SLS 1501: COLLEGE SUCCESS

UF Flexible Learning

Course Syllabus

Instructors: Glenn Kepic and Meredith Beaupre

Credits: 3

Course Deadline: 16 weeks from each student's enrollment date

Course Website: http://elearning.ufl.edu/

Contact: Please use the mail tool in Canvas to reach your instructors. We will do our best to respond to all emails within 48 business hours.

Required Textbook

Sharon Ferrett, *Peak Performance: Success in College and Beyond,* 9th Edition. McGraw-Hill, 2010.

Course Description

SLS 1501 is a developmental course designed to assist students who may be having difficulty in their college level coursework or those who simply wish to improve their basic skills essential for college success. The course will begin with individual self-assessment followed by topics such as motivation, time management, active reading, memory, note-taking, and test-taking. Throughout the course, there will be an emphasis on the relationship between academic interests, skills, abilities, a major, and a career. Students will submit a cover letter and resume at the end of the course. Chapter quizzes are given for each chapter, and there is a cumulative final exam.

Course Goals

This course will help you:

- Learn about your academic strengths and weaknesses, your preferred learning style, and your personality type.
- Understand the role that attitude, motivation, and integrity play in your daily life.
- Manage your time more effectively and efficiently.
- Become a better listener, reader, and note-taker.
- Improve your memory skills.
- Become a better test-taker, writer, and public speaker.
- Become a critical thinker and creative problem solver.
- Take care of your physical and emotional needs.
- Build diverse and healthy relationships.
- Get the most out of your community's resources.
- Develop habits that lead to success.
- Begin thinking about your career by developing a basic cover letter and resume.

Structure of the Course

This course consists of 14 sections, based on the chapters in the book, and culminating with the cover letter/resume assignment. The entire course is available in Canvas and all of your work will be submitted in Canvas.

You will be required to complete multiple tasks for each module. While you have the ability to work at your own pace in this course, note that several of your assignments require manual grading by the instructors, so do not wait until the last few weeks of the course to do all of your work, as we may not have time to grade everything prior to your course completion deadline.

Each module will consist of:

- Video introducing that module's topic (in Canvas)
- Chapter reading in the textbook (on your own)
- Worksheets/exercises in the textbook
- Reflections on the worksheets (graded)
- Applying the ABC method to the chapter (graded)
- Chapter quiz (graded)
- Discussion post and response (graded)
- Career Development Portfolio Work (graded)

All of your assignments will be graded by the instructors. Quizzes are automatically graded, and discussion posts/responses receive full credit if the instructions are followed.

If a written assignment is unacceptable, you will be given **one** week (from the time that you receive the grade/feedback) to resubmit for an improved grade. Resubmissions after one week will not be accepted. You must notify the instructors that you wish to re-submit the assignment within **two days** of receipt of the grade/feedback. Please note that full credit is not given on resubmissions.

You must complete all of your work no later than the course completion deadline. Note, that in order to ensure that you complete the course in time for final grading, you should plan your time to be able to complete chapter 14 and the cover letter/resume **no later than 2 weeks prior to the course completion deadline**. If you have questions about course timing, or how to structure the course to meet your academic plan, please reach out to your instructors using the mail tool in Canvas. We will be happy to help you come up with a workable plan!

Grading

Every effort is made to grade your work quickly, but please note that there may be times during the semester when it takes several days to get a grade. This is usually a direct reflection of the instructors' workload during various points in the term. If you have any concerns about your grades or feedback, please use the mail tool in Canvas to reach your instructors.

Your gradebook will accurately reflect your current standing in the class to the most recent round of grading (we try to grade 2-3 times per week). Please let the instructors know if you have questions about the grade.

The final grade will be determined using the following scale:

Total points available: 475
A = 428+   A- = 412   B+ = 396   B = 380   B- = 364   C+ = 348   C = 332   C- = 316   D+ = 300
D = 284   D- = 268   E = 252 or below

Planning Schedule

One of the great advantages of Flexible Learning is that it allows you to proceed at your own pace, as long as you complete the course within 16 weeks of your enrollment date. You will, however, lose the continuity of the course if you study sporadically. Therefore, you are encouraged to set a reasonable schedule for yourself.

A planning schedule has been provided to help you track your progress in the course and to prepare for deadlines. Use the personal study schedule and stick to it. Students who rush through the course typically tend to receive unfavorable final grades. Therefore, we encourage you to plan your study schedule wisely.

Ample time is needed for the instructor to grade your final written assignments and submit the final course grade. Please note the submission guidelines listed above and reach out to your instructors with any questions.

The planning schedule is located above your first module and must be turned in. Be sure to keep a copy of this schedule for yourself, to help you stay on track throughout the course.

<div align="center">COURSE POLICIES</div>

Performance Policy

This Flexible Learning course has been developed with the same rigorous standards of content as a campus course. Expectations for your performance as a Flexible Learning student are as high as they would be if you were taking this course in a classroom.

Assignment Policy

All assignments must be completed at least 2 weeks before the course expires. The course expires 16 weeks after your enrollment. Complete all modules in the order they are presented on the course website; do not skip modules.

Technology Requirements

Students must use their Gatorlink email account for this course. Students are recommended to check their email account DAILY for the duration of the course. Access to and on-going use of a computer with Internet access is required for all students. Competency in the basic use of a computer is required. At times, computers crash and Internet connections fail. It is in your best interest NOT to wait until the last minute to complete assignments.

Course Deadline and Extension Policy

Students are allowed 16 weeks, from their date of enrollment, to complete and submit their coursework. If the student has not submitted at least 50% of their coursework and have an extenuating circumstance preventing them from submitting the coursework, a failing grade of "E", "E0" or "E1" will be issued and recorded to the UF Registrar.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and have an extenuating circumstance, the student may petition the instructor for a course extension before the course expires. Each course extension request will be administratively evaluated. Instructors are not required to allow extensions. If a student does receive an extension, an incomplete grade of an "I" will be assigned as an interim grade. When the course is completed, the instructor will initiate the change of grade. After that, the "I" grade will be changed to the student's final course grade on their transcript.

Dropping a Course

In order to drop a Flexible Learning course, students must send a written request by e-mail, fax, or mail to the Office of Flexible Learning. After 30 days, no refunds are given and the student ill receive a W on their transcript.

Transfers

Students may transfer from one Flexible Learning course to another within 30 days of enrollment. This request must be in writing and sent by fax, e-mail, or U.S. mail. Any difference in tuition will be collected or refunded. There is a $50.00 transfer fee. After the transfer has taken place, the original enrollment and expiration dates still apply.

Book Buy-Back Policy

Textbooks and materials in continued use by Flexible Learning that are in good condition may be repurchased at 50% of the original purchase price within 30 days of completion or withdrawal from a course. Students can contact the Office of Flexible Learning for details at 800-327-4218.

How to Request a UF Transcript

Students can view their grades on MyUFL by logging in with their Gatorlink login and by selecting Student Admin. To receive an official transcript, the student must complete a transcript request form through the Registrar. Please check your "unofficial transcript" first, before ordering your "official transcript", to make certain that your grade has been posted.

The University of Florida assures the confidentiality of all your educational records in accordance with State University System Rules, State Statutes, and the Family Educational Rights and Privacy Act. Grades are not given over the telephone.

UF POLICIES

University Policy on Accommodating Students with Disabilities

Students requesting accommodation for disabilities must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

The Flexible Learning office should be notified of any special accommodations required by the student when they begin their course.

Academic Honesty

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at the Dean of Students Office website.

Plagiarism:

> *"A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:*
>
> (a) *Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.*
>
> (b) *Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student."*

Source: Regulations of the University of Florida, UF-4.041.

> *"For a violation or violations of the Honor Code, a student may receive any of the sanctions that can be imposed for Student Conduct Code violations, including but not limited to conduct probation, suspension and expulsion as well as any educational sanctions. In addition, students may receive the following:*
>
> (a) *Assignment grade penalty. The student is assigned a grade penalty on an assignment including but not limited to a zero.*
>
> (b) *Course grade penalty. The student is assigned a grade penalty in the entire course including but not limited to an 'E'."*

Source: Regulations of the University of Florida, UF-4.047.

Netiquette: Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Please read the UF Netiquette Guide for Online Courses.

Students who post inappropriate comments or material may have their posts deleted by the supervising faculty and may receive a 0 for the assignment. Continuing violations will result in a failing grade for that portion of the course.

GETTING HELP

Technical Help

For issues with technical difficulties for E-learning in Canvas, please contact the UF Help Desk:

- Location: HUB 132
- Email: helpdesk@ufl.edu
- Phone: (352) 392-HELP - select option 2
- Website: https://lss.at.ufl.edu/help.shtml

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

UF Flexible Learning Contact Information

- Email: learn@dce.ufl.edu
- Phone: (352) 392-1711
- Toll free: (800) 327-4218
- Fax: (352) 392-6950
- Website: http://flexible.dce.ufl.edu/
- Office Hours: Monday-Friday 8:00am-5:00pm EST

Other Resources

Other resources are available at the UF Distance Learning website for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please email the Distance Learning office at distance@dce.ufl.edu or visit the UF Distance Learning website to submit a complaint.

Disclaimer: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.