Syllabus
SLS1510 – College Success
Fall Main Term 2022

Instructor:
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Office Location: DH 210-7

Class Meeting Day, Time and Location:
SLS1510-57: Tuesday, Thursday 10:25am -12:00 noon in DH 205

Office Hours: Tuesday 12:30pm-1:30pm in DH 210-7
  Also available by appointment.

Syllabus:
This syllabus serves as a learning tool and contract between the student and instructor. Changes to this syllabus will be made at the instructor's discretion. You will be informed about any change through a course announcement and email.

Required Text:
A Pocket Guide to College Success, 3rd Ed. by Jamie Shushan Publisher: Bedford/St. Martin's Edition: 3rd ISBN: 9781319200763.

General Education Learning Outcomes:
- Students will apply critical and creative thinking skills to analyze, evaluate, and synthesize ideas.
- Students will demonstrate an understanding of diverse perspectives and their influence on individual, social, historical, and political events or on cultural expression.
- Students will demonstrate effective information literacy skills by locating, evaluating, and effectively and ethically using information to achieve an academic or professional purpose.

Social Science Learning Outcomes:
- Students will analyze various social science concepts to demonstrate an understanding of social, cultural, and political structures.

- Students will compare as well as contrast the findings from various social science specializations to explain diverse perspectives and their influence on social, cultural, political, and economic global events.
- Students will apply social science theories and research findings to individual and group experiences.
- Students will demonstrate effective information literacy skills by locating information using appropriate tools, in an ethical manner, from sources that are reliable, relevant, and authoritative, such that the process expands and deepens their understanding of the subject matter.

Course Learning Outcomes:
The goal of this course is to assist students in learning academic, personal, and career skills, which will help them to be successful in college and in the world of work. This class addresses the following learning objectives through lectures, classroom activities, assignments, projects, and assessments:
- Apply critical thinking skills to analyze personal, academic and career goals and to create a plan to achieve them.
- Evaluate their classroom and study strategies, apply active learning techniques, and create a systematic approach to learning in a variety of academic disciplines.
- Locate, evaluate, and use information ethically to demonstrate knowledge of their meta-major, degree program and career.
- Analyze how diversity affects group dynamics.
- Apply critical thinking skills to evaluate strategies for maintaining healthy relationships in college, at home and in the workplace. Students will also assess the consequences of their behavior choices.

QEP: Digital Focus Learning Outcomes
a) Student will find, operate and/or utilize digital tools for academic and professional purposes.
b) Students will use digital tool(s) to create, modify, and/or organize content.
c) Students will use digital tool(s) and/or communicate content effectively.

TCC's Writing to Learn Mission Statement:
Writing is one of the most important skills you will practice in college. Writing is an indispensable part of the process of discovering ideas and constructing knowledge. Writing, reading, and critical thinking skills are interrelated, and therefore, central to learning within all disciplines. There is a significant writing component to this course.

Structure of the Course:
This is a classroom course. Students work with each other and their faculty to learn course materials. The following are characteristics of a classroom course:
- Students and instructors meet in the classroom.
- Lectures, discussions, and presentations occur in the classroom.
- Students are given specific deadlines to submit assignments for the course.
- Some assignments are turned in on Canvas.

Technology Needed for the Course:
- You will need technology to access this course. It is important to have reliable access to the internet to complete your homework.
- Google Chrome is recommended for Canvas, and you may also use technology such as YouTube.

Course Requirements/Assessments:
Instructions and due dates for each assignment will be given in class. All assignment instructions can also be viewed on Canvas.

Homework Exercises
This course will require collaborative and group work, and students will be required to do presentations to the class. Students will complete several self-assessment surveys, including a career interest inventory and a version of the Meyers-Briggs Type Indicator. A series of related assignments (including a goals outline, a resume, and more) will comprise a Career Portfolio, and other assignments will be designed to align with Learning Outcomes outlined above.
Several online quizzes will be assigned using Canvas.

Class Participation
Classroom participation is required and will be assessed for a grade. Participation includes activities such as taking notes, working in groups, and participating in discussions.

Pop Quizzes
Brief, unannounced "pop" quizzes may be given throughout the semester. These quizzes cannot be made up or taken late.

Tests
Tests will be given throughout the semester. Test formats may include multiple choice, true/false, short answer, longer answer. Tests may be timed or untimed or may be online using Honorlock, as announced in class.

Final Exam
The final exam will be given at the time and place officially scheduled by TCC during final exam week. Consult the TCC catalog for this information. The final exam for this course will be given at the regular class location.
SLS1510-57: Thursday December 8 at 10:00am – 12:00 noon

Grade Determination:
Assignments – 4 points each unless otherwise indicated
Participation – up to 5 points per class day, up to a maximum of 60 points
Quizzes – 1 point per question
Pop Quizzes – 2 points each
Tests and Final Exam – four or five tests worth 25-80 points each.

Factors in Evaluation and Grading the SLS1510 Course:
To satisfy the requirements of Tallahassee Community College and the State Board of Education Rule 6A10.030 each student must complete the course with a grade of C or better.

Grading Scale

Percent	Grade
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

COLLEGE POLICIES:

Attendance for Financial Aid Purposes:

Federal regulations require that students receiving Title IV aid, which includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Subsidized and Unsubsidized Federal Direct Student Loans, and Federal PLUS Loans must attend all classes and have verified attendance to receive financial aid funds. Attendance is taken throughout the term and students must be in continuous attendance for all class sessions. Students will only receive financial aid based on their enrollment status as determined by their documented class attendance. Students who decide they are not going to attend class must officially withdraw from the College. For additional information please refer to the Financial Aid webpage.

All college policies concerning withdrawal deadlines, incomplete, audits, academic dishonesty and other policies are in effect for this course. All students are advised to be aware of and to carefully follow these guidelines located in the TCC Student Handbook and TCC Catalog.

Student Conduct and Discipline Philosophy:

Tallahassee Community College has established regulations which are considered necessary to preserve and maintain an environment conducive to learning, to ensure the safety and welfare of members of the college community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect property and equipment of the college. **Every student who accepts enrollment assumes the responsibility to become familiar with and to abide by college regulations and acceptable standards of conduct**. The standards of conduct expected of students and other members of the college community are defined in the Tallahassee Community College Student Handbook.

Information on Recording Lectures:

https://www.tcc.fl.edu/about/college/provost/class-recordings/

Honor Code:

As part of the Tallahassee Community College family, students, faculty, and staff commit to upholding the highest standards of academic honesty, personal integrity, and respect for myself and others as essential components of academic and personal growth.

Academic Dishonesty:

Disciplinary action may be initiated by TCC through the Student Judicial office and sanctions imposed against any student or student organization found responsible for committing the

prohibited forms of conduct defined in section 5 of the student conduct code, which can be found in the Student Handbook. Offenses include academic dishonesty, computer misuse and cyberbullying. For more information, refer to the Student Handbook.

Remember if you cut and paste words into a paper, you must state where you found the material (cite) in the paper. Do not access your phone during a test. Do not leave the room once the test has started.

Student Complaints:

Students wishing to dispute a grade should follow the grade dispute process outlined in the 2018-2019 catalog. Students wishing to appeal for cancellation of classes, late withdrawal, full-cost-of-instruction waiver, to enroll in a fourth attempt, or to repeat a course in which they earned a grade of C or higher should contact the Office of Student Affairs at 850-201-8490 or studentaffairs@tcc.fl.edu.

College's Equity Statement:

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities. Inquiries regarding the non-discrimination policies may be directed to: Renae Tolson, Equity Officer. Room 239 Administration Building 444 Appleyard Drive, Tallahassee, FL 32304-2895 (850) 201-6074 tolsonr@tcc.fl.edu

Accessibility Services:

Tallahassee Community College is committed to making all programs, services, and facilities accessible to and usable by persons with disabilities for students to obtain maximum benefit from the educational experience and to effectively transition to our college environment. Students with disabilities who identify themselves and provide appropriate documentation are eligible for support services. To access these services, please contact the TCC Student Accessibility Services (SAS) Office.

SAS Office Location:
First floor of Student Union within the Accessibility & Resource Center (ARC), Room 172
Office Hours: Monday-Friday, 8:00 a.m.- 5:00 p.m.
Phone (Voice): (850) 201-8430
Fax: (850) 201-8433
E-mail: SAS@tcc.fl.edu
Florida Relay Service: 711
Video Relay Service: (850) 270-6236 or (850) 270-6231

Accessibility Statements:

- Canvas Accessibility Statement
- **Honorlock Accessibility Statement** is available in the Student Resources module
- Smarthinking Accessibility Statement
- Turnitin Accessibility Statement
- YouTube Accessibility Statement

Technical Support:
The **TCC Help Desk** offers general technical support for courses. Contact the Student Help Desk or call at (850) 201-8545 to ask questions related to Canvas during the hours of Monday through Thursday 8:00 a.m. – 5:00 p.m.
The Canvas Learning Management System (LMS) has a help button located on the blue global navigation menu. The global navigation menu is on the far-left side of each webpage within your course. Contact Canvas (Student Help) after hours at (855) 759-6644.

Privacy Statements:
To learn more about how various sites protect and use your data, refer to the following privacy policies:
- YouTube
- Instructure Canvas Privacy Policy
- Microsoft Privacy Statement
- HonorLock Privacy Policy
- PERTS Privacy Statement
- The 16 Personalities Free Personality Test Privacy Statement

Important Resources:
1. Faculty and students can access TCC Library resources and research guides (LibGuide for SLS) at: http://www.tcc.fl.edu/academics/academic-divisions/library/
2. Occupational Outlook Handbook: http://www.bls.gov/ooh/
3. O-Net: http://www.onetonline.org/find/descriptor/browse/Interests/
4. TCC's Advising Center and Career Center website https://www.tcc.fl.edu/student-life/career-center/
5. Accessibility and Resource Center http://www.tcc.fl.edu/student-life/student-services/accessibility-and-resource-center/