NEW STUDENT EXPERIENCE

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Office Hours

MTWR: 8:45 - 9:45am
MR: 11:30am - 12:30pm
W: 11:30am - 1:30pm
MT: 2:30 - 3:30pm
and by appointment

Required Materials

New Student Experience Handbook (given to you at orientation)


Course Overview

Students will choose a major and articulate a pathway to complete their academic and career goals. Major topics include: defining your purpose, demonstrating awareness of college support systems, communicating effectively, and navigating college sources, applying college success skills, designing an education plan, and creating a financial plan.

Major Learning Outcomes

Students will:

- create a personal purpose statement that outlines and articulates their values, goals, interests, and strengths in relation to their educational and career aspirations.
- choose an academic program aligned with their educational/career goals, interests, strengths, and values.
- design an education plan that includes goals for learning and a financial plan.
- apply college success skills.
- demonstrate effective communication skills with diverse groups.
- demonstrate awareness of college support systems.
Questions to Answer:

What are my professor’s office hours?

How can I contact my professor?

What books and materials will I need?

What will I be learning in this course?

What are some of the important college policies?

What are my professor’s classroom policies?

What if I am absent?

When are assignments due?

When is the withdrawal deadline and why does it matter?

How many mandatory assignments are there? What are they?

When is my final exam? What is it?

General Policies

Drop/Refund

Until the first day of classes, registration and schedule changes are made through Atlas. Once classes begin, you may continue to drop a course until the Drop/Refund Deadline or add a course that has not met. The drop/refund deadline is September 5, 2017 @ 11:59 pm. This is the last day to receive a refund!

“No Show” Status

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a “no show”. If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course. No-Show reporting period is September 9th - 18th for the full term.

Attendance

Because so much of the learning is cumulative, interactive and participatory, attendance is a must! Attendance is required. Please be on time to class. Students who persist on being tardy or leaving early will be dealt with on an individual basis. It is important for you to complete all assignments and remain in class for the entire time unless prior permission has been given by the instructor to leave early. Three (3) absences, without adequate excuse, may result in withdrawal from the courses.

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college.

You are expected to know the professor’s specific attendance policy as stated in this syllabus. In the event of absence from a classroom course or the inability to participate in an online or hybrid course, you should contact your professor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)
What I wish you to know as you start college...

1. Stay one step ahead!
   Procrastination can lead to all-nighters, high stress and low grades.

2. Get to know your professors!
   Introduce yourself, visit them during office hours, ask questions, communicate with them.

3. Manage your finances!
   Look into scholarships - somebody has to get that money!

4. Find your interests and follow those.
   Choose a degree that YOU will be happy with.

5. Be prepared for a rollercoaster ride.
   College will test your will power... stay strong!

6. Be organized!
   Find ways to organize your time and tasks, your priorities, and your things. It will lessen your stress and make you more successful!

"Expect the best. Prepare for the worst. Capitalize on what comes." -Zig Ziglar

Withdrawal

The withdrawal deadline for receiving a non-punitive grade of “W” is November 10, 2017. During a first or second attempt in the same course at Valencia, if you withdraw or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course and may have an impact on your financial aid. IMPORTANT NOTE: Before choosing to withdraw, it is recommended that students first speak with their professor regarding progress in the course. I can discuss the impact of the W on academic progress, future fees, and financial aid and facilitate the withdrawal so that you do not end up being withdrawn from all your classes.

After the Withdrawal Deadline:

A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy in which case you will receive a grade of W.

Before you withdraw from a course, you should be aware that course withdrawals:

- Will increase the cost of your total education
- May affect your financial aid status
- May affect your transfer grade point average
- May result in your having to pay the full cost of instruction fee to retake the course
- May affect your anticipated graduation date
- May result in your being denied access to limited access programs
- May affect your eligibility for the Honors Program
- May affect your immigration status if you are attending Valencia on a nonimmigrant visa
- Will result in your required repayment of course fees paid by a Bright Futures scholarship.

College Policy: 6Hx38: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals

Student Code of Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning but it is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for
General Policies cont.

managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

You are expected to do all of your own work on all tests. Giving or receiving information concerning exam content is considered cheating. In NO instance will cheating of any type be tolerated. All work must be your own; any student involved in cheating or plagiarism (including the use of another student’s work) may receive a grade of “F” on a specific assignment, examination, or project, or may be assigned a grade of “F” for the course. The instructor(s) reserves the right to determine penalties within Valencia College’s academic honesty policies.

In addition, please follow college policy relating to children on campus. Please make arrangements for childcare outside the classroom.

College Policy: 6Hx28:8-03 Student Code of Conduct

Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with their professor(s), preferably during the first two weeks of class. The Office with Student Disabilities is located in 212 (WPC) or building 5, room 216 (EC).

FERPA

The Family Educational Rights and Privacy Act of 1974 is a federal law regarding privacy of student records. These rights are transferred to students when he or she reaches the age of eighteen or attends a school beyond the high school level at any age. Due to confidentiality and this law, grades and course progress can only be discussed with the student.

Additional details can be found in the college catalog. http://catalog.valenciacollege.edu/records/familyeducationalrightsprivacyactferpa/

BayCare

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.
Course Policies

Class Participation

You should attend all classes, study sessions, participate in class, ask relevant questions, turn in assignments when they are due, and ask for help when needed from an instructor, tutor, or another student. You should consider being a student as a full-time job.

Tardiness/Talking

Tardiness/Excessive Talking is considered rude and is unacceptable. Questions during class are always accepted as long as they are relevant to the lecture. Persistent disruption (including ringing/vibrating cell phones) will be cause for removal from the classroom.

Electronic Devices

(Phones, tablets, etc.): Electronic devices should be used in class for educational purposes not texting, posting to Facebook, etc. Please remember to turn your ringer off so as not to disturb your peers. If you have an emergency situation that may require you to leave the classroom to take a phone call, please do so without disrupting the class.

Technology

Technology problems are no excuse for lateness (for example: “My printer broke...ran out of ink...etc.). There are computer labs on campus! Additionally, free, cloud-based Word/Excel/PowerPoint are available through OneDrive. All electronically submitted assignments must be in one of the following file formats: .doc, .docx, PDF, .rtf, or .jpg (if submitting a photo).

Assignments & Homework

A Assignments are due on the date specified in Blackboard. Anything after the specified due date is considered late and will be accepted for half credit only within a one week window. After the one week window the assignment will no longer be accepted. Assignments which are incorrectly submitted will be noted in your “My Grades” section in Blackboard. It is YOUR responsibility to resubmit assignments to the instructor for a re-grade in a timely manner.

Reading assignments and “Pre-work” must be completed prior to the class period for which they are due. Class discussions and activities are based on reading or other pre-work activity; informed participation in discussion is expected. Course Policies cont.
Course Policies cont.

**Students are encouraged** to take notes as they read and when necessary during class. You would be wise to clearly label your notes with the topic/chapter and place in your notebook/portfolio.

**Students** are expected to bring all materials, book, pencil/pen and paper to each and every class.

**Mandatory Assignments (3)**

The Purpose Presentation, My Academic Blueprint, and Final Story Project are Mandatory‼ Failure to successfully complete any of these assignments will result in an “F” for the New Student Experience course!

**Make up / Late Work**

It is my policy that you hand your work in early or on-time. Make up and late work will only be accepted with documentation of an emergency (illness, jury duty, etc.) and is at the discretion of the instructor.

**Extra Credit**

**Extra credit** in NSE can be earned by completing additional assignments available in Blackboard. You may submit up to 100 points of extra credit at any time during the term up until the deadline indicated in Blackboard and on our class schedule. Once the deadline is passed I will not accept extra credit.

**Service Learning Component**

**Service Learning** is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Students will complete five (5) hours of service learning outside of class at a specified local, non-profit organization. Students will research the organization, attend the designated workday with their peers, and create and share a presentation which reflects their learning. Detailed instructions will be provided regarding the service learning day and assignments. The tentative date is Friday, October 20th.

**Final Exam**

Your Final Exam is your *Final Story Project* and is due to be submitted NO LATER THAN Dec. 10th (see course schedule). Failure to submit your Final Story Project will earn you an “F” for the course. Attendance on Final Exam day is required (see Valencia’s Exam schedule and/or the course schedule).

College Policy: 6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals
### Assignment List & Points Breakdown

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<thead>
<tr>
<th>ASSIGNMENT</th>
<th>POINTS POSSIBLE</th>
</tr>
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<tbody>
<tr>
<td>Discussion Post: Introduction</td>
<td>20</td>
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<tr>
<td>Quiz: Syllabus &amp; Blackboard Quiz</td>
<td>20</td>
</tr>
<tr>
<td>Learning Resources Scavenger Hunt</td>
<td>20</td>
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<tr>
<td>Interpersonal Communication Quiz</td>
<td>30</td>
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<tr>
<td>StrengthsQuest Strengths File slide</td>
<td>30</td>
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<tr>
<td>StrengthsQuest Quiz Ch. 1-3</td>
<td>10</td>
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<tr>
<td>PLACE Co-Curricular Reflection &amp; Worksheet</td>
<td>40</td>
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<tr>
<td>Purpose Presentation</td>
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<tr>
<td>PURPOSE Co-Curricular Reflection &amp; Worksheet</td>
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<tr>
<td>FSP Part #1: Purpose</td>
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<tr>
<td>StrengthsQuest Quiz Ch. 10 - 11</td>
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<tr>
<td>Career Research Assignment</td>
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<tr>
<td>FSP Part #2: Career Pathway</td>
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<tr>
<td>ABP Entry Ticket</td>
<td>20</td>
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<tr>
<td>StrengthsQuest Quiz Ch. 6 - 7</td>
<td>10</td>
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<tr>
<td>Academic Blueprint - 2 parts</td>
<td>100</td>
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<tr>
<td>Financial Literacy Assignment</td>
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<tr>
<td>FSP Part #3: Academic Pathway</td>
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<td>FSP Plan for Presentation</td>
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<tr>
<td>Group Assignment (Case Study)</td>
<td>30</td>
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<tr>
<td>Personal Connection Co-Curricular Reflection &amp; Worksheet</td>
<td>40</td>
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<tr>
<td>Career Interview Assignment</td>
<td>50</td>
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<tr>
<td>Final Grade Worksheet</td>
<td>20</td>
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<tr>
<td>Final Story Project</td>
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<tr>
<td>Pre-Work and First Five Activities</td>
<td>60</td>
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<tr>
<td>Service Learning Component</td>
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<tr>
<td>Extra Credit (100 points max)</td>
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</tr>
<tr>
<td><strong>TOTAL POINTS POSSIBLE</strong></td>
<td><strong>1170 points</strong></td>
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