

First Year Seminar

SLS1122-10

SPRING 2023 “C” Term (January 9th to April 28th)

I. COURSE SPECIFIC INFORMATION

Course Title: SLS1122-10: First Year Seminar

Credit Hours: 3.0

Campus: Ocala Campus - ONLINE

Course Location: Online

Course Time: Prerecorded Lectures for student viewing anytime

Professor: Dr. Chris Knierim (she/her), Professor

Email: See below:

****All students are to email the instructor in CANVAS inbox first** then if you must, students may email the instructor at knierimc@cf.edu (as a last resort)

Office: Humanities and Social Sciences (Building 8 Room 106E) Where is this located? Click this link to a map of [CF's Ocala campus](#).

Phone: 352-854-2322 extension 1341

Summer 2022 CF Academic Calendar:

Important Dates	Event Happenings
January 9th	Classes Begin
January 16th	Closed in observance of MLK
February 14 th	Closed - Professional Development
March 13-17	Spring Break
May 1 st -4 th	Final Exam Week

Additional Dates and Information can be found in the “[College Policies](#)” tab in Canvas.

Your Attendance is Verified by: (4) **Assignments: Success Strategies – Patriots Email, Purchase Cengage MindTap Access Code, Registering for Cengage, My CF Portal/Canvas, and Setup4Success.**

Attendance Verification Due Date:

Student Hours: I enjoy teaching and talking with you. If you have questions or just have an idea you want to explore, come by my office hours. If none of the times work for you, feel free to email me 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. I do forward my office phone to my cell phone so if you need me you can call my office and I will receive the call or you can leave a message for me to call back.

ONLINE: This class is completely online. Students are not required to attend the campus for any reason. You are also not required to attend the zoom or chat sessions however; it is encouraged that students attend so that you have a better understanding of the course content. The instructor has posted information in the modules for students to read, review and some require listening to in order to be successful in the course.

To ensure an enjoyable, inclusive, and engaging learning environment, you are expected to openly share your ideas and express your opinions in the online environment; 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 students to do their best work, meet assignment deadlines, engage regularly in class discussions and activities, and treat other members of the class with courtesy. Conversely, students may expect me to start zoom sessions (if they are held) on time, be prepared for the lesson, offer honest feedback, be opened to learning from the student's perspective, and respond timely to your communications.

Class discussions 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. Remember in the online world everything is not always what it seems.

NOTE: However, the instructor will not tolerate disruptive or rude behavior from anyone or behavior that does not follow the student code of conduct handbook given to students when enrolling at CF. Any student who does not follow the code book will be dismissed from class. (Online or traditional learning environment)

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.com](https://www.grammarly.com) or [Microsoft Editor](https://www.microsoft.com/en-us/store/apps/microsoft-editor). If a student chooses to download these apps there is extra credit given to students within the first or second week module assignments. Student will be required to take a screen shot of the apps and upload it to canvas for verification.

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

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 Summer 2023 can be found in your Canvas Course Shell under “[College Policies, Important Dates, and Campus Resources](#).”

I. 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.

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.

Successful completion of this course fulfills the social sciences/personal development general education requirement and the mandatory Florida Computer Competency Requirement.

Pre-Requisite:

NONE

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 the online forum; respect the opinions, values, and identities of your classmates and instructor; and honor the open environment of the class by respecting confidentiality when appropriate. You are expected to do your best work, meet assignment deadlines, engage regularly in class discussions and activities, and treat other members of the class with courtesy and respect. Note on [Class Decorum](#).

Textbook Information:

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.**

STUDENT LEARNING OUTCOMES/COURSE OBJECTIVES

The following list offers students 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 and How They are Measured

- **Computer and Information Skills:** The student will access, research, and retrieve information using the internet. Measured by course homework assignments
- **Global Socio-Cultural Responsibility:** The student will understand the local and global connections between self-direction, cooperation, respect, responsibility, integrity, and social success. Measured by classroom activities and community engagement
- **Communication:** The student will express clear, well-organized ideas through oral communication. Measured by class assignments and class activities
- **Communication:** The student will read, write, and speak, and listen actively to comprehend main ideas and essential details. Measured by class assignments

II. ASSESSMENT

Item	Points	Notes
Attendance	150	Logging into Canvas 2-3 times weekly
Assignments	700	

PD and CC count as 1 Assignment		
Success Strategies	Complete/ Incomplete	Mandatory to pass this course
Computer Competency	Complete/ Incomplete	Mandatory to pass this course
Final Exam	150	

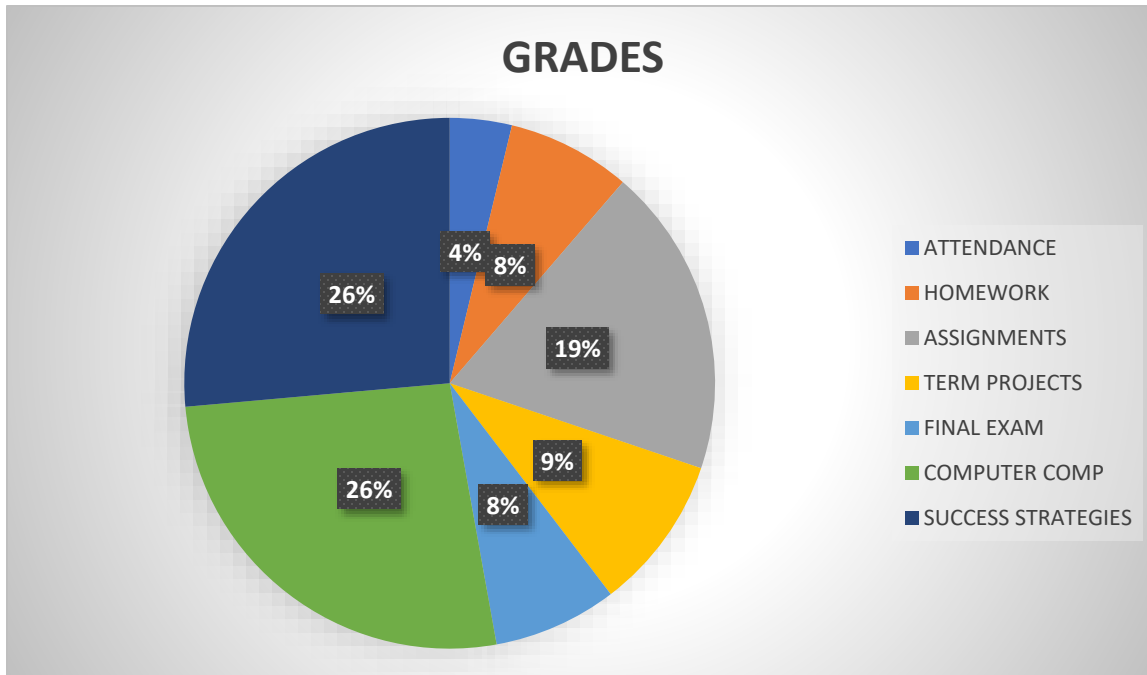
Grading: Students must submit all assignments in the CANVAS submission box for grading. Assignments are open from Monday to Friday at midnight (11:59p.m.) exactly to turn in their assignments for credit. The assignments should be in a Microsoft Word Document only. The instructor will not accept any Google Docs, RTFs or any other format unless approved by the instructor. Students are required to download their free Microsoft 365 subscription that comes with their tuition enrollment to the school this edition does work with apple products.

Late policy: No late policy. Students must adhere to due dates no late assignments will be tolerated unless it is unforeseeable emergency.

Computer Competency Requirement Note: You could earn an A on every assignment but not complete the Computer Competency Requirement and end up with an F in the class.

Success Strategy Requirement Note: You could earn an A on every assignment but not complete the Success Strategy Assignments and end up with an F in the class.

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.



***MANDATORY: Computer Competency Requirement:** Students must pass four out of six Microsoft Application exams with a 75% or higher to successfully complete the First Year Seminar course (see Textbook Information above in the syllabus for more information).

Students are also required to complete the **Success Strategies Assignments** with a 70% or higher to pass the course. These assignments are denoted with the (**) next to the assignment stating Success Strategy Assignment – (Title of Assignment) along with a due date that will appear on your Canvas calendar. Please make sure that you follow your canvas calendar for all your assignments including your Cengage Mind/Tap computer Skills assignments.

Mandatory College-Wide Grading scale:

Grade	Percentage
A	90 – 100
B+	87 – 89
B	80 – 86
C+	77 – 79
C	70 – 76

Grade	Percentage
D	60 – 69

Need Wi-Fi? Every CF campus has open computer labs and Learning Resources Centers with WiFi. Students have no excuses for not completing their assignments.

COURSE SCHEDULE

Module, Week & Date	Weekly Topic Assignments/Prep for Class
Module & Week (1)	Topic/Lecture: What is First Year Seminar?
Module & Week (2)	Topic/Lecture: Set Up for Success
Module & Week (3)	Topic/Lecture: Purchase Cengage Access Code Difference between High School and College
Module & Week (4)	Topic/Lecture: Academic Pathways/Get to Know CF
Module & Week (5)	Topic/Lecture: Register for Cengage
Module & Week (6)	Topic/Lecture: It's All About: College Level Writing
Module & Week (7)	Topic/Lecture: Test Anxiety/Preparing for Midterms
Module & Week (8)	Topic/Lecture: Personality/Communication
Module & Week (9)	Topic/Lecture: Conducting Academic Research
Module & Week (10)	Topic/Lecture: Become a College Expert
Module & Week (11)	Topic/Lecture: Become an Informed Citizen
Module & Week (12)	Topic/Lecture: Financial Literacy
Module & Week (13)	Topic/Lecture: Health and Wellness
Module & Week (14)	Topic/Lecture: Personal Development Assignments
Module & Week (15)	Topic/Lecture: Career Project- What do I want to be when I grow up?

Module, Week & Date	Weekly Topic Assignments/Prep for Class
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Module & Week (16)	Topic/Lecture: Career Project Finalized
Module & Week (17)	Topic/Lecture: Final Exam

STATEMENT: Due to unforeseen happenings, it may be necessary for the course assignment schedule to be altered. The instructor will always strive to be fair about any changes and give as much advance notice as possible.

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 academic 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 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.](#)

****A NOTE TO STUDENTS WITH DISABILITIES:** Any student who feels that an assignment may trigger some type of uncomfortable emotional response, it is the student's responsibility to notify the instructor immediately to ensure that the assignment does not conflict with their FAN and if so, an alternate assignment will be given to accommodate the needs of the student. It does not mean the student does not have to do the assignment, it means accommodations will be made to assist the student in every possible way to complete the assignment or be given an alternate assignment if the instructor deems it necessary.

III. 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 give 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. CF students can receive free tutoring online through Smarthinking, a live tutoring platform that is available 24 hours, 7 days per week. You can access Smarthinking through Canvas.

Ocala Tutoring Hours:

- **Fall:** M - H 8:00 a.m. - 9:00 p.m.; F 8:00 a.m. - 4:30 p.m.; Saturday 10:00 a.m. - 5:00 p.m.
- **Spring:** M - H 8:00 a.m. - 9:00 p.m.; F 8:00 a.m. - 4:30 p.m.; Saturday 10:00 a.m. – 5:00 p.m.
- **Summer:** M - H 8:00 a.m. - 4:30 p.m.

Citrus Tutoring Hours:

- **Fall:** M - H 8:00 a.m. - 7:00 p.m.; F 8:00 a.m. - 4:30 p.m.
- **Spring:** M - H 8:00 a.m. - 7:00 p.m.; F 8:00 a.m. - 4:30 p.m.
- **Summer:** M - H 8:00 a.m. - 4:30 p.m.

Levy Tutoring Hours:

- **Fall:** M - F 8:00 a.m. - 4:30 p.m.
- **Spring:** M - F 8:00 a.m. - 4:30 p.m.
- **Summer:** M - H 8:00 a.m. - 4:30 p.m.

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

I have looked on Canvas, reviewed the syllabus, and asked a classmate but I 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). The services are free. More information includes a Mental Health Screening on www.CF.edu ([Links to an external site.](#))[on this page](#) ([Links to an external site.](#)).