SLS1501 | Syllabus

Instructor	Glenn Kepic
Email	gkepic@advising.ufl.edu (preferred method of contact)
Office Hours	By appointment - call 352-294-2205 to schedule either phone or zoom appointment Or visit me in my office, 1014 Farrior Hall, Wednesday 9-11 AM
Credit Hours	3

For questions about course content, your grade, or other personal issues, feel free to use the Canvas mail tool. Expect a response within 1-2 business days.

Course Information

SLS 1501 is designed to assist students who wish to improve their basic skills and raise their confidence level to ensure college success. The course will begin with individual self-assessment followed by topics such as motivation, time management, active reading, memory, notetaking, and test-taking.   Emphasis is placed on how to succeed in an on-line environment as well as the relationship between academic interests, skills, abilities, a major and a career. Students will submit a cover letter and resume toward the end of the course. Chapter quizzes, written assignments, and group discussions are assigned for each chapter, and there is no final exam.

Course Objectives

By the end of this course, you will be able to:

- Discuss strengths and weaknesses, your preferred learning style, and your personality type.
- Explain 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.

Course Requirements

Required textbook

Sharon Ferrett, Peak Performance: Success in College and Beyond, 12th Edition. McGraw-Hill.

Prerequisites

There are no prerequisites for this course.

Minimum technology requirements

The University of Florida expects students entering an online program to acquire computer hardware and software appropriate to his or her degree program. Most computers are capable of meeting the following general requirements. A student's computer configuration should include:

- Webcam
- Microphone
- Broadband connection to the Internet and related equipment (Cable/DSL modem)
- Microsoft Office Suite installed (provided by the university)

Individual colleges may have additional requirements or recommendations, which students should review prior to the start of their program.

Minimum technical skills

To complete your tasks in this course, you will need a basic understanding of how to operate a computer, and how to use word processing software.

Materials/Supply Fees

There is no supply fee for this course.

Zoom

Zoom is an easy to use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants.

You can find resources and help using Zoom at https://ufl.zoom.us (Links to an external site.).

Course Policies

Requirements for make-up assignments and other work in this course are consistent with university policies that can be found at catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/ (Links to an external site.)

As this is an asynchronous online course, you are responsible for submitting all assignments by the weekly due dates, and are encouraged to be self-directed and take responsibility for your learning. You will need to complete a course planning schedule to assist you in creating a plan so that you budget your time and submit your assignments on time.

Weekly Discussion must be posted by each Friday at 11:59 PM.

Weekly response to another student's original discussion and all other module assignments are due each Sunday by 9:00 PM.

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.

Grading Policy

I will generally try to have each assignment graded and posted within one week of completion.

Course Grading Policy

Assignment	Points
Each Quiz	10
Each Written Assignment	5 - 10

Each Discussion post (includes discussion post and response to another student's post)	10 (except the Module 10 video post and written response = 25)
Cover Letter	25
Resume	25
Extra Credit	additional points added to your written assignment point total (1-5 points for each extra credit assigned)

Although each assignment will be awarded up to the maximum points indicated above, all assignments in each group will be totaled and weighted according to the chart below to calculate the final grade. Keep your eyes and ears open for details on the extra credit assignment while completing this course.

Assignment Categories

Category	Percent of Final Grade
Assignments	50%
Discussions	25%
Quizzes	20%
Cover Letter and Resume	5%

Grading Scale

Percent	Grade	Grade Points
93.0 – 100.0	A	4.00
90.0-92.9	A-	3.67
87.0-89.9	B+	3.33
83.0-86.9	B	3.00

79.0-82.9	B-	2.67
75.0-78.9	C+	2.33
72.0 – 74.9	C	2.00
69.0 – 71.9	C-	1.67
66.0 – 68.9	D+	1.33
63.0 – 65.9	D	1.00
60.0 – 61.9	D-	0.67
0 – 59.9	E	0.00

See the current UF grading policies (Links to an external site.) for more information.

UF Policies

University Policy on Accommodating Students with Disabilities:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc (Links to an external site.)) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

 University Policy on Academic Conduct:

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/ (Links to an external site.)) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Netiquette and Communication Courtesy:

All members of the class are expected to follow rules of common courtesy (Links to an external site.) in all email messages, threaded discussions, and chats.

Getting Help

Technical Difficulties:

For issues with technical difficulties for Canvas, please contact the UF Help Desk at:

- http://helpdesk.ufl.edu (Links to an external site.)
- (352) 392-HELP (4357)
- Walk-in: HUB 132

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

Health and Wellness

- **U Matter, We Care**: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit umatter.ufl.edu (Links to an external site.) to refer or report a concern and a team member will reach out to the student in distress.

- **Counseling and Wellness Center:** Visit counseling.ufl.edu (Links to an external site.) or call 352-392-1575 for information on crisis services as well as non-crisis services.

- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit shcc.ufl.edu (Links to an external site.).

- **University Police Department**: Visit police.ufl.edu (Links to an external site.) or call 352-392-1111 (or 9-1-1 for emergencies).

- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; ufhealth.org/emergency-room-trauma-center (Links to an external site.).

Academic and Student Support

- **Career Connections Center:** 352-392-1601. Career assistance and counseling services [career.ufl.edu/ (Links to an external site.)](career.ufl.edu/).

- **Library Support:** Various ways to receive assistance with respect to using the libraries or finding resources. [cms.uflib.ufl.edu/ask (Links to an external site.)](cms.uflib.ufl.edu/ask)

- **Teaching Center:** 352-392-2010 General study skills and tutoring: [teachingcenter.ufl.edu/ (Links to an external site.)](teachingcenter.ufl.edu/)

- **Writing Studio:** 352-846-1138. Help brainstorming, formatting, and writing papers: [writing.ufl.edu/writing-studio/ (Links to an external site.)](writing.ufl.edu/writing-studio/)

Course Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at [https://gatorevals.aa.ufl.edu/students/ (Links to an external site.)](https://gatorevals.aa.ufl.edu/students/). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [https://ufl.bluera.com/ufl/ (Links to an external site.)](https://ufl.bluera.com/ufl/). Summaries of course evaluation results are available to students at [https://gatorevals.aa.ufl.edu/public-results/ (Links to an external site.)](https://gatorevals.aa.ufl.edu/public-results/).

Tips for Success

Taking a course online can be a lot of fun! Here are some tips that will help you get the most of this course while taking full advantage of the online format:

- Schedule "class times" for yourself. It is important to do the coursework on time each week. You will receive a reduction in points for work that is turned in late!
- Read ALL of the material contained on this site. There is a lot of helpful information that can save you time and help you meet the objectives of the course.
- Print out the Course Schedule located in the Course Syllabus and check things off as you go.
- Take full advantage of the online discussion boards. Ask for help or clarification of the material if you need it.
- Do not wait to ask questions! Waiting to ask a question might cause you to miss a due date.
- Do your work well before the due dates. Sometimes things happen. If your computer goes down when you are trying to submit an assignment, you'll need time to troubleshoot the problem.

- To be extra safe, back up your work to an external hard drive, thumb drive or through a cloud service.

Privacy and Accessibility Policies

For information about the privacy policies of the tools used in this course, see the links below:

- Instructure (Canvas)
  - [Privacy Policy](#)
  - [Accessibility](#)

- Sonic Foundry (Mediasite Streaming Video Player)
  - [Privacy Policy](#)
  - [Accessibility](#)
- Zoom
  - [Privacy Policy](#)
  - [Accessibility](#)

Recording Policies

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as
patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a

recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Flexible Learning Policies

Extension Policy:

Students are allowed 16 weeks from their date of enrollment to complete and submit their coursework.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and has an extenuating circumstance, the student may petition the Flexible Leaning Office for a course extension before the course expires. Please email learn@dce.ufl.edu with your extension request.

If the student has not submitted at least 50% of their coursework, or the extension is denied, a failing grade of "E", "E0" or "E1" will be issued and recorded to the UF Registrar.

Course Cancels and Course Drops:

Course Cancel:

Course cancellations must be completed in ONE.UF within 10 days of enrollment. No refunds are granted after 10 days. It is the student's responsibility to verify that all cancellation requests have been received by the Flexible Learning office within the allotted time.

To cancel a course sign on to ONE.UF, select "Register/View Schedule" in the Courses & Registration section. Then select the course(s) you wish to cancel and submit.

Course Drop:

To drop a course, you will need to complete your request in ONE.UF within 14 weeks of the date of enrollment. It is the student's responsibility to verify that all drop requests have been received by the Flexible Learning office within the allotted time. The course grade will appear as "W" on a UF transcript.

To drop a course sign on to ONE.UF select "Register/View Schedule" in the Courses & Registration section. Then select the course(s) you wish to drop, include reason and submit.

*UF Undergraduate Students Only-Once you have done this, you must notify your Academic Advisor that you have submitted a drop request

Full Term Withdrawals:

All full-term withdrawals must follow University of Florida policies/ procedures. An approved withdrawal form must be submitted to the [Dean of Student Affairs.](#) for review and final approval. Students must also notify the Flexible Learning of this request by [learn@dce.ufl.edu.](#)

It is the responsibility of the student to notify Flexible Learning of their approved medical or retroactive withdrawal, so the students' record is updated. [Email](#)to our office a copy of the approval.

- Medical Withdrawals: [Medical Withdrawal Process](#)

- Retroactive Withdrawals: [Retroactive Withdrawal Process](#)

UF Transcripts:

1. If you are unable to order your official transcript online, please contact the [UF Office of the](#) [University Registrar.](#) In addition, on more information on mailing in a transcript request form by remitting a check or money order.

2. The Registrar's Office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. and their phone number is 352-392-1374. Persons with hearing impairments can call FRS # 1-800-955-8771 (TDD).

UF Flexible Learning Contact Information:

Email: [learn@dce.ufl.edu](#)

Phone: (352) 294-6300

Website: [UF Flexible Learning](#)

Office Hours:

Monday-Friday, except Holidays

8:00am-4:30pm EST