if you are thinking about withdrawing from this class, please consider speaking with me first. If necessary, I will refer you to a campus resource or service that may be able to assist you.**

Late Work:

Just as late work is not accepted at your job, it is also not accepted in this class without a valid and documented reason. Acceptable excuses are considered at my discretion. Excused late assignments will only be accepted for full credit at the following class (Example: if you do not turn in the assignment on Monday, the latest I will accept it is the next class that week on Wednesday). Technology problems such as computer problems, internet issues or printing errors are not considered acceptable excuses.

All homework assignments will be collected at the beginning of class. If you are late to class and do not turn in your assignment when I collect them, your assignment will be deducted 1 letter grade. Late assignments will only be accepted at the following/next class. After that time, late assignments will not be accepted and will result in a grade of a **zero (0)**. Any assignments turned in during the following class will be deducted 1 letter grade.

Class Participation:

You should consider being a student like having a job. It is important to attend all classes, participate in class, ask relevant questions, turn in assignments when they are due, and ask for help when needed.

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.

Final Exam Project:

Your final exam is Your Final Story Project Presentation. It will begin the last week of the term through/on your final exam day. Even if you have finished your presentation, ALL students will be required to watch all exams through/on final exam day.

New Student Experience Course Policies:

1. 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.

2. Writing and/or other homework will often accompany reading assignments and are due at the **beginning** of the class period. Assignments **will not** be accepted late for full credit without proper documentation. Hastily written work, without depth or thought, will be returned. The 1st occurrence can be resubmitted for a grade the following class but will be deducted one letter grade. All other occurrences will not be eligible to resubmit. Technology problems are no excuse for lateness (for example: “My printer broke/ran out of ink...etc.). There are computer labs on campus or you may email your assignments prior to the beginning of class. You must have my permission before any work can be submitted via email. **Assignments and/or homework should be typed/word processed (with exception to in-class assignments).**

3. **Students** are expected to bring all materials, books, pencil/pen and paper to each and every class.

4. Personal Purpose Statement/Paper, My Education Plan, Co-Curricular Experience and Final Story Project are Mandatory! Failure to successfully complete and turn in any of these assignments will result in an “F” for the New Student Experience for Business Students course!

Grading:

The following grading scale below will be used to determine your final grade:

Assignment	Due Date	Value	Score
LASSI Action Plan	9/3/14	10	
Chapter 1 Questions	9/3/14	20	
Chapter 2 Questions	9/3/14	20	
Time Management “Where do I go From Here?” worksheet	9/8/14	15	
Weekly Planning Assignment & Time Management Journal	9/8/14	15	
StrengthsQuest Expression Presentation	9/17/14	30	
Chapter 3 Questions	9/22/14	20	
StrengthsQuest Reflection	9/29/14	20	
Social Media Test	9/24/14	30	
My Plan Assessment and Reflection	9/29/14	30	
*Co – Curricular # 1	9/29/14	25	
CEO Email Assignment	10/6/14	50	
Chapter 4 Questions	10/13/14	20	
*Personal Purpose Statement/Paper	10/13/14	50	
Business Presentations Reflection (completed in class)	10/15/14	20	
Career Summary Report	10/20/14	50	
*MEP Assignments (4 steps)	10/22/14	100	
Individual Budget Assignment	10/27/14	50	
*Co – Curricular # 2	10/29/14	25	
Cost of College Group Project/Presentation	11/3/14	50	
LASSI Action Plan Follow-up	11/12/14	20	

Career Interview	11/17/14	50	
*Co – Curricular # 3	11/24/14	25	
Story Project Check	11/24/14	30	
Emotional Intelligence Reflection	11/24/14	25	
*Final Exam –Final Story Project	12/1/14	200	
Total		1000	

**Required assignments that must be completed to pass SLS1122*

Grading Scale:

A (90-100)	900-1000 points
B (80-89.9)	800-899 points
C (70- 79.9)	700-799 points
D (60-69.9)	600-699 points
F (50-59.9)	599 or below

Students with Disabilities:

The Office for Students with Disabilities (OSD) is committed to the fulfillment of equal educational opportunity, autonomy, and full inclusion for students with disabilities. The OSD exists to determine and ensure appropriate accommodations for qualified students with documented disabilities, to assist students in self-advocacy, to educate the Valencia community about disabilities, and to ensure compliance with the ADA, ADAAA and Section 504 of the Rehabilitation ACT.

In order for the OSD to accommodate students at Valencia College, students MUST register with the OSD. Students are responsible for (1) providing appropriate documentation of the disability and how it limits participation in courses, programs, services, activities and facilities; (2) following the OSD procedures to request accommodations in a timely manner; (3) presenting a Notification to Instructors (NTI) form each term to professors; and (4) meeting and discussing accommodation needs with faculty.

Student documentation guidelines: <http://valenciacollege.edu/osd/DocumentationGuidelines.cfm>

Disclaimer:

Please note this syllabus is subject to change at the discretion of the instructor. The course calendar/schedule is also subject to change. Time spent on certain topics may vary depending on the needs and desires of class members. Changes in the syllabus and/or course calendar may be made at any time during the term by announcement of the instructor. A revised course calendar may be issued at the discretion of the instructor.