

Lake-Sumter State College Course Syllabus

Course Information

Course Prefix and Number: SLS 1501

Course Title: Foundations of Success Seminar

CRN: 10270

Credit Hours: 3

Semester: Fall 2020

Class Days, Location, Time: Traditional Online

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: Dr. David Walton

E-Mail: WaltonD@lssc.edu

Office Location: Zoom ID (495 086 4570) and Password (265852)

Phone: 352-536-2177

Office Hours: Tuesdays & Thursdays (South Lake Campus by appointment): 12:30–3:30 PM
Wednesdays (Zoom): 11:00 AM–3:00 PM

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](#).

Sending a private message using the INBOX in Canvas is always the most secure method of contacting your Instructor.

Please remember that any contact with your Instructor should be of a professional nature. If you leave a voice mail message be clear, concise, and include your contact and class information. Follow up verbal conversations with a written account via INBOX in Canvas or e-mail.

Prerequisites/Co-requisites

Prerequisites or Co-requisites: None

Textbook & Other Course Materials

There is no textbook. All reading materials are openly accessible through Canvas.

Technology Requirements

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Student Orientation course located in Canvas within the first week of classes.

See the [LSSC student Technology Help Desk website](#) for more information on how to obtain Microsoft Office 365 as a LSSC student.

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.

Course 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. After successful completion of this course, the student will:

- 1) Select and use note-taking strategies, organizational techniques, and memory tools.
- 2) Demonstrate knowledge of test-taking strategies for use before, during, and after the assessment.
- 3) Use feedback to improve academic performance.
- 4) Develop short, mid-range, and long-term goals in academic, personal, and career fields.

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 the [college catalog](#) for complete statement.

Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact the Student Accessibility Services immediately to discuss eligibility. The Student Accessibility Services (SAS) 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 SAS and potential services can be found at [Student Accessibility Services](#).

Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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.

LSSC Safety Statement:

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, call 911.** Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352) 516-3795 Leesburg
(352) 536-2143 South Lake
(352) 303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe**, that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become a LSSC student. For more information regarding safety and to view available resources, visit the [Campus Safety](#) web page.

Attendance/Withdrawal Policies:

Initial Attendance:

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as "not-attending" and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class (see the [college catalog](#)) for more details.

Withdrawal:

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.

Withdrawal Deadline: November 2nd, 2020

Instructor Policies

Classroom Etiquette:

Diversity statement: The instructor will foster an environment that values the discussion of multiple viewpoints. Students may not agree with all of the thoughts discussed in class. However, students will respect the views of others and debate topics in the class in a civil and respectful manner. The instructor will not tolerate remarks or discrimination based on age, color, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.

Attendance: Students are expected to log into the online course at least twice weekly. Participation in online discussions and other weekly activities are vital to successfully completing this course.

Makeup examinations: None will be given except in the case of a documented illness or emergency. Travel plans do not constitute a valid excuse for missing an exam.

Late Work Policy:

Quizzes and Discussions may not be completed late. The SLO Assignments and Final Exam will **not be accepted more than three days** after midnight of the due date; they will be docked one letter grade for each day they are late.

Plagiarism Statement:

Plagiarism will not be tolerated and the instructor uses tools to detect plagiarism for all class assignments. Upon the first detection of plagiarism, the instructor will use a formal written warning, while he will also issue an assignment grade of zero for intentional plagiarism. The second case of plagiarism will incur a grade of zero for the assignment and an incident report filed with the college. The third case of plagiarism will incur a failing grade for the course.

Assignment Overview & Grade Breakdown

Category	Description	Grade %
Online Quizzes	Canvas Quizzes	180 points
Papers	SLO Assignments 1-4	200 points
Discussions	Discussion Forum Contributions	270 points
Exam	Written Final Exam Project	250 points
Letter Grades	A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: 59% and below	

Course Calendar

Date	Course Content
Week 1 (8/24–8/30)	1. Read over the course syllabus and watch the welcome video 2. Read over Student Learning Outcome (SLO) Assignments to get ideas 3. Complete the Orientation Discussion Board posting requirement All items for Week 1 due by Monday 8/31 at 9:00 AM
Week 2 (8/31–9/6)	1. Read three sections in <i>College Success</i> by Linda Bruce (see Canvas Module) 2. Read “An Introduction to Resilience” by Webb (2013) (see Canvas Module) 3. Watch the videos provided in the module 4. Complete the Week 2 Discussion 5. Complete the Starting Strong Quiz All items for Week 2 due by Monday 9/7 at 9:00 AM

Date	Course Content
Week 3 (9/7–9/13)	<ol style="list-style-type: none"> 1. Read two sections in <i>College Success</i> by Linda Bruce (see Canvas Module) 2. Watch the video provided in the module 3. Complete the Goal Setting Quiz 4. Submit SLO Assignment #1 Goal Setting in Canvas All items for Week 3 due by Monday 9/14 at 9:00 AM
Week 4 (9/14–9/20)	<ol style="list-style-type: none"> 1. Read “Patterns of Thought” and “The Learning Process” by Linda Bruce 2. Watch the videos provided in the module 3. Complete the Week 4 Discussion 4. Complete the Metacognition and Learning Styles Quiz All items for Week 4 due by Monday 9/21 at 9:00 AM
Week 5 (9/21–9/27)	<ol style="list-style-type: none"> 1. Read “Your Physical Environment” and “Your Use of Time” by Linda Bruce 2. Watch the videos provided in the module 3. Listen to the Deep Work podcast (see Canvas Module) 4. Complete the Time Management Quiz 5. Complete the Week 5 Discussion All items for Week 5 due by Monday 9/28 at 9:00 AM
Week 6 (9/28–10/4)	<ol style="list-style-type: none"> 1. Read “Reading Strategies” by Jolene Carr 2. Read “Chapter 4: Listening, Taking Notes, and Remembering” by L. Bruce 3. Watch the videos provided in the module 4. Complete the Listening, Reading, and Note-Taking Quiz 5. Submit SLO Assignment #2 Note-Taking in Canvas All items for Week 6 due by Monday 10/5 at 9:00 AM
Week 7 (10/5–10/11)	<ol style="list-style-type: none"> 1. Go through all five (5) modules of the LSSC Library’s Information Literacy Tutorial 2. Watch the videos provided in the module 3. Complete the Research/Technology Quiz All items for Week 7 due by Monday 10/12 at 9:00 AM
Week 8 (10/12–10/18)	<ol style="list-style-type: none"> 1. Read “Chapter 3: Thinking About Thought” by Linda Bruce 2. Check out Dr. Walton’s Critical Thinking PowerPoint 3. Watch the videos provided in the module 4. Complete the Week 8 Discussion 5. Complete the Critical Thinking Quiz All items for Week 8 due by Monday 10/19 at 9:00 AM
Week 9 (10/19–10/25)	<ol style="list-style-type: none"> 1. Read “Role of Memory” by Jolene Carr 2. Read “Chapter 6: Preparing for and Taking Tests” by Linda Bruce 3. Watch the videos provided in the module 4. Complete The Role of Memory and Test-Taking Quiz 5. Submit SLO Assignment #3 Test Taking in Canvas All items for Week 9 due by Monday 10/26 at 9:00 AM
Week 10 (10/26–11/1)	<ol style="list-style-type: none"> 1. Read over the instructions for the Written Final Exam (nothing to submit yet) 2. Watch the My Plan Introductory Video 3. Complete your My Plan Assessments
Week 11 (11/2–11/8)	<ol style="list-style-type: none"> 1. Read “Writing Strategies” in <i>College Success</i> by Linda Bruce 2. Watch the videos provided in the module 3. See Dr. Walton’s Guide for Common Writing Critiques

Date	Course Content
Week 12 (11/9–11/15)	<ol style="list-style-type: none"> 1. Read “Presentation Strategies” in <i>College Success</i> by Linda Bruce 2. Watch the video provided in the module 3. Check out Dr. Walton’s PowerPoint Design Sample in the module 4. Complete the Week 12 Discussion <p>All items for Week 12 due by Monday 11/16 at 9:00 AM</p>
Week 13 (11/16–11/22)	<ol style="list-style-type: none"> 1. Read five sections in <i>College Success</i> by Linda Bruce 2. Watch the videos provided in the module 3. Complete the Week 13 Discussion <p>All items for Week 13 due by Monday 11/23 at 9:00 AM</p>
Week 14 (11/23–11/29)	<ol style="list-style-type: none"> 1. Read “Stop Fearing Critical Feedback” (see Canvas module) 2. Check out the Feedback PowerPoint (see Week 14 Overview in Canvas) 3. Watch the video provided in the module 4. Submit SLO Assignment #4 Feedback in Canvas <p>All items for Week 14 due by Monday 11/30 at 9:00 AM</p>
Week 15 (11/30–12/6)	<ol style="list-style-type: none"> 1. Begin researching and developing the main content areas for the Written Final Exam Project 2. Allocate plenty of time for composing the written final exam project and revising it for grammar, spelling errors, and sentence structure based on my feedback on prior assignments and the Writing Critiques file.
Week 16 (12/7-12/11)	<ol style="list-style-type: none"> 1. Submit your Written Final Exam Project in Canvas <p>Due on Monday 12/7 at 11:00 PM</p>

Basic Needs Statement:

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at deanofstudents@lssc.edu. The deans will then be able to share any resources at their disposal.

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 with notification to students.