**New Student Experience**

SLS 1122

Fall CRN#13103

**I. Instructor Information**

**Rachel Smith**

* **Email:** Please email me via the Canvas inbox
* **Office Location:** West Campus, Building 6, Room 326-A
* **Office Hours**
	+ Monday 6:50 p.m. -7:50 p.m.
	+ Wednesday 4:10 p.m. -5:10 p.m.

**Instructor Bio**

I am a dedicated educator who is committed to my students’ academic success. I have taught 6-12 Social Studies and Language Arts for 11 years, and continue my dedication to learning as an instructional coach in Orange County and a part-time instructor with Valencia College. My degrees include a Master’s in Economics from the University of Delaware and a Juris Doctor from the Florida State University College of Law.

**II. Course Information**

**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.

**Text Book**

* *CliftonStrengths for STUDENTS,* Publisher:  Gallup (ISBN978-1-59562-215-2)

***DO NOT buy used.***

* **Online Option for the Textbook:** If you want to purchase the E-book and assessment code you can do so for $11.99 through the strengthsquest.com website using this link: <http://shop.gallup.com/1595620117-1.html>

**Course Details**

* **Modality of Instruction:** Face-to-Face
* **Length of Course/Course Structure:** This course is structured into 16 weeks. We will meet Mondays and Wednesdays from 5:30 p.m. – 6:45 p.m.
* **Location of Course:** West Campus 5-252
* **Prerequisite:** None

**Required Course Technology/Material**

* See textbook information listed above
* Microsoft Office
* Internet
	+ Pen (Blue or Black only)
	+ Notebook/loose leaf paper for notes

**Required Technical Skills:** Students will need to be able to send and receive email, use word processing software, and access the World Wide Web

**Learning Outcomes**

* create a personal purpose statement that outlines and articulates their values, goals, interests, and strengths in relation to their educational and career aspirations.
* choose an academic program aligned with their educational/career goals, interests, strengths, and values.
* design an education plan that include goals for learning and a financial plan.
* apply college success skills.
* demonstrate effective communication skills with diverse groups.
* demonstrate awareness of college support systems.

**Course Communication**

Students will submit all assignments on Canvas by the posted due date and time. Feedback and grades will be posted on Canvas approximately one week after the assignment closes on Canvas. Please contact me via the inbox on Canvas. I will usually get back to you within 24 hours during the week and 48 hours during the weekend, barring extenuating circumstances (e.g., severe weather, etc.).

**III. Grading Procedures**

**Grading Categories**

55% - Mandatory Assignments: Purpose Paper, Co-Curricular assignments, Academic Blueprint, Final Story Project

40% - Assignments/Projects/Quizzes

5% - Participation/Attendance

See the Course Summary at the bottom of the syllabus for a list of assignments, etc.

**Grading Scale**

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - 0-59

**IV. College Links**

[Valencia Academic Calendar](http://valenciacollege.edu/calendar/)

[Valencia Catalog](http://valenciacollege.edu/catalog/)

[Valencia Policies](http://valenciacollege.edu/generalcounsel/policy/)

[Valencia Student Handbook](http://valenciacollege.edu/pdf/studenthandbook.pdf)

[Learning/Course Support](http://valenciacollege.edu/learning-support/)

[Learning Support by Campus](http://valenciacollege.edu/learning-support/browse-by-campus.cfm)

[Learning Technology Support/Services](http://valenciacollege.edu/oit/learning-technology-services/student-resources/getting-help/)

[Canvas Student Guide](https://community.canvaslms.com/docs/DOC-10701)

[Obtain Microsoft Office for Free](http://valenciacollege.edu/support/howto/documents/Valencia_Office-ProPlus-Instructions.pdf)

[Student Services](http://valenciacollege.edu/student-services/)

**V. Academic Integrity**

**Plagiarism**

Software is used to detect and prevent plagiarism.

According to the Merriam-Webster Online Dictionary, to "plagiarize" means to steal and pass off (the ideas or words of another) as one's own to use (another's production) without crediting the source to commit literary theft to present as new and original an idea or product derived from an existing source. In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. Please refer to Valencia College's [Plagiarism Resources (Link)](http://valenciacollege.edu/oit/learning-technology-services/student-resources/academic-integrity/plagiarism.cfm).

**Valencia Academic Dishonesty Policy**

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.

Please refer to Valencia College's [Academic Dishonesty policy (Link)](http://valenciacollege.edu/generalcounsel/policy/documents/Volume8/8-11-Academic-Dishonesty.pdf).

**VI. Accommodations**

**Office for Students with Disabilities**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form and/or letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. The Office for Students with Disabilities (OSD) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. To obtain a letter of accommodation, contact OSD at 407-582-2229.

For more information refer to the [Office for Students with Disabilities (Link)](http://valenciacollege.edu/osd/default.cfm).

**BayCare Student Assistance Services**

Valencia College has contracted with a private and confidential counseling service to provide short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include: stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues.

Students who are experiencing any of these issues and who are enrolled in credit classes at Valencia should call the toll-free number 1-800-878-5470 to speak to a professional counselor. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor. For more information, call or visit a Counselor in the Advising Center on any campus.

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 or via email at BayCareSAP@baycare.org. Free face-to-face counseling is also available.

For more information refer to BayCare.

**VII. Policies**

**Netiquette**

The term "netiquette" refers to the awareness of the need for a certain code of behavior (etiquette) in electronic environments (the net) ... Net + Etiquette = netiquette. Netiquette, while a general term, is complex at specific levels because there are so many different kinds of electronic environments, and so many different situations in which we may find ourselves in those environments.

Since this class will be focusing on areas where electronic communication play a key, if as yet undefined role in technical and professional communication, it is our responsibility to be aware of our textual presence as it reflects upon our professional responsibilities, to ourselves and to our parents and students.

In order to maintain a positive online environment for our class, we all need to follow the netiquette guidelines summarized below.

**All students are expected to:**

* show respect for the instructor and for other students in the class
* respect the privacy of other students
* express differences of opinion in a polite and rational way
* maintain an environment of constructive criticism when commenting on the work of other students
* avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

The following list summarizes the kind of behavior that is **not** acceptable. Each item listed below is grounds for removal from the class.

**Students should not:**

* Show disrespect for the instructor or for other students in the class
* Send messages or comments that are threatening, harassing, or offensive
* Use inappropriate or offensive language
* Convey a hostile or confrontational tone when communicating or working collaboratively with other students
* USE ALL UPPERCASE IN THEIR MESSAGES -- THIS IS THE EQUIVALENT OF SHOUTING!!!

Please refer Valencia College's [Netiquette Resources (Link)](http://valenciacollege.edu/oit/learning-technology-services/student-resources/academic-integrity/netiquette.cfm).

**No Show Policy**

Class attendance is required for face-to-face classes beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” Class attendance is required for online classes; students who are not actively participating in an online class and/or do not submit the required attendance activity or assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show". 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.”

**Attendance Policy**

Students are expected to attend each class on time.

Please refer to Valencia College's [Academic Progress, Course Attendance and Grades, and Withdrawal (Link)](http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf)

**Make Up/Late Work Policy**

No late assignments will be accepted EXCEPT for the four mandatory assignments. 15 points will be deducted for each day that a mandatory assignment is late. In-class assignments may not be made up, so daily attendance is imperative.

**Participation Policy**

Students are expected to be in-class, engaged, and on-task every day. The use of cellular phones or other electronic entertainment devices is strongly discouraged. Students who are repeatedly off-task may lose participation points at the professor’s discretion.

**VIII. Valencia Drop/Withdraw Policy**

**Administrative Withdrawal**

If you owe the college any money after the end of the Drop/Add period, the college has the option to withdraw you from all registered classes. You will still owe the balance plus any other fees if they are charged. You are not eligible for a refund.

**Student Initiated Drop**

You can drop a class or all of your classes before the end of the Drop/Add period **September 4th, 11:59 p.m.** and are entitled to a 100% refund of the refundable fees. Your Valencia account will be credited, and after all fees have been paid, a check or charge card credit will be issued. Refer to the college catalog for further information.

**Student Initiated Withdrawal**

You may withdraw from a class or all of your classes after the end of the official Drop/Add period (see above) but before the withdrawal deadline **November 9th, 11:59 p.m.** However, you are not eligible for a refund. If you owe the college any money, you will still have to pay that balance. A student is not permitted to withdraw from a class after the withdrawal deadline. According to [Valencia policy (Link)](http://catalog.valenciacollege.edu/academicpoliciesprocedures/courseattemptscoursewithdrawal/) a student who withdraws from class before the established deadline for a particular term will receive a grade of “W. A student is not permitted to withdraw after the withdrawal deadline. Refer to the college catalog for further information.

**Faculty Initiated Withdrawal**

A faculty member is permitted to withdraw a student 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 student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”.

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

**Please refer to Valencia College's**[**Academic Progress, Course Attendance and Grades, and Withdrawal (Link)**](http://valenciacollege.edu/generalcounsel/policy/documents/Volume4/4-07-Academic-Progress-Course-Attendance-and-Grades-and-Withdrawals.pdf)

**Class Deletion**

You are responsible for payment for all classes not dropped from your schedule by the Drop/Refund Deadline listed in the Important College Calendar Dates section of the catalog and in the Credit Class Schedule. Non-attendance in any course(s) will not qualify you for a waiver of your financial responsibility for the course(s).  If you do not pay by the specified date and time, you may lose all of your classes and will have to attempt to re-register. It is your responsibility to review your account with the college.

If you have further questions please contact the [Business Office (Link)](http://valenciacollege.edu/businessoffice/policies.cfm).

**IX: Title IX: DISCRIMINATION, HARASSMENT, AND RELATED MISCONDUCT**

**Notice of Non-Discrimination Based on Protected Status**

* It is the policy of the District Board of Trustees to provide equal opportunity for employment and educational opportunities to all applicants for employment, employees, applicants for admission, students, and others affiliated with the College, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, genetic information, sexual orientation, gender identity, pregnancy, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations (collectively referred to as “Protected Status”).
* In addition, Valencia College (“Valencia” or “College”) strives to be a community in which all members can learn and work in an atmosphere free from all forms of Harassment, including Sexual Harassment, discrimination, intimidation and/or retaliation. This Policy prohibits all forms of Discrimination and Harassment based on Protected Status. It expressly, therefore, also prohibits Sexual Assault and Sexual Exploitation, which by definition involve conduct of a sexual nature and are prohibited forms of Sexual or Gender-Based Harassment. This Policy further prohibits Stalking and Interpersonal Violence, which need not be based on an individual’s Protected Status. Finally, this Policy prohibits Complicity for knowingly assisting in an act that violates this Policy and Retaliation against an individual because of his or her good faith participation in the reporting, investigation, and/or adjudication of violations of this Policy. These behaviors are collectively referred to in this Policy as Prohibited Conduct.
* All members of the College community are responsible for conducting themselves in accordance with this Policy and other College policies and procedures. Valencia students and employees who violate this Policy may face discipline up to and including expulsion or termination.
* The College’s protection of these statuses is grounded in federal, state, and local laws. The College encourages all community members to take reasonable and prudent actions to prevent or stop Prohibited Conduct. Taking action may include direct intervention when safe to do so, seeking assistance from a person in authority at the College, enlisting the assistance of friends, contacting law enforcement, or contacting Campus Safety and Security. Members of the College community who exercise this positive responsibility will be supported by the College and protected from Retaliation.
* The College has an obligation to make reasonable efforts to investigate and address known or suspected instances of Prohibited Conduct. To foster a climate that encourages prevention and reporting of Prohibited Conduct , the College will actively promote prevention efforts, educate the College community, respond to all reports promptly, provide Interim Protective Measures to address safety and emotional well-being, and act in a manner that recognizes the inherent dignity of the individuals involved.

**Sexual or Gender Based Harassment, Sexual Assault, Sexual Exploitation, Interpersonal Violence, and Stalking**

* Title IX of the Education Amendments of 1972 states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
* Sexual or Gender-Based Harassment, Sexual Assault, Sexual Exploitation, and Retaliation, as defined in this Policy, are prohibited forms of discrimination under Title IX, which covers all of the College’s programs and activities. Like racial, religious, and national origin Harassment, Sexual or Gender-Based Harassment and Sexual Violence are also prohibited under Title VII of the Civil Rights Act of 1964, Section 760 et al, F.S., and other applicable laws.
* The College’s prohibition against Interpersonal Violence (including domestic and dating violence) and Stalking is also governed by federal law because these forms of behavior a reprohibited by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C.§ 1092(f) (the Clery Act) and Section 304 of the Violence Against Women Reauthorization Act of 2013. Such acts violate the essential dignity of our community member(s) and are contrary to our institutional values.
* The College, as an educational community, will promptly and equitably respond to reports of Sexual Assault, Interpersonal Violence, and Stalking in order to eliminate the Harassment, prevent its recurrence, and address its effects on any individual or the community. The College recognizes that Sexual Assault, Interpersonal Violence, and Stalking encompass a broad spectrum of conduct and will respond according to both the severity of the offense and the threat it poses to the campus community.
* For more information on Title IX and Valencia refer to the [College's website (Link)](https://valenciacollege.edu/hr/title-ix/policy.cfm).

**X. FERPA**

The Family Educational Rights and Privacy Act of 1974 is a federal law regarding privacy of student records. These rights are transferred to students when he or she reaches the age of eighteen or attends a school beyond the high school level at any age. Due to confidentiality and this law, grades and course progress can only be discussed with the student.

**XI. Disclaimer**

Changes to the course (including the syllabus) may be made at the discretion of the professor, and students will be notified of any changes via announcement on Canvas.

**Course Summary**

***This calendar is subject to change at the discretion of the instructor.***

**\*Note: The 3 Co-Curricular assignments, Personal Purpose Paper, Academic Blueprint, and Final Story Project are mandatory. If you do not successfully complete these assignments before the end of the term, your grade may result in an “F” for the New Student Experience course!**

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| --- | --- |
| **Class #1 Mon. 8/27/18** | **Assignments and Activities:*** Welcome to the New Student Experience
* Get Acquainted Activity
* Syllabus and Class Expectations Activity
* Discuss Purpose, Pathway, Personal Connection, Preparation, Plan and Place
* Faculty Advising Information
 |
| **Class #2 Wed. 8/29/18** | **Assignments and Activities:*** Q and A Syllabus
* Canvas Navigation and Review Syllabus Calendar
* Turn in the Syllabus Contract in class
* **Syllabus Quiz on Canvas due Wednesday, 9/5**
 |
| **Class #3 Mon. 9/3/18** | **No Class –Labor Day**  |
| **Class #4 Wed. 9/5/18** | **Assignments and Activities:*** Q and A Canvas and Syllabus
* Time Management Activity
* Discuss Strengths Quest
* **Read Clifton Strengths for Students Part 1 pages 3-45 by Monday, 9/10**
* **Complete Strengths Quest Assessment by Monday, 9/10**
* **After you finish the Strengths Quest assessment, print out your results/report 5 themes and bring them to class on Monday, 9/10**
 |
| **Class #5 Mon. 9/10/18** | **Assignments and Activities:*** Strengths Quest Activity
* Discuss strengths in-class presentations
* Growth mindset article and discussion
* **Time Management Log Due**
 |
| **Class #6 Wed. 9/12/18** | **Assignments and Activities:*** Strengths presentations
* Introduce Co-Curricular mandatory assignments and steps to completion
* **Co-curriculars quiz on Canvas due Monday, 9/17**
 |
| **Class #7 Mon. 9/17/18** | **Assignments and Activities:*** Discuss Note Taking Skills
* Active listening/note-taking activity
* Introduce diversity group project
 |
| **Class #8 Wed. 9/19/18** | **Assignments and Activities:*** Introduce financial literacy/Grad Ready/guest speaker
* Discuss the Career Plan Assessment
* Work on the diversity group project
* **The diversity group project is due on Canvas by 10:00 p.m. on Friday, 9/21**
* **Complete the Career Plan Assessment in Canvas and print out your results. Bring the results to class on Monday, 9/24**
 |
| **Class #9 Mon. 9/24/18** | **Assignments and Activities:*** Career Plan Assessment activity and discussion
* Career Discovery and Research (bls.gov)
* Introduce the Career Interview Assignment
 |
| **Class #10 Wed. 9/26/18** | **Assignments and Activities:*** SMART Goals activity
* Introduce the Personal Purpose Paper and Presentation
 |
| **Class #11 Mon. 10/1/18** | **Assignments and Activities:*** Discuss interpersonal communication skills and LIB Guide
* Mock interview activity
* Discuss the Personal Purpose Paper & Presentation in small groups
 |
| **Class #12 Wed. 10/3/18** | **Assignments and Activities:*** Critical thinking article and discussion
* Critical thinking activity and debrief
 |
| **Class #13 Mon. 10/8/18** | **Assignments and Activities:*** Review status of NSE Co-Curricular assignments and the Personal Purpose Paper and Presentation
* Watch/critique sample presentations
* Work on Personal Purpose Paper outlines in small groups
* **Personal Purpose Paper outline due in class Wednesday, 10/10**
 |
| **Class #14 Wed. 10/10/18** | **Assignments and Activities:*** Discuss and review completed Personal Purpose Paper outlines in small groups
* NSE Co-Curricular assignments workshop in class
* **NSE Co-Curricular assignments are due on Canvas by 10:00 p.m. on Friday, 10/12**
 |
| **Class # 15 Mon. 10/15/18** | **Assignments and Activities:*** Introduce the Academic Blueprint Assignment
* Review advising requirements and policies
 |
| **Class #16 Wed. 10/17/18** | **Assignments and Activities:*** Personal Purpose Paper workshop day
* **Personal Purpose Papers are due in Canvas by 10:00 p.m. on Friday, 10/19**
 |
| **Class #17 Mon.10/22/18** | **Assignments and Activities:*** Personal Purpose Paper Presentations
 |
| **Class #18 Wed. 10/24/18** | **Assignments and Activities:*** Personal Purpose Paper Presentations
 |
| **Class #19 Mon.10/29/18** | **Assignments and Activities:*** Introduce the Final Story Project Final Exam
* View video examples of the Final Story Project, discuss, and critique
 |
| **Class # 20 Wed. 10/31/18** | **Assignments and Activities:*** Guest Speaker: Library
* Information literacy activity
* **Career Interview Assignment is Due in Canvas before 10 pm on Friday, 11/2**
 |
| **Class #21 Mon. 11/5/18** | **Assignments and Activities:*** Check in/check up on the Final Story Project
* Workshop Day – Academic Blueprint
 |
| **Class #22 Wed. 11/7/18** | **Assignments and Activities:*** Workshop Day – Academic Blueprint
* **Academic Blueprint is due in Canvas before 10:00 p.m. on Friday, 11/10**
 |
| **Class # 23 Mon. 11/12/18** | **Assignments and Activities:*** Workshop Day: Final Story Project
* Individual feedback available for the Final Story Project
 |
| **Class #24 Wed. 11/14/18** | **Assignments and Activities:*** Workshop Day: Final Story Project
* Individual feedback available for the Final Story Project
 |
| **Class #25 Mon. 11/19/18** | **Assignments and Activities:*** Workshop Day: Final Story Project
* Individual feedback available for the Final Story Project
 |
| **Class #26 Wed. 11/21/18** | **NO CLASS – Thanksgiving Break** |
| **Class #27 Mon. 11/26/18** | **Assignments and Activities:*** Final Exam -My Story Project Presentations Part 1
 |
| **Class #28 Wed. 11/28/18** | **Assignments and Activities:*** Final Exam -My Story Project Presentations Part 2
 |
| **Class #29 Mon. 12/3/18** | **Assignments and Activities:*** Final Exam -My Story Project Presentations Part 3
 |
| **Class #30 Wed. 12/5/18** | **Assignments and Activities:*** Final Exam -My Story Project Presentations Part 4
 |
| **Class #31 Mon. 12/10/18** | **Assignments and Activities:****Final Exam Week****Professor will announce in class the day and time for the Final Exam** |
| **Class #32 Wed. 12/12/18** | **Assignments and Activities:****Final Exam Week****Professor will announce in class the day and time for the Final Exam** |

***I wish you a successful semester, and I look forward to working with you!***