

# VALENCIA COLLEGE

## New Student Experience - SLS1122 - CRN \*\*\*\*\*



### Professor Tom Welch

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Phone Number - 407-582-5317

Office Location - 1-249

### Student Engagement Hours (**Drop in or make an appointment to see me!**)

- Monday - 8:30 - 9:30 AM, Noon - 2:00 PM
- Tuesday - 10:00 - 11:00 AM, 1:00 PM-2:00 PM
- Wednesday - 8:30 - 9:30 AM, Noon - 2:00 PM
- Thursday - 10:00 - 11:00 AM, 1:00 PM-2:00 PM
- Friday - All Day!

### Instructor Bio

- Bachelor of Arts (English) - University of Florida
- Master of Divinity - Trinity International University
- Personal Interests/Milestones:
  - Disney Marathon - 2002, 2003, 2004
  - 12.5 Mile - Swim Around Key West
  - 6.3 Mile Swim - Around Ft. DeSoto
  - 24 Mile - Swim Across Tampa Bay (relay)
  - [Underwater Hockey](#) (yes, it's a thing)
  - [Open Water Swimming](#)

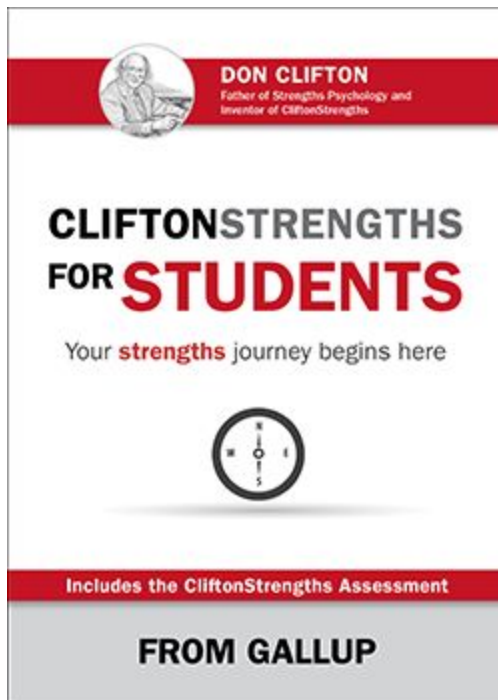
## II. Course Information

### 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.** However, You can purchase a [one-time-use access code](#) and receive the CliftonStrengths ebook free. Use your Valencia email address to access.

### **Modality of Instruction**

Face-to-Face with a strong online component. All assignments can be accessed through the canvas modules.

### **Length of Course/Course Structure**

This course is structured into 16 weeks.

### **Location of Course**

Campus Building.....

## **Prerequisite**

None

## **Required Course Technology/Material**

See textbook information listed above

Microsoft Office or Google Docs

Internet Access (Valencia can supply this on campus)

## **Required Technical Skills**

Ability to navigate online

Ability to use basic word processing programs

## **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**

Phone messages should consist of your name, your class and class time, and a brief message. Questions such as “What did we cover in class?” will not result in a response. Due to the problem of “phone tag”, student phone calls will normally not be returned. Emails with specific questions will be answered as soon as possible, usually within 24 - 48 hours (during weekdays). Students who need more than a brief response should arrange a meeting with the instructor.

Students who are absent are fully responsible for all material covered in class. Leaving a message on my phone or sending an e-mail will not be an excused absence. Make sure you can contact your classmates too.

## **III. Assignments and Grading Procedures**

### **Grading Scale**

A - 900-1000

B - 800-899

C - 700-799

D - 600-699

F - 0-599

**Major Topics (Instructions for all assignments can be found in the canvas modules.)**

- **Academic Blueprint Assignment**
- **Support Services Co-Curricular (Place)**
- **College, Self, Career Co-Curricular (Purpose)**
- **Purpose Paper**
- **Final Story Project**

### **Advising Appointments**

Each student is required to schedule two advising appointments with the professor. Students may sign up in the Scheduler Page in Canvas. [Here's how.](#)

### **Assignment and Grade Information**

<b>Assignment</b>	<b>Value</b>
Support Services Co-Curricular (Place)	100
College, Self, Career Co-Curricular (Purpose)	100
Purpose Paper	100
Academic Blueprint	100
Final Story Project (Final Exam)	125
● Final Story Planning: Purpose	25
● Final Story Planning: Career Path	25

• Final Story Planning: Academic Path	25
Guided Career Exploration Research	50
Participation (Attendance & Online Activities)	200
Advising Appointment #1	25
Advising Appointment #2	25
Career Interview	50
GradReady	50
<b>Total</b>	<b>1000</b>
SFI - Extra Credit	25
Writing Center Submission - Extra Credit	25
Writing Center Submission - Extra Credit	25
Advising Center Appointment - Extra Credit	25

[Google Doc for SLS1122 Assignments, Activities, and Due Dates](#)

#### **IV. College Links**

[Valencia Academic Calendar](#)

[Valencia Catalog](#)

[Valencia Policies](#)

[Valencia Student Handbook](#)

[Learning/Course Support](#)

[Learning Support by Campus](#)

[Learning Technology Support/Services](#)

[Canvas Student Guide](#)

[Obtain Microsoft Office for Free](#)

[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 \(Link\)](#).

### **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 \(Link\)](#).

## **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 \(Link\)](#).

### **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 \(Link\)](#).

## **VII. Policies**

### [How We Treat One Another](#)

## **Cell Phones and Laptops**

Please keep cell phones and laptops put away securely during class. These can be distracting to fellow students (and your professor!). If you need to take an emergency call, just signal me and step outside the classroom. I will allow time at the end of class to take pictures of class material if necessary.

## **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 \(Link\)](#).

### **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**

You must attend class all semester, be on time, and submit the assignments on the due dates to meet the attendance requirement. Your attendance will be checked based on your participation in the course and submission of coursework. In the event of an extended absence, you should contact me via email or phone as soon as possible to indicate the reason. If you do not access the course website or contact me letting me know of your absence for a period of seven consecutive days, you will be contacted and if there is no communication within 48 hours, you will be withdrawn from the course up until the withdraw deadline. After the withdraw deadline, students with an absence of more than 7 days will receive the final grade that is earned according to the course grading policy.

Please refer to Valencia College's [Academic Progress, Course Attendance and Grades, and Withdrawal \(Link\)](#)

### **Make Up/Late Work Policy**

Late work will be accepted only if students provide written documentation of a medical emergency or ongoing medical condition that is submitted on the first day of the student's return to the course.

### **Participation Policy**

Participation in class involves a number of variables, including but not limited to:

- Attending Class
- Your willingness to participate actively in all class activities.
- Your cooperation during group and pair work.
- Your respect and attitude toward the class and your peers.
- Your daily preparation for each class.
- Logging into the course. Make sure to log into the course on Canvas at least three times per week. During most weeks, you will probably log in many times.
- Participating in online forums. Expect to post periodically as part our discussion on the unit topics.
- Submitting assignments before the due date.

Participation does not mean interrupting the class, leaving the room and coming back, and/or just asking questions.

## **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 <enter date, time> 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 <enter date, time>. 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 \(Link\)](#) 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 \(Link\)](#)**

### **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 \(Link\)](#).

## **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 are prohibited 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 \(Link\)](#).

## **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 in class and online.