

First Year Seminar

SLS1122-71

Summer 2023 “C” Term (May 15, 2023 – August 9, 2023)

I. COURSE SPECIFIC INFORMATION

Course Title: SLS1122-71: First Year Seminar

Credit Hours: 3.0

Campus: Ocala Campus - ONLINE

Course Location: Online

Course Time: Online (Canvas Chat Session 6-7 pm.)

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 2023 CF Academic Calendar:

Important Dates	Event Happenings
May 15 th	Class begins
May 29 th	Memorial Day Holiday
July 4 th	Independence Day Holiday
August 9 th	Class ends

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

Attendance in this course is verified through various assignments that are integral to your success. These assignments include completing:

- ✓ the Success Strategies module
- ✓ Activating your Patriots email
- ✓ Purchasing the Cengage MindTap Access Code
- ✓ Reregistering for Cengage
- ✓ Accessing My CF Portal/Canvas
- ✓ Completing the Setup4Success module.

By completing these assignments, you will not only fulfill your attendance requirements, but you will also gain valuable knowledge and skills that will enable you to succeed in this course and beyond. These assignments are designed to help you develop essential learning strategies, navigate course materials, and access necessary resources and tools.

Please note that completing these assignments is mandatory, and failure to do so may result in a reduction of grades or non-eligibility for participation in certain course activities. Therefore, we encourage you to take these assignments seriously and complete them on time to ensure your academic success.

As your instructor, I am committed to providing you with the support and guidance necessary to succeed in this course. If you have any questions or ideas you would like to explore, I encourage you to attend my office hours or email me to set up an appointment at a convenient time.

Please note that my response time for emails is within 24 hours during the weekdays, and up to 48 hours during the weekends, including scheduled holidays that may extend the response time.

I value our communication and look forward to discussing your questions or ideas with you. Please don't hesitate to reach out if you need assistance or clarification regarding any aspect of the course.

This course is entirely online, and there is no requirement for students to attend any on-campus sessions. While attending Zoom or chat sessions is not mandatory, it is highly recommended to gain a better understanding of the course content. The instructor has posted relevant information in the modules for students to read, review, and listen to for their success in the course.

To create an enjoyable, inclusive, and engaging learning environment, students are expected to openly share their ideas and opinions, respect the opinions, values, and identities of their classmates and instructor, and honor the confidentiality of the class when appropriate.

Respect is a two-way street, and students can expect the instructor to start Zoom sessions (if they are held) promptly, be prepared for the lesson, offer honest feedback, be open to learning from the student's perspective, and respond timely to communications.

Online class discussions provide opportunities to learn and express curiosity while being open to diverse perspectives. While not all opinions may align, seeking diverse perspectives is encouraged, and students should be respectful in their questioning of

other viewpoints. It is important to remember that in the online world, things are not always as they seem.

In summary, students are expected to participate actively in the online course, engage regularly in class discussions and activities, meet assignment deadlines, and treat other members of the class with courtesy. Together, we can create a supportive and productive online learning environment.

To ensure a productive online learning environment, it is important for everyone to respect each other and adhere to the Student Code of Conduct handbook given to students upon enrollment at CF. The instructor will not tolerate any disruptive or rude behavior, whether in the online or traditional learning environment. Any student who violates the code will be dismissed from the class.

Attention to detail in written communications demonstrates respect for others, and therefore, typed assignments should be written at the college level. Students should aim to minimize spelling and grammar errors with the help of free online tools such as Grammarly.com or Microsoft Editor. Students who download and use these apps within the first or second week of the course's module assignments will receive extra credit. The student must take a screenshot of the apps and upload them to Canvas for verification.

Compliance with our course's netiquette guidelines is essential, and failure to do so will result in disciplinary action, including dismissal and failure in the course.

In the event of an extended emergency closure, such as natural disasters, students should call 352-291-4499 or 800-831-9244 or check the CF website at 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.”](#)

Course Description

This course description is designed to introduce beginning college students, in their first two semesters of enrollment at the College of Central Florida, to a variety of essential skills and topics necessary for their academic success and personal growth. The course covers research skills, career planning, self-discovery, intellectual growth, time management, study skills, computer competency, financial literacy, health and wellness, and global awareness. The focus is on experiential learning through peer collaboration, integration into college, community engagement, and utilization of campus resources.

The First Year Seminar course aims to engage students actively in practicing the skills covered throughout the course. The instructor's role is to facilitate student learning and provide guidance to students in navigating the course materials. The course will help students develop a strong foundation of skills and knowledge needed to succeed academically and personally.

Pre-Requisite:

NONE

Teaching Philosophy and Expectations:

To create an enjoyable, inclusive, and engaging learning environment, students are expected to actively participate in class discussions and activities and to openly share their ideas and opinions in the online forum. Additionally, students should respect the opinions, values, and identities of their classmates and instructors, and maintain confidentiality when appropriate. It is expected that all students will submit their best work, meet assignment deadlines, and treat other members of the class with courtesy and respect.

Note on Class Decorum: Students are expected to adhere to the standards of behavior outlined in the college's Student Code of Conduct handbook at all times, both in the online forum and in the traditional classroom setting. Any behavior that is disruptive, rude, or disrespectful towards others will not be tolerated and may result in disciplinary action, including dismissal from the course. 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

I. 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	100	

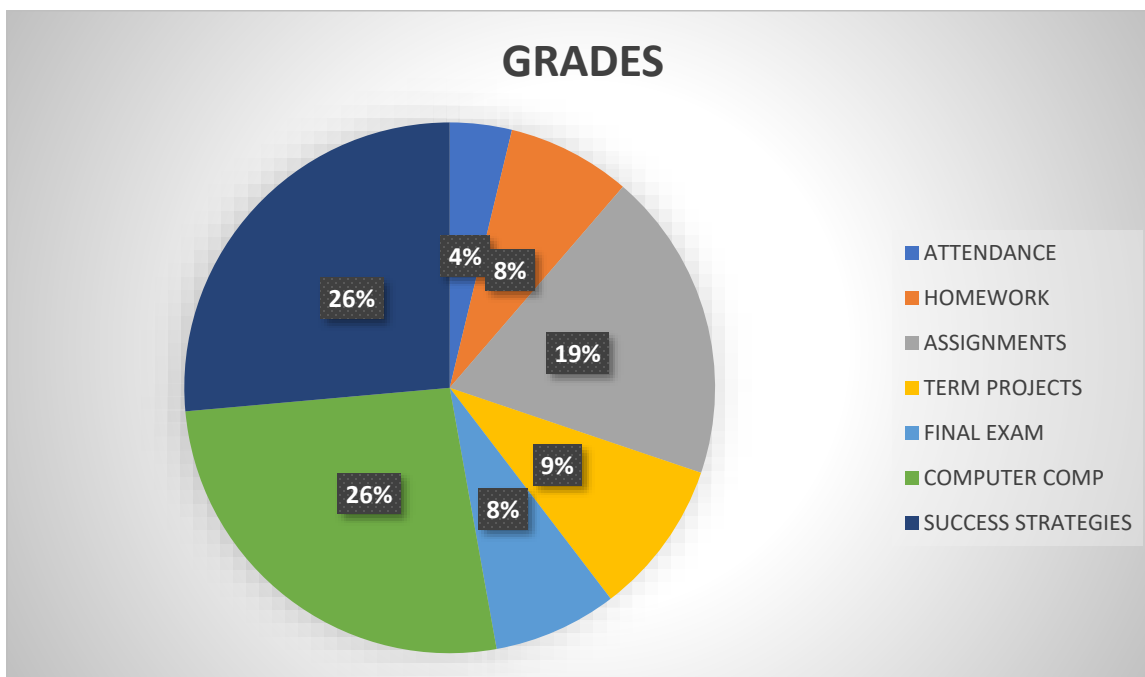
Grading: Students must submit all assignments in the CANVAS submission box for grading. Assignments are open from Monday to Friday at midnight (11:59p.m.) exactly to turn in their assignments for credit. The assignments should be in a Microsoft Word Document only. The instructor will not accept any Google 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:** As a computer competency and professional development course, First Year Seminar requires all students to pass four Microsoft Application exams with a score of 75% or higher. To prepare for these exams, students must complete the required practice assignments. Please refer to the Textbook Information section of the syllabus for additional details. It is important to note that all computer assignments must be completed in order to successfully complete the course. Students who have successfully passed CGS1100 should speak with the instructor to determine if they are exempt from the computer competency portion of the course. Failure to comply with the computer competency requirement may result in an incomplete or failing grade for the course.

To successfully complete the course, students must fulfill the requirement of completing the Success Strategies Assignments with a minimum score of 70%. These assignments are identifiable by the (**) marker, denoting them as Success Strategy Assignment – (Title of Assignment), and feature a due date that is visible on the student's Canvas calendar. It is essential that students adhere to the Canvas calendar for all assignments, including their 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
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? Purchase Cengage Access Code/ Register
Module & Week (2)	Topic/Lecture: Set Up for Success
Module & Week (3)	Topic/Lecture: Difference between High School and College
Module & Week (4)	Topic/Lecture: Academic Pathways/Get to Know CF
Module & Week (5)	Topic/Lecture: Work on Cengage Assignments
Module & Week (6)	Topic/Lecture: It's All About: College Level Writing Conducting Academic Research
Module & Week (7)	Topic/Lecture: Test Anxiety/Preparing for Midterms
Module & Week (8)	Topic/Lecture: Personality/Communication

Module, Week & Date	Weekly Topic Assignments/Prep for Class
Module & Week (9)	Topic/Lecture: Success Strategies Assignments
Module & Week (10)	Topic/Lecture: Become a College Expert Career Project
Module & Week (11)	Topic/Lecture: Become an Informed Citizen
Module & Week (12)	Topic/Lecture: Financial Literacy
Module & Week (13)	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.

II. 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:

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

Citrus Tutoring Hours:

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

Levy Tutoring Hours:

- **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.](#)).