

Class meets on

Lake-Sumter State College Course Syllabus

Course Information:

Course Prefix and Number: SLS 1501

Course Title: Foundations of Success Seminar

CRN: 10156

Credit Hours: 3

Semester: Fall 2021

Class Days, Location, Time: Course is Full 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: Mary Heikkinen (pronounced hey'-kin-in, but just call me Ms. H—it's so much easier!)

E-Mail: Use Canvas Inbox (See Vital Communication Information section below)

Office Location: Leesburg Campus, Lake Hall, Room 102B

(NOTE: During COVID-19, I am holding no on-campus office hours)

Phone: 352-323-3626 (since I'm not in my office, it's best to contact me through Canvas Inbox)

Office Hours (appointments can be made for Zoom meetings):

Mondays:

1:00—4:00 p.m. (virtual/online)

Tuesdays:

2:00—4:00 p.m. (virtual/online)

Wednesdays:

11:00 a.m.—4:00 p.m. (virtual/online)

Additional appointments can be made for a Zoom meeting for other times. I tend to be very flexible with my students.

Vital Communication Information:

For e-mail, please note that all students are required to use Lakehawk Mail for official college e-mail communications. Do NOT use your own personal email account. See the college webpage for [instructions on activating Lakehawk Mail](#).

Sending a private message using the INBOX tool in Canvas is always the most secure method of contacting your Instructor. **Please do not use LakeHawk email to discuss anything course-specific with 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: None

Co-requisites: None

Textbook & Other Course Materials:

Title: No Textbook is required. Readings and video content is available through Canvas.

Technology Requirements:

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to visit the HELP/SUPPORT page located in the START HERE module in the course. This area includes the Canvas Student Quick Guide as well as access to many how-to video tutorials.

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 a free copy of Microsoft Office 365 as an LSSC Student.

If you do not have a computer that meets these requirements, LSSC's computer labs in our campus Libraries and Learning Centers provide all the necessary programs needed to complete the work for this course.

It is the student's responsibility to have an alternate plan if their main computer system fails or encounters technical issues that prevent the completion of required assignments by the specified due date (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.). **Computer hardware, software and Internet problems are not acceptable excuses for incomplete or late assignments.**

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:

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

Course Outcomes:

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 created, 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.

Cheating:

If you cheat, the following actions will be taken:

1. The first instance will result in a zero for the grade(s) involved and may result in a failing grade for the course, to be determined by the instructor.
2. The second instance will result in a failing grade for the course.
3. A report will be forwarded to Student Affairs for all instances of cheating. They will file the report in your permanent record and/or take further disciplinary action. You will also be required to attend a seminar on Cheating and Plagiarism conducted by Student Affairs.

Refer to the college catalog for full statement on Academic Integrity.

Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact Student Accessibility Services immediately to discuss eligibility. 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. 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 an 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:

Monday, November 1, 2021 by 4:30 PM

Instructor Policies:

This is a fully-online class, which means we will not be meeting on campus and you will work on your own through Canvas. Your digital participation and communication with me are crucial to your success. There will be work due weekly on Sunday nights at 11:59 pm as specified in Canvas. If you have a personal issue where you are struggling with logging on or completing work, please communicate with

me about this as soon as you are able. Just because we don't meet face-to-face doesn't mean I'm not there to assist you. If you have questions or concerns about the curriculum, please communicate them to me before the due date to avoid a deduction of points or falling behind in your coursework.

Late Work/Extensions:

All homework is to be submitted on the date it is due. Homework will not be accepted after this time. You may use your **No Questions Asked** coupon for **one** week's worth of late assignments without penalty—the late assignments for that chosen week must be completed within 7 days of the original due date.

I will handle emergencies and extenuating circumstances on a case-by-case basis, but these may require an official excuse with evidence. Medical excuses will require a doctor's note or other evidence of illness (like hospitalization paperwork). If you are planning a vacation, you will need to submit your work early. A vacation is not an emergency.

Do not wait until the last minute to prepare and submit your assignments. Software and printer problems are not acceptable excuses for incomplete assignments.

Classroom Etiquette:

Please use care and respect when communicating with classmates via discussion threads in Canvas and if meeting in class. If this is a seated or hybrid class, please respect our time and our class and arrive to class on time. Also, silence your cell phones at the beginning of class. Online, I will frequently reply to comments students make as well as give feedback through the gradebook, so please check your discussions for replies from me and your classmates. Also check your gradebook area for comments on your assignments. Check Canvas and the syllabus calendar for any class meeting days and times (seated or hybrid classes only).

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:

Category	Description	Points	Percentage of Grade
SLO Assignments	Student Learning Out Come Assignments (4 x 100 pts.)	400	40%
Assignments	Misc. Assignments (4 x 20 pts.)	80	8%
Discussions	Discussions with peer replies (4 x 35 pts.) Discussions without peer replies (7 x 25 pts.)	315	32%
Quizzes	Weekly Quizzes (12 x 15 pts.)	180	18%
Class Evaluation Paper	Ending project (25 pts.)	25	2%
	Total Points =	1000	100%

Course Calendar:

See below.

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 students. 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.

Course Content/Calendar – Fall 2021

SLS 1501—Foundations of Success
Real-Time Online ♦ CRN 10156

Note: All assignments are due by Sunday of each week at 11:59 p.m. (unless otherwise noted).

Date	Class Content
Week 1 Aug 23-29	<u>Starting Strong: Motivation, Resilience, and Communication</u> <ul style="list-style-type: none"> • In Canvas: <ol style="list-style-type: none"> 1. Read over the course syllabus 2. Read through the Start Here section 3. Do all assignments (read, watch, complete) listed in the module • Complete the following: <ol style="list-style-type: none"> 1. Assignment: Email to Professor 2. Syllabus Scavenger Hunt 3. Quiz: Starting Strong
Week 2 Aug 30-Sep 5	<u>Goal Setting</u> <ul style="list-style-type: none"> • Do all assignments (read, watch, complete) listed in the module • Complete the following: <ol style="list-style-type: none"> 1. SLO Assignment: Goal Setting 2. Quiz: Goal Setting
Week 3 Sep 6-12	<u>Metacognition and Learning Styles</u> <ul style="list-style-type: none"> • Do all assignments (read, watch, complete) listed in the module • Complete the following: <ol style="list-style-type: none"> 1. Discussion: Learning Styles 2. Discussion replies to two peers 3. Quiz: Metacognition and Learning Styles
Week 4 Sep 13-19	<u>Listening, Reading, and Note-Taking</u> <ul style="list-style-type: none"> • Do all assignments (read, watch, complete) listed in the module • Complete the following: <ol style="list-style-type: none"> 1. SLO Assignment: Note-Taking 2. Quiz: Listening, Reading, and Note-Taking
Week 5 Sep 20-26	<u>Time Management</u> <ul style="list-style-type: none"> • Do all assignments (read, watch, complete) listed in the module • Complete the following: <ol style="list-style-type: none"> 1. Discussion: Time Management 2. Quiz: Time Management

Date	Class Content
Week 6 Sep 27-Oct 3	<u>Memory and Test-Taking</u> <ul style="list-style-type: none"> Do all assignments (read, watch, complete) listed in the module Complete the following: <ol style="list-style-type: none"> SLO Assignment: Test-Taking Discussion: Memory and Test Preparation Quiz: Memory and Test-Taking
Week 7 Oct 4-10	<u>Critical Thinking</u> <ul style="list-style-type: none"> Do all assignments (read, watch, complete) listed in the module Complete the following: <ol style="list-style-type: none"> Quiz: Critical Thinking
Week 8 Oct 11-17	<u>Interpreting Feedback</u> <ul style="list-style-type: none"> Do all assignments (read, watch, complete) listed in the module Complete the following: <ol style="list-style-type: none"> SLO Assignment: Feedback Quiz: Feedback
Weeks 9/10 Oct 18-31 (extra time to complete)	<u>Research/Technology</u> <ul style="list-style-type: none"> Do all assignments (read, watch, complete) listed in the module Complete the following: <ol style="list-style-type: none"> Assignment: MLA 8th Edition Quiz: Research/Technology <p>Notice later due date for this 2-week module</p>
	<p>Withdrawal Deadline is Monday, Nov 1, 2021 by 4:30 PM</p>
Week 11 Nov 1-7	<u>Writing and Presenting</u> <ul style="list-style-type: none"> Do all assignments (read, watch, complete) listed in the module Complete the following: <ol style="list-style-type: none"> Get started on Career Project due in Wk 14 (see Wk 12/13 module for info) Quiz: Writing and Presenting
Weeks 12/13 Nov 8-21 (extra time to complete)	<u>Career Exploration</u> <ul style="list-style-type: none"> Do all assignments (read, watch, complete) listed in the module Complete the following: <ol style="list-style-type: none"> Assignment: My Plan Assessments and Reflection Assignment: Resume Quiz: Career Exploration Assignment: Prep Career Project (due in Wk 14) <p>Notice later due date for this 2-week module</p>
	<p>Thanksgiving (Wed, Nov 24 thru Sun, Nov 28)-----CAMPUS CLOSED</p>

Date	Class Content
Week 14 Nov 29—Dec 5	<u>Wellness</u> <ul style="list-style-type: none"> • Do all assignments (read, watch, complete) listed in the module • Complete the following: <ol style="list-style-type: none"> 1. Assignment: Career Project 2. Assignment: Acknowledge class end date 3. Quiz: Wellness 4. Prep your Class Evaluation Paper (refer to Final Week Module)
Week 15 Final Week Mon Dec 6 – Fri Dec 10 Note the short week	FINAL WEEK: <ul style="list-style-type: none"> • Do all assignments (read, watch, complete) listed in the module • Complete the following: <ol style="list-style-type: none"> 1. Assignment: Class Evaluation Paper 2. Assignment: Resume final version 3. No final for this class Assignments are due by Friday Dec 10 (this is a short week!)