

Lake-Sumter State College Course Syllabus

Course Information

Course Prefix and Number: SLS 1501

Course Title: Foundations of Success Seminar

CRN: 10187

Credit Hours: 3

Semester: Fall 2020

Class Days, Location, Time: Tuesdays (Group A) & Thursdays (Group B) 11:00 am–12:20 pm, South Lake Campus, Science Health Building, Room 223

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 attend all assigned live classroom meetings and complete all online assignments. Students are given one free unexcused absence; subsequent absences will result in a lower attendance and participation grade.

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.

On-campus COVID-19 rules: All students must follow Lake-Sumter State College's rules and procedures implemented to prevent the spread of the Coronavirus. These notably include the wearing of face coverings (e.g., mask) and practicing social distancing on campus and within the classroom. A student may be required to leave the classroom if he/she is not following these rules and procedures.

Late Work Policy:

Quizzes 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 %
Attendance	Class Attendance and Discussion Participation	200 points
Online Quizzes	Canvas Quizzes	180 points
Papers	SLO Assignments 1-4	200 points
Group Project	Group Project Research & Presentation	200 points
Exam	Written Final Exam Project	220 points
Letter Grades	A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: 59% and below	

Course Calendar

Week	Tuesday	Thursday	Class Descriptions	Assigned Readings
1	8/25 Online in Zoom	8/27 Online in Zoom	8/25: Introductions, Syllabus Overview, Group A & B Assignments 8/27: SLO Assignment Overviews, Group Project Assignments & Brainstorming, & College Goals	None
2	9/1 IP: A OL: B	9/3 Online in Zoom	9/1: Watch True Grit & Multipotentialite TED Talks & Discuss Student Behaviors 9/3: Group Project Topic Refinement & Research Starting Strong Quiz due Sunday 9/6 (11:59 PM)	Week 2 Module
3	9/8 IP: B OL: A	9/10 Online in Zoom	9/8: Watch Hard Choices TED Talk & Discuss Techniques for Goal Setting and Achieving 9/10: Listen to the Hidden Brain Podcast Episode: Decide Already! Goal Setting Quiz & SLO Assignment #1 Goal Setting due Sunday 9/13 (11:59 PM)	Week 3 Module
4	9/15 IP: A OL: B	9/17 Online in Zoom	9/15: Learning Styles & Metacognition 9/17: Listen to the Deep Work Podcast and Discuss Metacognition & Learning Style Quiz due Sunday 9/20 (11:59 PM)	Week 4 Module
5	9/22 IP: B OL: A	9/24 Online in Zoom	In Person: Discussion of Time Management, Procrastination, & Deep Work Online: Watch and Discuss <i>A Walk in My Shoes</i> (2018) Time Management Quiz due Sunday 9/27 (11:59 PM)	Week 5 Module
6	9/29 IP: A OL: B	10/1 Online in Zoom	9/29: Note-taking Styles & Study Practices 10/1: Group Project Meeting Day Listening, Reading, and Note-Taking Quiz & SLO Assignment #2 Both due Sunday 10/4 (11:59 PM)	Week 6 Module
7	10/6 IP: A	10/8 IP: B	10/6: Research & Technology Skills 10/8: Research & Technology Skills Research/Technology Quiz due Sunday 10/11(11:59 PM)	Week 7 Module
8	10/13 IP: A	10/15 IP: B	10/13: My Plan and Career Research Process 10/15: My Plan and Career Research Process	Week 8 None
9	10/20 IP: A	10/22 IP: B	10/20: Writing & Organizing College Papers 10/22: Writing & Organizing College Papers Online: Memory & Test Taking Strategies Memory and Test-Taking Quiz & SLO Assignment #3 Both due Sunday 10/25 (11:59 PM)	Week 9 Module

Week	Tuesday	Thursday	Class Descriptions	Assigned Readings
10	10/27 IP: B OL: A	10/29 Online in Zoom	10/27: Presentation Skills & PowerPoint Workshop 10/29: Group Project Meeting Day Writing & Presenting Quiz due Sunday 11/1 (11:59 PM)	Week 10 Module
11	11/3 IP: A	11/5 IP: B	11/3: Group Project Presentation Day 11/5: Group Project Presentation Day	None
12	11/10 IP: A OL: B	11/12 IP: B OL: A	11/10: Discuss Critical Thinking Skills 11/12: Watch the Feedback Ted Talk & Discuss Evaluations and Feedback Critical Thinking Quiz due Sunday 11/15 (11:59 PM)	Week 12 Module
13	11/17 IP: A	11/19 IP: B	11/17: Watch <i>Ivory Tower</i> (2014) 11/19: Watch <i>Ivory Tower</i> (2014) SLO Assignment #4 Feedback due Sunday 11/22 at 11:59 PM	None
14	11/24 Online in Zoom	11/26 College Closed	11/24: Watch <i>Project Socialize</i> (2016) & Discuss Social Media and the College Experience	None
15	12/1 Online in Zoom	12/3 Online in Zoom	12/1: College & Professional Culture Discussion 12/3: Written Final Exam Workshop	None
Final	Monday 12/7	11:00 PM	*****Submit Written Final Exam in Canvas*****	Monday 12/7 11:00 PM

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.