SYLLABUS

SLS 1501 – 75289
College Success

Term - Spring 2008

Instructor’s Name: Melissa Zucal

Telephone Number: 813-259-6531 / 813-523-6774

Email Address: mzucal@hccfl.edu
Please only use my HCC email address if you cannot use the course email within the HCC learning management system, Online@HCC. This helps me to stay organized and leads to better response time to your questions.

Office Hours: By appointment
I ask that you make an appointment 48 hours in advance because my full-time position, Distance Learning Manager, requires me to travel between campuses. I may not be available to you even if I am in my office because of other commitments. I would rather be focused only on you and your questions. For these reasons, making an appointment will be required. We can also make an appointment to conference by phone as well, if that is more convenient for you. I do not want to discourage you from contacting me; just be aware that you will need to plan ahead.

Office location: Brandon Campus BADM 208

Academic Dean: Dean Mary Bendickson Dean of Associate in Arts Dale Mabry campus
SouthShore campus
Academic Dean Contact Information: mbendickson@hccfl.edu ; 813-253-7210

Student Services Dean: Dean Frank Babcock, Dean of Student Services Dale Mabry campus
Student Services Dean Contact Information: fbabcock@hccfl.edu ; 813-253-7311

Last day to withdraw and receive a refund: 5/19

Last day to withdraw and receive a ‘W’ grade: 6/25

Communications Policy: The instructor will respond to voice mail and emails within two business days.

Class Schedule: This course has no on campus class meetings. It conducted entirely on the Web through the Hillsborough Community College learning management system,
Online@HCC. To log into Online@HCC please go to https://hcconline.blackboard.com and follow the log in instructions on the screen. In this course the first day of a week begins on Tuesday and the last day of the week is Monday.

**Non Class Days Summer 2008:** May 26 Memorial Day; July 4 Independence Day

**Please NOTE:** You will not be able to log into Online@HCC or this course until 24 hours before the start date of the course which may be different from the start date of the HCC semester.

**Course Description:**

This course is designed to provide an opportunity to learn and adopt methods necessary to achieve success in college. Topics will include study techniques, communication skills, time planning, critical thinking, health issues, community and campus resources, and managing personal and relationship issues affecting many college students. The focus will be on the practical application of each topic.

**Course Objectives:**

Upon completion of this course the student will be able to:

1. Discuss how the student is responsible for their experience in college and describe ways they can create a successful and rewarding adventure at college.
2. Describe and utilize a mode of communication that is accurate in sending and receiving information, that facilitates listening, and that is effective in interaction with friends, family, roommates and/or instructors.
3. Examine and prepare for personal issues that face many college students including budgeting money, substance abuse, health related practices and personal relationships.
4. Match resources that are available on campus and in the community that can assist students with personal issues listed above. Topics will also include library research, course changes, employment, financial aid, independent study, discrimination and other social issues.
5. Describe and discuss different procedures for planning, monitoring and managing time.
6. Discuss different procedures for focusing attention on the task at hand such as reading, listening, taking notes, typing or taking examinations.
7. List guidelines for creating effective plans that contribute to success.

**Text Book and Materials:**

**Required:** Becoming a Master Student, 11th Edition by David B. Ellis ISBN: 978-061846770-9
Attendance Policy:

Students are required to log into the course at a minimum three times each week.

Students are required to check both the course Mail and Discussions tools for information pertaining to the course.

Grading System:

<table>
<thead>
<tr>
<th>Assignments (Exercises, Journal Entries, Critical Thinking)</th>
<th>290 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Boards</td>
<td>430 points</td>
</tr>
<tr>
<td>• Students are required to “reply to” at least two other students posting in each Discussion.</td>
<td></td>
</tr>
<tr>
<td>• Please see the Discussions rubric posted inside the course</td>
<td></td>
</tr>
<tr>
<td>Six On-Line Module Tests at 25 points each</td>
<td>150 points</td>
</tr>
<tr>
<td>3 Required Projects</td>
<td>350 points</td>
</tr>
<tr>
<td>• 32 day commitment</td>
<td>100 points</td>
</tr>
<tr>
<td>• Nutrition Exercise</td>
<td>100 points</td>
</tr>
<tr>
<td>• My Education Plan</td>
<td>150 points</td>
</tr>
<tr>
<td>Final Exam Online</td>
<td>100 points</td>
</tr>
</tbody>
</table>

Grading Scale (points)

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1320 - 1220</td>
<td>A</td>
</tr>
<tr>
<td>1219 - 1119</td>
<td>B</td>
</tr>
<tr>
<td>1118 - 1018</td>
<td>C</td>
</tr>
<tr>
<td>1017 - 917</td>
<td>D</td>
</tr>
<tr>
<td>916 - 0</td>
<td>F</td>
</tr>
</tbody>
</table>

There are Extra Credit Opportunities Available. Please see the Course Content Homepage within the course. Look for the Learning Module: Extra Credit Assignments

ACADEMIC/EDUCATIONAL RESOURCES

Please be aware that as a student at Hillsborough Community College you have many academic resources available to you. Below are few that you may find useful as you progress through this course.

Dale Mabry Academic Advising

Academic Advising: (813)253-7202  dmadvising@hccfl.edu
Location: DSTU 237
Web Link: http://www.hccfl.edu/dm/studentservices/advising/

Dale Mabry Tutoring Center

The Dale Mabry Tutoring Center mission is to provide a positive learning experience for HCC students facilitated by well-trained tutors, a friendly environment, and up-to-date educational resources in order to advance academic understanding and independent learning skills.

Location: DSSC 322 Phone: 253-7445
Web Link: http://thetutorconnection.net/DMTC/

HCC LIBRARY
Phone: (813) 253-7381
Web Link: http://www.hccfl.edu/library/dmlrc/

COLLEGE HELPDESK
Phone: 813.253.7000 ext. 4357

SmarThinking

SmarThinking is a 24/7 online tutoring service to students at Hillsborough Community College providing online tutoring and increased access to quality learning tools. Students at the College only have a limited amount of time afforded to them through this service, so please use it judiciously. To login to SmarThinking go to: http://smarthinking.hccfl.edu. You will use your HawkNet user id and password to access the tutoring.

Help with Online@HCC:

Technical support for Online@HCC is available 24/7 through Online@HCC Support. You can reach our representatives by dialing toll-free 1-866-523-9959, accessing the searchable Knowledge Base at https://d2.parature.com/ics/support/default.asp?deptID=4487, or utilizing the Live Chat feature available from the home page of the Online@HCC Knowledge Base. If you have questions about the course assignments or other questions regarding the course content you need to contact your instructor.

ACADEMIC DISHONESTY

Submitting another student's work/assignment(s) for yours is unacceptable and a violation of the Student Code of Conduct. Such incidents may be referred to the Dean of Student Services for disciplinary action.
Any student who submits an assignment from another current or past student will receive a grade of "F" for the course.

In cases where the student submits the work of a currently enrolled student in a course instructed by this instructor, the student who permitted the submission of the course work will also receive a grade of "F" for the course.

TESTING

Each student is to complete the required exams without the assistance of another individual. A student, who permits another student to complete an exam or has assistance from another student or non-student person, will receive a failing grade for the course. This includes the Exam Party practice.

Each test will be administered using the learning management system. Students should make sure that they read and understand the test instructions before beginning each test. Each test is timed, delivers one question at a time, where students must answer or skip each question to proceed. Once a question has been answered or skipped it cannot be revisited. You will not be able to submit your test answers once the test time has expired.

In the event of interruption of Internet service or an issue of other technical difficulties the student must contact the instructor immediately by voice mail or email. Tests will only be reset under these conditions. Please be aware that repeat technical issues may require you seek out a more reliable computer or Internet connectivity. Students who request test resets will be carefully evaluated to ensure they are not attempting to study the test.

PLAGIARISM

Remember, this is an academic environment. The act of plagiarism will not be tolerated. Follow the simple guidelines:

1. If you use content from a website in an assignment, include the citation for the content.
2. The act of copying/cutting and pasting Web based text or any other electronic based media without appropriate citation will be an act of plagiarism.
3. Any acts of plagiarism will result in a grade of zero for the assignment.
4. A second offense of plagiarism during the course will result in a grade of "F" for the entire course and may be referred to the Dean of Student Services for disciplinary action.

Incomplete Grades
The College policy will be followed for incomplete grades. Students must meet the criteria listed in the College Catalog or Student Handbook to apply for an incomplete grade.

Class Conduct
Students are expected to follow the Student Code of Conduct listed in the College’s Student handbook.

Academic Appeals
Students must adhere to the standards of academic performance established in the course syllabus, course outline and addendum to the course syllabus. Students should first ask the instructor if an error in grading has occurred. If the grade remains in dispute, the student may contact the Academic Dean for an appeal. No change of grade will be made without the approval of the course instructor or Campus President.

**Request for Accommodations:**

If, to participate in this course, you require an accommodation based on the impact of a disability, you must contact the Office of Services to Students with Disabilities. The office is located in BSSB 109 which is the Student Services Building on the Brandon Campus. You may also reach the office by telephone at (813) 253-7961. For more information please see the Office of Services for Students with Disabilities web site at: http://www.hccfl.edu/br/studentservices/disabilities/

The best way to ensure expedient accommodations in this course is to deliver your accommodation memo to the instructor within the first two weeks of the course. This document may be scanned and emailed to the instructor through the course email or at mzucal@hccfl.edu. The document may also be faxed to the instructor as well. Please contact the instructor for the fax number.

**Privacy Statement:**

Students using online formats for study at HCC do so in a respectful, protected environment. However, this learning environment may at times be viewed by faculty (both current and those learning to become online facilitators), Distance Learning staff, and other experts, who are working with us to maintain the highest quality online courses. Please understand that this is not a secure, private environment.

**Assignments:**

All assignments to be turned in for a grade must be typed unless otherwise indicated. Make sure that your full name, assignment topic, date, and class section are indicated at the top left corner of the paper. Proper grammar and spelling are important so be sure to proof read and edit your work before submitting it for a grade.

**Assignment Due Dates**

Assignments must be completed by the due date listed in the course syllabus and learning management system. You may turn in assignments up to 1 week late for half credit. This course is designed to prepare you to be successful in college. Turning in late assignments defeats this purpose. Extra credit assignments will be available throughout the semester.

Projects and assignments must be completed using Microsoft Word and/or saved as a .doc, .docx, or .rtf file unless otherwise instructed. If you do not have Microsoft Word available to you please utilize Word Pad, or Open Office (http://www.openoffice.org ).

**Microsoft Office 2007**
As a student of Hillsborough Community College you can purchase a full version of Microsoft Office for a reduced price. You will be required to place your order through this site: [http://hccfl.onthehub.com](http://hccfl.onthehub.com). You will need to pay for your purchase with a credit card. You will also need to authenticate yourself as a HCC student by using your HawkNet email address.

*Notice that the reading should be completed a week prior to completing the associated assignments for that module.*

*Due dates reflect the dates the assignments in that module are due. In other words the module must be completed by the date and time in the Due Date column.*

<table>
<thead>
<tr>
<th>Reading</th>
<th>Assignments</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction &amp; Chapter 1</td>
<td>Getting Started Module</td>
<td>Tuesday 5/27/2008 11pm</td>
</tr>
<tr>
<td>Chapters 2 &amp; 3</td>
<td>Module 1: Introduction Chapter: Making Transitions and Chapter 1: First Steps</td>
<td>Sunday 6/1/2008 11pm</td>
</tr>
<tr>
<td>Chapters 4 &amp; 5</td>
<td>Module 2: Chapter 2 Planning and Chapter 3 Memory</td>
<td>Sunday 6/08/2008 11pm</td>
</tr>
<tr>
<td>Chapters 6 &amp; 7</td>
<td>Module 3: Chapter 4 Reading and Chapter 5 Notes</td>
<td>Sunday 6/15/2008 11pm</td>
</tr>
<tr>
<td>Chapters 8 &amp; 9</td>
<td>Module 4: Chapter 6 Tests and Chapter 7 Thinking</td>
<td>Sunday 06/22/2008 11pm</td>
</tr>
<tr>
<td>Chapters 10, 11, &amp; 12</td>
<td>Module 5: Chapter 8 Communication and Chapter 9 Diversity</td>
<td>Monday 7/7/2008 11pm</td>
</tr>
<tr>
<td>No Reading assignment</td>
<td>Module 6: Chapter 10 Technology, Chapter 11 Health, and Chapter 12 Wellness</td>
<td>Sunday 7/13/2008 11pm</td>
</tr>
</tbody>
</table>

Final Exam
*Opens: Sunday 7/13/2008 11pm
Closes: Sunday, 7/20/2008 11pm*