

Syllabus Fall 2022

Fall C (Aug. 15 - Dec. 8)

I. Course Title: First Year Seminar

Meeting Day and Time: Monday 2:00 p.m.—3:15 p.m.

Course No. and Section: SLS1122-03

Course Location: Building 7, room 113

Credit Hours: 03

Instructor Name: Professor Quigley

Telephone No.: Phone(s)

Email: quigleym@cf.edu (or contact me through the canvas inbox)

Office Location: Building 2, room 207 (*temporary office*)

Student Hours:

Monday	Tuesday	Wednesday	Thursday
9:00 a.m.—9:30 a.m. 11:50 a.m.—2:00 p.m.	9:00 a.m.—9:30 a.m. 12:30 p.m.—2:00 p.m.	9:00 a.m.—9:30 a.m., 1:50 a.m.—3:30 p.m. <u>Virtually:</u> 7:00 p.m.—8:30 p.m. (via zoom)	9:00 a.m.—9:30 a.m. 12:30 p.m.—2:00 p.m.

I enjoy teaching and talking with you. If you have questions or just have an idea you want to explore, come by my office during Student Hours. If none of the times work for you, feel free to email me and we can set up a time that we mutually agree upon.

Please allow 24-hours for a response Monday morning through Friday afternoon and up to 48-hours for a response Friday evening through Sunday evening. Scheduled holidays may extend the response time.

For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our [website \(Links to an external site.\)](#) (CF.edu).

Please Note: ALL College Policies for Fall 2022 can be found in Canvas under “[College Policies, Important Dates, and Campus Resources.](#)”

II. Course Description

This course is designed for beginning college students in their first two semesters of enrollment at the College of Central Florida. Topics include research skills, career planning, self-discovery, intellectual growth, time management, study skills, computer competency, financial literacy, health/wellness, and global awareness. Emphasis on experiential learning through peer collaboration, integration into college, community engagement, and utilization of campus resources.

Successful completion of this course fulfills the general education personal development requirement. It also meets the computer competency requirement for all degrees.

First Year Seminar is focused on student engagement and practicing the skills covered in the course. The instructor's role is to facilitate student learning and navigate the student towards:

- starting off on the right track to a successful college experience,
- discovering personal strengths/weaknesses,
- learning soft skills and career-readiness proficiencies,
- utilizing CF resources,
- engaging in collegial discourse with peers, faculty/staff, and CF at large.

Pre-Requisite: NONE

This class is **hybrid**, meaning it is a blend of face-to-face/in-classroom learning and online learning. The expectations of the in-person classroom mirror the online learning space.

Teaching Philosophy and Expectations:

To ensure an enjoyable, inclusive, and engaging learning environment, you are expected to openly share your ideas and express your opinions in class and online; respect the opinions, values, and identities of your classmates and instructor; and honor the open environment of the class by respecting confidentiality when appropriate.

Respect is reciprocal. I expect you to do your best work, meet assignment deadlines, engage regularly in class discussions and activities, and treat other members of the class with courtesy. Conversely, you may expect me to start class on time, be prepared for the lesson, offer honest feedback, be open to learning from the student's perspective, and respond timely to your communications.

Class discussions in person and online are opportunities for us to learn more and express curiosity while being open about our own ideas. **We will not all agree, and diverse perspectives are pursued. Most students do not intentionally seek to offend another student. If you are offended by a student's comment (or a comment from the professor), try to look at the comment objectively and understand their perspective. Asking for clarification through respectful questioning of another person's viewpoint is encouraged and demonstrates intellectual interest.**

Attention to detail in your written communications demonstrates respect to others. Typed assignments should be written at college-level. Spelling and grammar errors should be minimized with free online tools such as [Grammarly \(Links to an external site.\)](#) ([Links to an external site.](#)) or [Microsoft Editor \(Links to an external site.\)](#) ([Links to an external site.](#)).

Failure to comply with our course's netiquette guidelines will result in disciplinary action up to dismissal and failure in the course. Note on [Class Decorum](#).

Required Textbook: MindTap Access for The Illustrated Collection, Microsoft® Office 365® & Office 2019 Access Card/Code ONLY – hardcopy of the textbook is NOT needed and will not help you.

Publisher of Text: Cengage

ISBN No.: 9780357119655

Important Note: This ISBN is for *Illustrated Collection, Microsoft Office 365 & Office 2019*. However, CF has a discounted rate (1/3 of the full price). You will order this from the CF Bookstore. To find the discounted version, you will click the Textbook link in the course catalog, then in the dropdown menu choose PRINTED Format. The printed format is the printed card that has the discounted access code for you. The bookstore can mail this card to you. This is the only way you will receive the significantly less expensive option. The other option is Digital Format that costs more than \$175 – this is instant access to the digital version and NOT discounted. You do NOT need instant access.

Additional Required Materials: **You will also need access to a computer and a reliable internet connection.**

Need Wi-Fi? Every CF campus has open computer labs and Learning Resources Centers with Wi-Fi.

III. Student Learning Outcomes/Course Objectives

This list offers you a consistent way to see how CF’s global learning outcomes are assessed in each class. This is for information purposes only and does not change the grading system used in this class. Only those learning outcomes relevant to this course are included below.

Learning Outcomes				
Institutional Learning Outcome	Quiz	Exam	Project	Classroom Activity
Communication: The student will read, write, speak, and listen effectively.				
1. Listen actively to comprehend main ideas and essential details.	X			
2. Express clear, well-organized ideas through oral communication.			X	X
Global Socio-Cultural Responsibility: The student will be an informed and responsible citizen in social, cultural, and global matters.				
3. Understand the local and global connections between self-direction, cooperation, respect, responsibility, integrity, and social success	X			X
Computer & Information Skills: The student will be able to evaluate the importance of technology and its applications.				
4. Access, research, and retrieve information using the Internet.	X	X		

MAJOR COURSE LEARNING OBJECTIVES

After the successful completion of this course, the student will demonstrate:

- Effective use of campus resources
 - How Measured: Classroom Activity
- Mastery of technology and research skills
 - How Measured: Classroom Activity, Exam
- Career and academic planning
 - How Measured: Quiz
- Network of faculty, staff, and peers through college engagement

- How Measured: Classroom Activity
- Improvement of communication skills
 - How Measured: Quiz, Classroom Activity
- Enhancement of learning skills: memory tips, test-taking techniques, note taking
 - How Measured: Classroom Activity, Quiz
- Financial literacy knowhow
 - How Measured: Classroom Activity, Quiz
- Health and stress awareness
 - How Measured: Classroom Activity, Quiz

IV. Assessment

How do you earn your grade in this class?

Here are the five components and the percentage that they make up for your grade:

1. 20% = Attendance/In-Class Work/Participation
2. 20% = Homework
3. 50% = Success Assignments
4. 10% = Final Exam
5. Mandatory and embedded throughout the semester: Computer Competency/Cengage MindTap Exams (must score a minimum of 75% on the required FOUR exams) Word, Excel, PowerPoint, Outlook

Your assignments are classified under five categories:

- Computer Competency
- Academic Development
- Personal Development
- Financial Literacy
- Community Development

Grading: No make-up work will be given unless there is an emergency or prior approval has been given by the instructor. In such an event, you must notify your professor before the exam or assignment is due unless the emergency prohibits it and you will be asked to bring proof of the emergency. A make-up assignment must be taken within one week of the original date unless the emergency prohibits it. While you do not need to disclose personal details, let your professor know as soon as possible if something is preventing you from participating online or completing work. Communication with your instructors is essential to your successful completion of your studies during your time in college.

Computer Competency Requirement Note: You could earn an A on every assignment but not complete the Computer Competency Requirement Exams and end up with an F in the class. There are four Microsoft exams that you have unlimited times to practice in order to earn 75% or higher. Mandatory to pass First Year Seminar. Embedded throughout the semester.

How do I find out about my grade? All grades will be posted in Canvas. Check your grades on Canvas. Please do not ask your instructor.

If an assignment is in Canvas, it must be submitted via Canvas. This may mean you need to make sure you submit assignments in the accepted format. Emailed Canvas assignments will not be accepted.

***MANDATORY Computer Competency Requirement:** You must pass four Microsoft Application exams with a 75% or higher to successfully complete First Year Seminar. The four exams are:

1. Getting Started with Windows, File Management, and Outlook
2. Creating and Editing Documents in Word
3. Working with Excel and Analyzing Data
4. Creating and Modifying Presentations (PowerPoint)

***Attendance** is mandatory and absences regardless of the reason will also result in earning a zero on any missed participation/in-class assignments. In-class assignments may not be made up. More than two absences in the C semester (or ONE absence in a mini-mester) will put you at risk of failing the course.

Communicate with your professor about any absence.

Non-attendance does not constitute withdrawal from this course. It is your responsibility to complete the withdrawal forms by the appropriate date.

Tardiness: Please come to class on time and ready to engage. A tardy is either arriving late or leaving early for any reason.

Mandatory College-Wide Grading scale:

Grade	Percentage
A:	90 - 100
B+:	87 - 89
B:	80 - 86
C+:	77 - 79

Grade	Percentage
C:	70 - 76
D:	60 - 69

For the complete grading scale, see the current CF catalog.

V. Course Schedule/Outline

College Fall 2022 Academic Calendar

- 15 (M) Classes Begin
- 5 (M) Labor Day Holiday
- 3 (M) Fall A classes end
- 4 (T) Faculty Prof. Dev. Day
- 10 (M) Fall B classes begin
- 11 (F) Veteran's Day Holiday
- 23-27 (W-Sun.) Thanksgiving Holiday
- 1 (Th) Fall B classes end
- 2-4 (F-Sun.) Fall C classes end
- 2-8 (F-Th) Exam Week

Class Date	Topic	Assignments	Due Date
Aug 15	Introduction	Purchase Cengage/MindTap Access Card	ASAP
		Student Info Inventory & Survey	Aug 21
		Discussion: Who are you?	Aug 21
		*Study Aid #1	Aug 28
Aug 22	Set Up 4 Success	Patriot Mail Set Up & Netiquette	Aug 28
		Activate MindTap Access Code	Aug 28
		Resource Exercise: Where to get HELP	Aug 28
		Syllabus Quiz	Aug 28
		Canvas and MyCF Portal	Aug 28
		Practice: Getting Started with Windows	Sept 4
		Exam: Getting Started with Windows	Sept 4
Aug 29	Get 2 Know CF	Get 2 Know CF Scavenger Hunt PHOTOS	Sept 4
		*Meeting with CF Personnel	Sept 11
		*CF Community Engagement—Event 1	Oct 16
Sept 5	No Class—Labor Day	Use time to work on Success Assignments	
Sept 12	Managing Time	Budgeting Game	Sept 18
		Ted Talk: Master Procrastinator	Sept 18
		Computer Competency Practice: Creating and Editing Documents in Word	Sept 25

Class Date	Topic	Assignments	Due Date
		Computer Competency Exam : Creating and Editing Documents in Word	Sept 25
Sept 19	Test Anxiety and Study Skills	Plagiarism Scenarios Quiz	Sept 25
		The House: Reading with Purpose	Sept 25
		Free Personality Profile Assessment (needed for next class)	Sept 25
		*Study Aid #2	Oct 2
Sept 26	Personality Profile/Communication	Listening Activity: Video—How to Study When You Have No Motivation	Oct 2
		Meeting With Your ASSIGNED Advisor	Oct 9
		*Academic Pathway	Oct 9
Oct 3	Career Exploration	Budget Project: Real Life and ROUGH Future Monthly Budget	Oct 9
		Group PowerPoints Financial Literacy	Oct 23
		Computer Competency Practice: Working with Excel and Analyzing Data	Oct 16
		Computer Competency Exam : Working with Excel and Analyzing Data	Oct 16
Oct 10	Financial Literacy Group Presentations	Cornell Notes on Financial Literacy Group Presentation (from class)	Oct 23
		Computer Competency Practice: Creating and Modifying Presentations (PowerPoint)	Oct 23
		Computer Competency Exam : Creating and Modifying Presentations (PowerPoint)	Oct 23
Oct 17	Financial Literacy Group Presentations	Next Semesters Course Schedule—Register for Classes Next Semester	Oct 30
Oct 24	Academic Research	Introduction to Academic Research	Oct 30
Oct 31	Health/Wellness	Discussion: Walk Outside	Nov 6
		TedTalk—Effects of Stress on Your Brain	Nov 6
		*CF Community Engagement—Event 1	Nov 20
Nov 7	No Class	Use Time to Complete Success Assignments	
Nov 14	Become a CF Expert	CF/College Expert Presentation	Nov 28
Nov 21	CF Expert Presentations	CF/College Expert Presentation	Nov 28
Nov 28	CF Expert Presentations		
Dec 5	*Final Exam—to be completed online & due by 4:00 p.m.		

Due to unforeseen happenings, it may be necessary for the course assignment schedule to be altered. I will always strive to be fair about any changes.

The College of Central Florida is committed to helping you succeed and achieve your academic, personal and career goals. There are a wide range of resources and support services available to you. When you connect to resources and support systems on campus early, you are much more likely to be successful in your classes and complete your path more quickly. One example is through an Early Support Program, where you may receive an email indicating your professor or advisor is reaching out directly to help connect you to support services. This may include connecting you to tutoring, financial support, psychological support services, and disability

services just to name a few. Be aware, you can also reach out to these services on your own as well. Additionally, we offer free tutoring, disability services, a testing center, and many other resources which are all available to you. Please refer to the College Resources, Dates, and Policies document in your Canvas course to learn more about these supports and policies.

V. ADDITIONAL COURSE POLICIES

Academic Integrity You are expected to be familiar with the CF's Policy on Academic Integrity. What this means is: If you are charged with an offense, pleading ignorance of the rules will not help you.

What if I'm struggling and need more help? The College of Central Florida is committed to helping you succeed and achieve your academic, personal, and career goals. There is a wide range of resources and support services available to you. When students are connected early to resources and support systems on campus, they are more likely to stay in classes, perform better in those classes, and complete their paths more quickly. One example is through an Early Support Program, where you may receive an email indicating your professor or advisor is reaching out directly to help connect you to support services. This may include connecting you to tutoring, financial support, psychological support services, and disability services just to name a few. Be aware, you can also reach out to these services on your own as well. Additionally, we offer disability services, a testing center, and many other resources which are all available to you. Please refer to the College Resources, Dates, and Policies document in your Canvas course to learn more about these supports.

Tutoring: All Learning Support Centers provide CF students access to computers, printers, Wi-Fi and charging stations. CF offers tutoring in a variety of venues and areas of study. Whether it's math, writing, anatomy, or more, our tutoring centers offer flexible schedules to meet your needs. Email tutoring@cf.edu for more information. All tutoring through CF Learning Support Centers is free to CF students. Click here for more information. (Links to an external site.)

Online Tutoring Resources: CF students can receive free tutoring online through SmartThinking, a live tutoring platform that is available 24 hours, 7 days per week. SmartThinking is accessed through Canvas.

What if I need to email my instructor? Make sure you send emails from your **Patriots Mail** account. Below is a template for you to utilize – remove the _____ underlines:

Dear Professor _____, **be sure their name is spelled correctly and remove the underline and these notes**

I looked on Canvas, reviewed the syllabus, and asked a classmate but couldn't find the information.

My question is _____ . **Indicate your question/concern here (remove the underline).**

Thank you in advance for your assistance.

Sincerely,

Your full name here

Class name, time, and day (it's very important to identify in which class you are enrolled)

What if I need to talk with someone? I understand that many individuals are dealing with unexpected issues associated with this pandemic even though they are not ill. Loss of jobs, income, childcare, the stress and anxiety of dealing with such major changes all at once can impact one's psychological health and motivation for learning. This may be a difficult time, but you don't have to face it alone. CF can help. If you are feeling overwhelmed, or experiencing stress, anxiety, fear, uncertainty, depression, or other issues you can get professional and confidential counseling by calling BayCare Life Management at 1-800-878-5470 or by calling 352-873-5800 and asking for Dr. Henri Benlolo (*Ben-low-low*) or Cindy Pfriendr (*friendr*). The services are free for CF students. More information includes a Mental Health Screening on www.CF.edu ([Links to an external site.](#)) ([Links to an external site.](#)) on this page ([Links to an external site.](#)).