

NEW STUDENT EXPERIENCE

Purpose - Plan - Pathway - Preparation - Personal Connection - Place

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Office Hours

MTWR: 8:45 - 9:45am

W: 1:00 - 3:30 pm

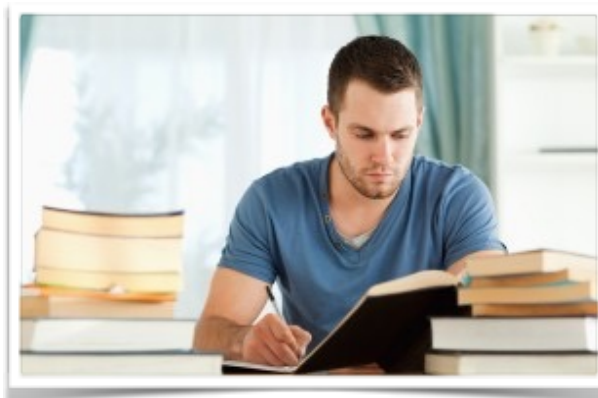
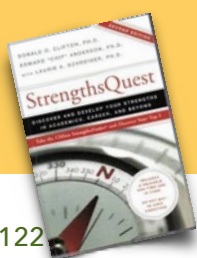
R: 11:30 - 12:30

MT: 2:30 - 3:30 pm

Required Materials

(1) Student Handbook or other planner and (2) access to a computer and internet.

(3) **StrengthsQuest**, Donald O. Clifton and Edward Anderson, 2nd Edition (ISBN - 13:978-1595620118) Hard Copy or electronic copy with one-time use code at www.strengthsquest.com.



Course Overview

Students will choose a major and articulate a pathway to complete their academic and career goals. Major topics include: defining your purpose, demonstrating awareness of college support systems, communicating effectively, and navigating college sources, 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.
- choose an academic program aligned with their educational/career goals, interests, strengths, and values.
- design an education plan that includes goals for learning and a financial plan.
- apply college success skills.
- demonstrate effective communication skills with diverse groups.
- demonstrate awareness of college support systems.



Questions to Answer:

What are my professor's office hours?

How can I contact my professor?

What books and materials will I need?

What will I be learning in this course?

What are some of the important college policies?

What are my professor's classroom policies?

What if I am absent?

When are assignments due?

When is the withdrawal deadline and why does it matter?

How many mandatory assignments are there? What are they?

When is my final exam? What is it?

General Policies

Drop/Refund

Until the first day of classes, registration and schedule changes are made through Atlas. Once classes begin, you may continue to drop a course until the Drop/Refund Deadline or add a course that has not met. The drop/refund deadline is **September 4, 2018 @ 11:59 pm**. This is the last day to receive a refund!

"No Show" Status

Class attendance is required 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." Students who are not actively participating in the online portion of class and/or do not submit the first 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

Because so much of the learning is cumulative, interactive and participatory, attendance is a must - both class and online! **Active attendance** is required and part of your grade. Please be on time to class. Students who persist on being tardy or leaving early will be dealt with on an individual basis. It is important for you to complete all assignments in class and online and remain in class for the entire time unless prior permission has been given by the instructor to leave early. **Three (3)** absences, without documentation and instructor approval, or repeated failure to submit online work may result in withdrawal from the course.

You are expected to attend all class meetings of all courses for which you are registered. **Regular attendance and regular class participation are significant factors that promote success in college.**

You are expected to know the professor's specific attendance policy as stated in this syllabus. In the event of absence from a classroom course or the inability to participate in an online or hybrid course, you should contact your professor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.) For this course you should refer to Blackboard for information on assignments.

VALENCIA COLLEGE



What I wish you to know as you start college...

1. **Stay one step ahead!**
Procrastination can lead to all-nighters, high stress and low grades.
2. **Get to know your professors!** Introduce yourself, visit them during office hours, ask questions, communicate with them.
3. **Manage your finances!**
Look into scholarships - somebody has to get that money!
4. **Find your interests and follow those.** Choose a degree that YOU will be happy with.
5. **Be prepared for a rollercoaster ride.** College will test your will power... stay strong!
6. **Be organized!** Find ways to organize your time and tasks, your priorities, and your things. It will lessen your stress and make you more successful!

"Expect the best. Prepare for the worst. Capitalize on what comes." -Zig Ziglar

Withdrawal

The withdrawal deadline for receiving a non-punitive grade of "W" is **November 9, 2018**. 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 (Withdrawn). 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 and may have an impact on your financial aid. **IMPORTANT NOTE: Before choosing to withdraw, it is recommended that students first speak with their professor regarding progress in the course. I can discuss the impact of the W on academic progress, future fees, and financial aid and facilitate the withdrawal so that you do not end up being withdrawn from all your classes.**

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.

Before you withdraw from a course, you should be aware that course withdrawals:

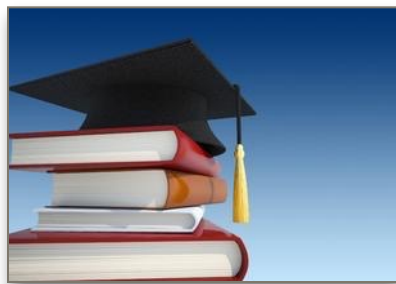
- Will increase the cost of your total education
- May affect your financial aid status
- May affect your transfer grade point average
- May result in your having to pay the full cost of instruction fee to retake the course
- May affect your anticipated graduation date
- May result in your being denied access to limited access programs
- May affect your eligibility for the Honors Program
- May affect your immigration status if you are attending Valencia on a nonimmigrant visa
- Will result in your required repayment of course fees paid by a Bright Futures scholarship.

College Policy: [6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#)

Student Code of Conduct & Professionalism

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

General Policies cont.



managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in 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.

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(s) reserves the right to determine penalties within Valencia College's academic honesty policies.

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

College Policy: 6Hx28:8-03 [Student Code of Conduct](#)

Students 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 with Student Disabilities is located in 212 (WPC).

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.

Additional details can be found in the college catalog. <http://catalog.valenciacollege.edu/records/familyeducationalrightsprivacyactferpa/>

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.



Important Dates

August 27

- Classes begin

September 3

- Labor Day college closed

October 11

- College Night- no classes EC, WC, WPC

November 9

- Withdrawal Deadline

November 21 - 25

- Thanksgiving Break - college closed

December 10 - 16

- Final Exam Week

Course Policies

Class Participation

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. You should consider being a student as a full-time job.

Professionalism

Professionalism comprises personal behaviors in the classroom. We should all be respectful of each other, especially when one of us has the floor for speaking. Overt shows of boredom (fixed attention on your phone, sleeping, etc.) are not polite; if you're not interested, try pretending to be! In general, we should all be aware of how our behaviors affect the class environment. Be a positive contribution to that environment! Employers will expect this of you, too, so you might as well get into the habit now. In any case, **professionalism will be assessed as part of the grade also comprising attendance and participation.** Students are expected to bring all materials, book, pencil/pen and paper to each and every class.

Tardiness/Talking

Tardiness/Excessive Talking are also considered rude / unprofessional and unacceptable. Questions during class are always accepted as long as they are relevant to the lecture. Persistent disruption (including ringing/vibrating cell phones) will be cause for removal from the classroom.

Electronic Devices

(Phones, tablets, etc.): Electronic devices should be used in class for educational purposes not texting, posting to Facebook, etc. Please remember to turn your ringer off so as not to disturb your peers. If you have an emergency situation that may require you to leave the classroom to take a phone call, please do so without disrupting the class.

Technology

Technology problems are no excuse for lateness (for example: "My printer broke...ran out of ink...etc.). There are computer labs on campus! Additionally, cloud based Word/Excel/PowerPoint are available through OneDrive. All electronically submitted assignments must be in one of the following file formats: .doc, .docx, PDF, or .jpg (if submitting a photo).

Course Policies cont.

Make up / Late Work

- Quizzes and “Pre-work” must be completed prior to the class period for which it is due; no late submissions will be accepted. Class discussions and activities are based on reading or other pre-work activity; informed participation in discussion is expected.
- Assignments valued at 100 points or more will lose 10 points per day submitted after the due date.
- All other assignments will be accepted up to one week after the due date for half credit.

Documentation of an emergency (illness, jury duty, etc.) could be the basis for an exception and is at the discretion of the instructor. Assignments which are incorrectly submitted will be noted in your “My Grades” section in Canvas. It is YOUR responsibility to resubmit assignments to the instructor for a re-grade in a timely manner.



Mandatory Assignments (3)

The Purpose Presentation, My Academic Blueprint, and Final Story Project are Mandatory!! Failure to successfully complete any of these assignments will result in an “F” for the New Student Experience course!

Extra Credit

Extra credit in NSE may be earned by completing additional assignments available in Blackboard. You may submit up to 100 points of extra credit at any time during the term up until the deadline indicated in Blackboard and on our class schedule. Once the deadline is passed I will not accept extra credit.

Final Exam

Your Final Exam is your *Final Story Project* and is due to be submitted NO LATER THAN December 2nd (see course schedule). Failure to submit your Final Story Project will earn you an “F” for the course. Attendance on Final Exam day is required (see Valencia’s Exam schedule and/or the course schedule).

College Policy: [6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#)



Assignment List & Points Breakdown

ASSIGNMENT	POINTS POSSIBLE
Discussion Post: Introduction	20
Quiz: Syllabus & Blackboard Quiz	20
Learning Resources Scavenger Hunt	20
StrengthsQuest: Strengths File slide	30
PLACE Co-Curricular Reflection & Worksheet	40
Purpose Assignment	100
Interpersonal Communication Quiz	20
FSP Part #1: Purpose	20
Career Research Assignment	30
FSP Part #2: Career Pathway	20
ABP Entry Ticket: Degree Research	20
PURPOSE Co-Curricular Reflection & Worksheet	40
Academic Blueprint - 2 parts	100
FSP Part #3: Academic Pathway	20
FSP Plan for Presentation	20
Group Assignment Study Skills Presentation	30
Financial Literacy Assignment & GradReady	60
PERSONAL CONNECTION Co-Curricular Reflection & Worksheet	40
Career Interview Assignment	50
Final Grade Worksheet (brought to class)	20
Final Story Project	200
Professionalism	80
Extra Credit (100 points max)	
TOTAL POINTS POSSIBLE	1000 points