

Syllabus Fall 2022

Fall C (Aug. 15 – Dec. 8)

I. FIRST YEAR SEMINAR

Meeting Day and Time: Thursday, 12:30 - 1:45 p.m.

Course No. and Section: SLS1122-40

Course Location: Canvas Zoom

Credit Hours: 3

Instructor Name: Becca York-Alcorn, Adjunct Faculty and full-time CF staff

Phone: 352-746-6721, ext. 6181

Email: yorkr@cf.edu or you may message me on Canvas. **Note:** Canvas is the best way to reach me. Do not email my Patriots mail, as I do not check it.

Office Location: Wilton Simpson Citrus Campus, Charles S. Dean, Sr., Education Center (C4-106D) [Campus map](#)

Student Hours: My office hour is Thurs., 3:30-4:30 p.m. Additionally, I am happy to meet with you anytime we are mutually available. Please message me in Canvas to schedule a time.

I enjoy talking with students. That's why I'm here! If you have questions or just have an idea you want to explore, we can Zoom during my office hour. If that time does not work for you, feel free to message me in Canvas and we can set up a time that does.

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.

Extended Emergency Closure: For emergency campus closings (natural disasters, etc.), call 352-291-4499 or 800-831-9244 or check our website www.CF.edu.

Please Note: ALL college policies for Fall 2022 can be found in Canvas (left sidebar inside course) 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 an online synchronous course, which means that the lecture will take place via Zoom at the same time for everyone. The expectations of the online classroom mirrors that of the in-person classroom.

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 during our online class time; 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 sought. 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 acceptable, encouraged, and demonstrates intellectual interest.

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

Failure to comply with our course's netiquette guidelines will result in disciplinary action up to dismissal and failure in the course.

Attendance Verification

Your Attendance will be verified once you complete the **Student Information Inventory and Survey**.

Attendance Verification Due Date: **Sunday, August 21, 2022**

Required Materials

Mindtap Access for The Illustrated Collection, Microsoft® Office 365® & Office 2019. Access card/code only – hard copy of the textbook is not needed and will not help you.

Publisher: 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: It is required that you have 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

The following 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 in the next page.

Learning Outcomes and How They Will Be Measured

<i>Institutional Learning Outcomes</i>	<i>Quiz</i>	<i>Exam</i>	<i>Project/ Paper</i>	<i>Classroom Activity</i>	<i>Service Learning/ Community Engagement</i>
<i>Communication: The student will read, write, speak, and listen effectively.</i>					
Listen actively to comprehend main ideas and essential details.	X				
Express clear, well-organized ideas through oral communication.			X	X	
<i>Global Socio-Cultural Responsibility: The student will be an informed and responsible citizen in social, cultural, and global matters.</i>					
Understand the local and global connections between self-direction, cooperation, respect, responsibility, integrity, and social success.	X				X
<i>Computer & Information Skills: The student will be able to evaluate the importance of</i>					

<i>technology and its applications.</i>					
Access, research, and retrieve information using the Internet.	X	X			

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 know-how
 - 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 if you did 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. It is mandatory to pass First Year Seminar and exams are due 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

Being at and participating during our class time is mandatory. Absences regardless of the reason will also result in earning a zero on any missed participation/in-class assignments. In-class activities and assignments may not be made up. Communicate with your professor about any absence.

More than three absences in the C semester (or ONE absence in a “mini-mester”) will put you at risk of failing the course.

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. Three tardies equal one absence.

Mandatory College-Wide Grading Scale

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

August	15 (M) Classes Begin
September	5 (M) Labor Day Holiday
October	3 (M) Fall A classes end
	4 (T) Faculty Prof. Dev. Day
	10 (M) Fall B classes begin
November	11 (F) Veteran’s Day Holiday
	23-27 (W-Sun.) Thanksgiving Holiday

December	1 (Th) Fall B classes end
	2-4 (F-Sun.) Fall C classes end
	2-8 (F-Th) Exam Week

Below is the tentative class schedule, but there may be some slight changes to accommodate the unexpected. I will always strive to be fair about any changes. The second column includes assignments that may be done in the classroom, or are assigned homework. The third column gives suggestions throughout the semester to stay on track.

Also in the third column are notes about Success Assignments, which are used in all First Year Seminar courses. It is strongly recommended that you complete the Success Assignments in the weeks that are indicated in this column.

Generally, **assignments will be due on the following Thursday at 11:59 p.m.** That way, you will be able to ask questions during the next class.

Week	Topic and Assignments	Notes/Cues/Success Assignments
<i>Week 1</i> <i>Thurs., Aug. 18</i>	Introduction: Why First Year Seminar? Assignments: <ul style="list-style-type: none"> • Student Information Inventory and Survey – due 8/21 • Discussion: Who are you? Introduce yourself. 	Purchase your Cengage/MindTap Access card. Remember you can charge against your future financial aid disbursement until Aug. 22 at CF Bookstore.
<i>Week 2</i> <i>Thurs., Aug. 25</i>	SetUp4Success, Activate Cengage/MindTap access card Assignments: <ul style="list-style-type: none"> • Patriots Mail Set-Up and Netiquette • Syllabus Quiz • Canvas and MyCF Portal 	There are a lot of assignments due the next couple of weeks. Do not be discouraged by the number of assignments. Just dig in and get started. Stay on top of the due dates in Canvas.
<i>Week 3</i> <i>Thurs. Sept. 1</i>	Get2KnowCF Scavenger Hunt Assignments:	Don't hesitate to contact Cengage for any tech issues. See the tech tips in the module for this week.

	<ul style="list-style-type: none"> • Activate your Cengage Access Code • Resources Exercise: Where to get HELP • Get2KnowCF Scavenger Hunt <p>Computer Competency Exam: Getting Started with Windows, File Management, and Outlook</p>	<p>Read over Success Assignment:</p> <ul style="list-style-type: none"> • CF Event #1
<p><i>Week 4</i> <i>Thurs., Sep. 8</i> <i>*Sept. 5 (M) Labor Day Holiday</i></p>	<p>Managing Time</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Budgeting Game • TedTalk: Inside the Mind of a Master Procrastinator <p>Computer Competency Exam: Creating and Editing Documents in Word</p>	<p>Read over Success Assignment:</p> <p>Study Aid #1</p>
<p><i>Week 5</i> <i>Thurs., Sept. 15</i></p>	<p>Test Anxiety/Test-Taking Strategies/Study Skills/Academic Integrity</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Plagiarism Scenarios Quiz • Listening Activity: Video – How to Study When You Have No Motivation • Free Personality Profile Assessment 	<p>Success Assignment:</p> <p>Study Aid #1</p>
<p><i>Week 6</i> <i>Thurs., Sept. 22</i></p>	<p>Personality Profile/Communication</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Interest Profiler • Interest Profiler Survey 	
<p><i>Week 7</i></p>	<p>Career Exploration</p>	<p>Work on Success Assignments:</p>

<p><i>Thurs., Sept. 29</i></p>	<p>Assignments:</p> <ul style="list-style-type: none"> • Elevator Pitch Quiz • Create Elevator Speech <p>Computer Competency Exam: Working with Excel and Analyzing Data</p>	<ul style="list-style-type: none"> • Work on setting up a meeting with your advisor. • Ask your advisor to provide your Academic Pathway.
<p><i>Week 8</i> <i>Thurs., Oct. 6</i></p>	<p>Academic Advisement and Pathway</p> <p>Critical Thinking Skills</p>	<p>Success Assignment:</p> <ul style="list-style-type: none"> • Meeting with Advisor • Academic Pathway
<p><i>Week 9</i> <i>Thurs., Oct. 13</i></p>	<p>Elevator Group Activity/ Introduction to Financial Literacy</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Budget Project: Real Life and ROUGH Future Monthly Budget • Group PowerPoints Financial Literacy 	<p>Success Assignment:</p> <ul style="list-style-type: none"> • CF Event #1
<p><i>Week 10</i></p>	<p>Financial Literacy Group Presentations</p> <p>Critical Thinking Skills</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Cornell Notes on Financial Literacy Group Presentations during class • Become a College Expert, Part I <p>Computer Competency Exam: Creating and Modifying Presentations (PowerPoint)</p>	<p>The Financial Literacy Presentations are presented in a group and are low-key.</p>
<p><i>Week 11</i> <i>Thurs., Oct. 27</i></p>	<p>Academic Research/Introduction of Become a College Expert</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Introduction to Academic Research 	<p>Success Assignment:</p> <ul style="list-style-type: none"> • Upload your course schedule for next semester.

	<ul style="list-style-type: none"> • Become a College Expert, Part II 	
<p><i>Week 12</i> <i>Thurs., Nov. 3</i></p>	<p>Independent Work Day</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Computer Competency • Success Assignments 	<p>Use this day to compete all four computer competency exams. They are due in two weeks.</p> <p>Plan on attending community engagement or CF events before the end of the term.</p> <p>Suggest on-campus Stressbusters in week 16.</p>
<p><i>Week 13</i> <i>Thurs., Nov. 10</i></p>	<p>Health/Wellness</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Complete Computer Competency 	
<p><i>Week 14</i> <i>Mon., Nov. 17</i> <i>*Nov. 11 (F)</i> <i>Veteran's Day</i> <i>Holiday</i></p>	<p>Civic Engagement/Become a College Expert</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Become a College Expert, Part III 	<p>Get your work mostly done so you can enjoy your holiday next week. 😊</p>
<p><i>Week 15</i> <i>Thurs., Nov. 24</i> <i>*Nov. 23-27</i> <i>(W-Sun.)</i> <i>Thanksgiving</i> <i>Holiday</i></p>	<p>No Class</p>	
<p><i>Week 16</i> <i>Thurs., Dec. 1</i></p>	<p>Become a College Expert Presentations</p> <p>Assignments (available Dec. 2):</p> <ul style="list-style-type: none"> • Final Exam • Six-Word Memoir 	<p>Success Assignment:</p> <ul style="list-style-type: none"> • CF Event <p>This is our final class. Just two easy assignments and we're done by next Thursday!</p>

Finals Week
Thurs., Dec. 8

Access to course ends on
Thursday.

Have a wonderful holiday
break!

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.](#)

VI. 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.](#)

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. Make sure you remove the _____ underlines:

Dear Professor _____, **[be sure your 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.)

