Lake-Sumter State College Course Syllabus

Course Information:
Course Prefix/Number: SLS 1501
Course Title: Foundations of Success Seminar
CRN: 20138
Credit Hours: 3
Semester: Spring 2017

Class Days, Location, Time: Wednesday night 6:30pm - 9:15pm, Center for Teaching and Learning, Room 116. This course is hybrid and contains online components. Internet access is required. If you have issues with internet access, please see me to discuss it.

Course Description: This course is designed to assist students in making a successful transition into higher education by making critical connections; increasing self-knowledge of strengths and challenges; and developing academic, study, and personal strategies that are essential for success in college and beyond.

Instructor Information:
Name: Kevin Arms, MLIS
E-Mail: ArmsK@LSSC.edu
Office Location: Leesburg campus, LIB 36 (Library)
Phone: 352-787-3747 extension 4012 (Office Voicemail)
Alt Phone: 352-365-3563 (Library service desk)
Office Hours: By appointment and virtually

Vital Communication Information:
For e-mail, please note that all students are required to use Lakehawk Mail for official college e-mail communications. See the college webpage for instructions on activating Lakehawk Mail (http://www.lssc.edu/lakehawk/Pages/default.aspx).
Sending a private message using the MESSAGES tool in Blackboard is always the most secure method of contacting your Instructor.

Please remember that any phone contact with your Instructor should be of a professional nature. Please always leave a clear, concise, but detailed message with your contact and class information. Always follow up a phone call with a written account via BB Message or e-mail.

Prerequisites/Co-requisites:
Prerequisites: None
Co-requisites: None
Textbook & Other Course Materials:
Focus on College Success, 4th edition, Constance Staley ISBN 9781337310970

Technology Requirements:
Blackboard is a required component of this course. Students unfamiliar with Blackboard are expected to complete the Blackboard Orientation from LSSC’s website (http://lssc.edu/dl/Pages/default.aspx) within the first week of classes.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student’s responsibility to adhere to all formatting and submission requirements. Please ask for help if you are unsure how to save a file in a Word-compatible format.

Please see the LSSC Lakehawk Page for information on how to obtain Microsoft Office 365 as an LSSC Student (http://www.lssc.edu/lakehawk/Pages/default.aspx).

Student Learning Outcomes:
The following outcomes will be assessed in this course. An “outcome” is defined as something students take with them beyond this course.

Students will use course knowledge to select and appropriately use note taking, organizational, and memory tools for both seated and virtual academic environments.

Students will demonstrate knowledge of test taking skills, including strategies used before, during, and after the assessment.

Students will employ knowledge of college-level strategies involving feedback to enhance deep-level learning.

Students will identify and create short, mid-range, and long-term goals in academic, personal, and career aspects of life.

Course Objectives:
Objectives are defined as what the course will do and/or what the students will do as part of the course.

Foundations of Success Seminar will introduce strategies to students that will enable them to become a more effective and active member in the college community, and beyond.

Institutional Policies & Procedures:

Academic Integrity:
The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. (See college catalog for complete statement. http://www.lssc.edu/students/Pages/Current/CourseCatalog.aspx)
Important Information for Students with Disabilities:
Any student with a documented disability who requires assistance or academic accommodations should contact the Office for Students with Disabilities immediately to discuss eligibility. The Office for Students with Disabilities (OSD) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about the OSD and potential services can be found at www.lssc.edu, then go to “Quick Links” and click on Disability Services.
(http://www.lssc.edu/academics/disabilityservices/Pages/Default.aspx)

Privacy Policy (FERPA):
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student’s education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar’s Office.

Zero-Tolerance for Violence Statement:
Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

Attendance/Withdrawal Policies:
Institutional Information:
Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

This course is designed to help students develop strategies for success at school, home, work, and community. Because success depends on people being present and actively involved, students must arrive on time and actively participate during the entire class session. Therefore, attendance, punctuality, and active participation are required and affect your final grade both directly and indirectly. You cannot simply opt to come if and when it is convenient. Remember, simply being present at each class is not enough; plan to be actively involved in class discussion and activities.

Because genuine emergencies do occur, your grade will not be penalized if you have no more than one (1) absence. Therefore, after you miss a class, you are in jeopardy of failing the course. This failure will not be automatic, but rather will be accrued through missed assignments that cannot be made up.

Anytime you miss a class, it is your responsibility to contact me (in person, by phone, by voice mail, or by email) before that day is over. As noted, only one (1) absence is allowed. Any assignment that is late counts as a missed class. Ultimately, be aware of attendance policies and do not use the absence carelessly. They are meant for you to use only if you are ill, have transportation problems, or have a last minute work demand.

It is my hope that you will remain in the course until successful completion. If for any reason you decide to discontinue class attendance, it is your responsibility to withdraw from the course prior to the deadline date published in the catalog and to complete the required forms in the Admissions Office. Failure to withdraw properly from class will result in a grade of “F” in the class, which will remain permanently on your college transcript, so make sure you personally complete all the steps in the process. Do not ever just stop coming to class!

Withdrawal Deadline:
March 24, 2017 by 4:30 p.m.
Instructor Policies:
I am available for appointments by email and to a limited extent by walk-in at the Leesburg campus Library. If you have any questions or concerns, please do not hesitate to email me.

Late Work/Extensions:
No assignments will be accepted late. If it is not in my hands on the day that it is due you will receive a grade of zero (0) for the assignment.

Classroom Etiquette:
Classroom conduct can be summed up on one word: RESPECT!

If you carry a cell phone or any device which may interrupt my class with an audible sound, you must have it turned off during class. I expect to see such devices silenced and placed face down on tables or desktops in front of you. If your cell phone goes off during class I will immediately issue a pop quiz on the first offence. On the second offence I will ask you to leave and mark you absent for the day.

If you cannot make it to class on time, do not just miss class. I prefer that you attend, even if you need to come late. If you come late, however, be sure to enter quietly and never cross the class in front of the instructor or any speaker. If a classmate is making a presentation in front of the class, please wait until after the presentation to enter. If you are late to class multiple times, I will begin counting you absent for being tardy. If you come to class late after a quiz or exam has been taken, you will (in most cases) not be allowed to make-up that quiz or test.

Grading Information:
Grading Scale: 90-100% A, 80-89% B, 70-79% C, 60-69% D, 59% and below F

Methods of Evaluation:
Each project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation.

Assignment Overview & Grade Breakdown:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Posts and Attendance</td>
<td>Weekly Blackboard discussions are due on Sunday by 11:59pm. Attendance is taken for in-person classes.</td>
<td>20%</td>
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<tr>
<td></td>
<td></td>
<td>(200 points)</td>
</tr>
<tr>
<td>Assignments</td>
<td>Assignments consist of self-reflection and practical application exercises</td>
<td>30%</td>
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<tr>
<td></td>
<td></td>
<td>(300 points)</td>
</tr>
<tr>
<td>Group Projects</td>
<td>Students will complete a group project in which they present on a chapter topic</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(200 Points)</td>
</tr>
<tr>
<td>Final Project</td>
<td>Students will complete a final project relating to both the college experience and career explorations</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(300 points)</td>
</tr>
<tr>
<td>Total</td>
<td>Total for all components</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1000 points)</td>
</tr>
</tbody>
</table>
## Course Calendar:

<table>
<thead>
<tr>
<th>Week</th>
<th>Begins</th>
<th>Ends</th>
<th>Objectives &amp; Reading Assignments</th>
<th>Items Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/09/2017</td>
<td>1/15/17</td>
<td>Read Chapter 1&lt;br&gt;Introductions/Syllabus&lt;br&gt;In-Person Class: 6:30pm – 9:15pm 1/11/17</td>
<td>Syllabus Quiz due by 1/15/17 at 11:59pm</td>
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<tr>
<td>2</td>
<td>1/16/17</td>
<td>1/22/17</td>
<td>Read Chapter 2: Setting Goals&lt;br&gt;Meet Online in Blackboard</td>
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<tr>
<td>3</td>
<td>1/23/17</td>
<td>1/29/17</td>
<td>Read Chapter 3: Learning Styles&lt;br&gt;In-Person Class: 6:30pm – 9:15pm 1/25/17</td>
<td></td>
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<tr>
<td>4</td>
<td>1/30/17</td>
<td>2/5/17</td>
<td>Read Chapter 12: College Majors and Careers&lt;br&gt;Meet Online in Blackboard</td>
<td>Assignment 1 due 2/5/17</td>
</tr>
<tr>
<td>5</td>
<td>2/6/17</td>
<td>2/12/17</td>
<td>Read Chapter 4: Time Management&lt;br&gt;*Guest Speaker – Jennifer Rivera, Insight Credit Union&lt;br&gt;In-Person Class: 6:30PM – 9:15pm 2/8/17</td>
<td></td>
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<tr>
<td>6</td>
<td>2/13/17</td>
<td>2/19/17</td>
<td>Read Chapter 7: Note-Taking; Listening and Engaging in class&lt;br&gt;Meet Online in Blackboard</td>
<td>VARK Assessment due 2/19/17</td>
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<tr>
<td>7</td>
<td>2/20/17</td>
<td>2/26/17</td>
<td>Read Chapter 6: Learning Online&lt;br&gt;In-Person Class: 6:30pm – 9:15pm 2/22/17</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2/27/17</td>
<td>3/5/17</td>
<td>Read Chapter 5: Critical Thinking Skills&lt;br&gt;Meet Online in Blackboard</td>
<td>Assignment 2 due 3/5/17</td>
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<tr>
<td>9</td>
<td>3/6/17</td>
<td>3/11/17</td>
<td>Read Chapter 9: Test Taking Skills&lt;br&gt;In-Person Class: 6:30pm – 9:15pm 3/8/17</td>
<td></td>
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<tr>
<td>10</td>
<td>3/12/17</td>
<td>3/19/17</td>
<td><strong>Spring Break – No Class</strong></td>
<td></td>
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<tr>
<td>11</td>
<td>3/20/17</td>
<td>3/26/17</td>
<td>Read Chapter 10: Diversity&lt;br&gt;In-Person Class: 6:30pm – 9:15pm 3/22/17</td>
<td>Assignment 3 due 3/22/17</td>
</tr>
<tr>
<td>12</td>
<td>3/27/17</td>
<td>4/2/17</td>
<td>Read Chapter 8: Reading, Writing and Presenting&lt;br&gt;Meet Online in Blackboard</td>
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<tr>
<td>14</td>
<td>4/10/17</td>
<td>4/16/17</td>
<td>Workshop: Technology&lt;br&gt;Meet Online in Blackboard</td>
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<tr>
<td>15</td>
<td>4/17/17</td>
<td>4/24/17</td>
<td>Final Project Presentations&lt;br&gt;In-Person Class: 6:30pm – 9:15pm 4/19/17</td>
<td>Final Project due by 4/24/17</td>
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<tr>
<td><strong>Finals</strong></td>
<td><strong>4/25/17</strong></td>
<td><strong>5/1/17</strong></td>
<td></td>
<td>No Final Exam; final project counts as final</td>
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**Syllabus Disclaimer:**

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student.