



## SLS 1103 Strategies for Academic Success Syllabus Summer 2024

### Course Information

**Course Title:** SLS 1103 Strategies for Academic Success

**CRN:** 30065

**Course number with Section:** SLS 1103 Section 01

**Course Description:** This three-hour college credit survey course is designed to help students develop skills that are essential for academic and personal success. Students are introduced to topics including study skills, note-taking and test-taking strategies, personal improvement and wellness strategies and goal setting. The curriculum includes interaction with NFC resources including the library, college technology and student services. Additionally, students will use self-assessment instruments to identify areas of interest and strength so that they can develop the specific strategies necessary for success in the classroom, in the workplace and in their personal lives. Recommended for all students who have fewer than 18 credit hours or were recommended by an advisor or instructor.

**Course Location:** Online

**Course Day and Time:** Online

**Prerequisites:** N/A

**Corequisites:** N/A

### Instructor Information

**Name:** Elizabeth (Ellie) Morgan

**Office Location:** Building 4, Library

**Office Hours:** Virtual Office Hours Mondays and Wednesdays 3:00 p.m.– 4:00 p.m. or by appointment convenient for student schedule (in person, phone, Zoom).

**Phone Number:** (850) 973-9422

**Email:** morgane@nfc.edu

**Instructor Response Time for Phone/Email:** Phone and email messages will be answered within 24 hours Monday-Friday. On weekends, I will do my best to reply as soon as possible, but please allow until the next business day for a guaranteed response. Students should check D2L and their school assigned email account every day to find out important information concerning assignments and class content.

**Response Time for Posting Grades on D2L:** Graded assignments will be posted to the D2L Gradebook within one week (7 business days) of the due date.

**Department Chair:** Kristin Summers

**Department Chair Email:** summersk@nfc.edu

## Required Curriculum/Textbook and Course Materials

**Required Textbook:** Online Textbook – The textbook is already located in Course Content of D2L. No additional purchase is required. Grades for Study Plan and Quizzes will require students to read the textbook each week prior to the class session covering the module.

**Required Course Materials/Supplies:** N/A

**Minimum Technological Requirements and Skills:** Students will need access to Microsoft Office products such as Microsoft Word and PowerPoint (available for free to NFC students). Students will also need internet access (high speed preferred) in order to submit assignments to D2L Dropbox (NFC's Learning Management System). Minimum technology skills for success include the following: use of learning management system (D2L), use of email with attachments, ability to create and submit files in commonly used word processing formats (Microsoft Word and PowerPoint), ability to copy and paste, ability to search and use assigned sites on the Internet. The NFC Library is open Monday-Thursday 8:00 – 7:30 p.m. and Fridays 8:00 – 4:30 p.m. for students who need computer and internet access.

## Grading Policy and Assessment Methods

### Course Grading/Student Performance Evaluation:

In order to successfully complete SLS 1103, students must earn an average grade of “D” or higher. This course will be graded on a 10-point scale: A = 90 – 100, B = 80 – 89, C = 70 – 79, D = 60 – 69, F = 59 and below.

**Grades will be recorded on D2L** during the semester. Students are expected to monitor their grades and academic progress by using their D2L accounts on a regular basis. Grades will be posted to D2L within one week (7 business days) of the due date.

### Course Grades:

- Assignments and Participation = 30%
- Career Exploration Visit with C&T and Assessment = 15%
- Study Plan = 20%
- Quizzes = 20%
- Final Project = 15%

Final grades will be rounded to the nearest whole number at the end of the term (Ex. a 94.69 will be rounded to a 95; a 72.31 will be rounded to a 72). The final grade will be posted as a letter grade in eBanner. Always check your D2L grade with the grade posted in eBanner at the end of the semester. Alert instructor immediately of any discrepancy.

**Mid Term and/or Final Exam Information:** There is no Final Exam. The course will end with a Final Project. **GENERAL EDUCATION PROGRAM LEARNING OUTCOMES**

1. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression.
2. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills.
3. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems and values specific to time and place.
4. **Technology:** Students will demonstrate competence in use of technology appropriate to course and/or circumstance.

## Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Students will recognize the importance of exploring purpose and setting goals to reduce anxiety while attending college.
2. Students will identify and apply academic strategies and resources necessary for college success.
3. Students will demonstrate the ability to find, interpret, and process information effectively for academic and personal purposes.
4. Students will demonstrate the ability to find, interpret, and process information effectively for academic and personal purposes.

| Course Level<br>SLO # | Gen Ed<br>Outcome # | <u>Summative Assessments</u><br>(A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)   |
|-----------------------|---------------------|--|
| 1                     | 1,2                 | Students will complete a "SMART Goals" activity to prove mastery of exploring purpose and setting goals to lower anxiety while in college.   |
| 2                     | 2,3,4               | Students will complete a critical thinking activity related to research of opposing views through the use of learning strategies and using resources that will assist with college success in the classroom. |
| 3                     | 1,2,4               | Students will complete the VARK discussion post and assignment to prove their understanding of how to find, interpret, and process information effectively for academic and personal purposes.               |

# Course Content and Schedule

## Early Alerts: Full Term

June 11<sup>th</sup> – 12<sup>th</sup>

SLS 1103 Course Schedule – Summer 2024 - Instructor, Ellie Morgan  
 May 20 Start Date – CRN 30065

This schedule is subject to change. Check D2L daily for updates.

| To Do – To Read<br>To Think About                     | Due Dates | Assignment  |
|---|-----------|---|
| Virtual Course Orientation<br>Syllabus Review         | May 23    | <input type="checkbox"/> Virtual Course Orientation (see D2L for instructions)  |
|   |           | <input type="checkbox"/> Attendance Quiz  |
|   |           | <input type="checkbox"/> Syllabus Quiz  |
| Succeeding with <u>Waymaker</u><br>Motivating Success | May 26    | <input type="checkbox"/> Study Plan: Motivating Success<br><input type="checkbox"/> Quiz: Motivating Success<br><input type="checkbox"/> Email Response 1   |
| Goal Setting/Time Management                          | June 2    | <input type="checkbox"/> Study Plan: Goal Setting/Time Management<br><input type="checkbox"/> Quiz: Goal Setting/Time Management<br><input type="checkbox"/> SMART Goal Assignment  |
| Career Exploration<br>Career Exploration              | June 9    | <input type="checkbox"/> Study Plan: Career Exploration<br><input type="checkbox"/> Quiz: Career Exploration<br><input type="checkbox"/> Career Exploration Assignment<br><input type="checkbox"/> Career & Transfer Center Assessment due in Dropbox |
| Thinking and Analysis                                 | June 16   | <input type="checkbox"/> Study Plan: Thinking and Analysis<br><input type="checkbox"/> Quiz: Thinking and Analysis<br><input type="checkbox"/> Thinking Critically Assignment   |
| Technology/Online Learning                            | June 23   | <input type="checkbox"/> Study Plan: Technology and Online Learning<br><input type="checkbox"/> Quiz: Technology and Online Learning<br><input type="checkbox"/> Library Orientation Assessment Dropbox   |
| Learning Strategies                                   | June 30   | <input type="checkbox"/> Study Plan: Learning Strategies<br><input type="checkbox"/> Quiz: Learning Strategies<br><input type="checkbox"/> VARK Assessment Dropbox<br><input type="checkbox"/> VARK Discussion Post                                   |
| Emotional Intelligence                                | July 2    | <input type="checkbox"/> <u>Emotional Intelligence Assignment</u><br><input type="checkbox"/> <u>Email Response 2</u><br><input type="checkbox"/> Exploring Diversity Discussion Post   |
| Financial Management                                  |           | <input type="checkbox"/> Financial Management Activity  |
| Final Project   | July 14   | <input type="checkbox"/> FINAL PROJECT DUE in DROPBOX   |

## NFC Course Policy Statements

At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. To be considered as attending the online course, the student must log in to D2L and complete “Getting Started,” step #1. Students will be prompted to complete the Mandatory Attendance quiz by the deadline as given on the course schedule; this quiz will verify students’ attendance in the course.

# NFC Information and Policy Statements

## Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at [www.nfc.edu](http://www.nfc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](http://www.turnitin.com) to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

## Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

**If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance.** This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

## Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

## Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

## Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking

areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

**Enforcement:** If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. **There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone  
6025 South SR 53  
Madison, FL 32340  
(850) 973-8546

### **Campus Security**

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

### **Library Services**

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 7: 00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at [library@nfc.edu](mailto:library@nfc.edu) or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

## Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

**Walk-in and by appointment services:** Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

## Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

**For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu) or (850) 973-1719 and/or Brianna Kinsey at [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu) or (850) 973-9458.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / [gonzalese@nfc.edu](mailto:gonzalese@nfc.edu)
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / [kinseyb@nfc.edu](mailto:kinseyb@nfc.edu)

## Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

## Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the

Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

### **Student Ombudsman**

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of college organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or [paulkd@nfc.edu](mailto:paulkd@nfc.edu).

### **Equal Opportunity Statement**

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices based on race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email [equity@nfc.edu](mailto:equity@nfc.edu).

### **Student Rights**

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

### **Student Responsibilities**

As members of the College community, students have certain responsibilities that include the following.

Students are



- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with the College rules, regulations, and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

### **Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

### **Vulnerable Persons Act**

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.