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**Fall 2022 Course Syllabus**

**SLS 1122-04 Strategies for Academic Success**

**12 Weeks: 08/22/2022 - 11/18/2022**

**Time**: Tuesdays 3:05pm – 4:20pm **Location**: UCC 1705

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| Instructor:  | Yanyu Pan |
| Email: | ypan3@fsu.edu |
| Office Phone: | 850-645-7890 |
| Office Location: | UCA 3600 |
| Office Hours: | By appointment  |

**COURSE DESCRIPTION, OBJECTIVES, AND TEACHING STRATEGIES**

The focus of this course is on the development and application of college-level study skills, personal success strategies, and the use of campus resources that enhance individual student achievement. Because this is a graded course, a student’s efforts will directly impact his or her GPA.

After completion of the course, students will be able to:

* Establish study goals and priorities consistent with the courses in which they are enrolled each semester.
* Articulate short- and long-term academic and career goals.
* Practice the principles of effective time management and organization.
* Develop appropriate learning strategies for different types of courses and teaching styles.
* Apply active reading techniques to understand and retain information in textbooks and other print sources.
* Demonstrate effective note taking from both textbooks and lectures.

This course is taught in a face-to-face format using discussion boards, independent readings and assignments, PowerPoint lectures, and virtual individual meetings with the instructor.

**REQUIRED MATERIALS**

* Text materials: All text materials will be provided by the instructor via Canvas
* Highly recommended: A notebook or electronic file folder designated for this class only to store course material.
* Since this is a Canvas-supported course, all students must have an FSU email account to access information and content. You will need to check your FSU email and Canvas announcements daily.
* Technology: A computer with access to Zoom

**GRADING CRITERIA**

Points and assignments are as follows:

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| 20pts | HW #1 Goal-setting Worksheet  |
| 20pts | HW #2 Weekly Study Schedule |
| 20pts | HW #3 Academic Self-Monitoring assignment |
| 20pts | Active Learning Assignments: #1 Cornell Notes; #2 Surveying and Questioning (2@ 10pts each) |
| 20pts | Individual Meetings (10pts for the first meeting, 10pts for the second) |
| 100pts | Total |

**Course participation**

You are enrolled in a face-to-face course. Regular and consistent attention to Canvas, assignments, and class meetings is essential for your success. During this 12-week course, the class will meet one day per week. Each week, one module will be completed and any assignments for that module should be completed no later than the following Monday unless otherwise noted. After Monday, that week’s assignments will be locked. Homework assignments have firm due dates; however, there is a three-day late policy with a percentage deduction applied for each day late (See Homework section below).

**Course expectations**

* You are expected to attend class face to face.
* You are expected to access course materials via Canvas.
* You are expected to complete all assignments and submit them through Canvas unless otherwise instructed.
* You are expected to schedule and attend the required individual meetings via Zoom.
* You are expected to follow the posted netiquette and Zoom etiquette policies found within the Canvas site.

**Attendance**

**Please note this is a IN-PERSON Course.** This class will meet face to face once per week for twelve weeks. Attendance is taken at the beginning of class. Communication with the instructor is vital. In accordance with university policy, excused absences include documented illness, deaths in the immediate family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences are accommodating in a way that does not arbitrarily penalize students who have a valid excuse. Consideration is given to students whose dependent children experience serious illness**.** It is the student’s responsibility to notify the instructor if they anticipate being absent for any reason and to provide documentation to excuse any absences outlined in the university policy. Documentation should be emailed to the instructor within one week of returning to class. If such documentation is not provided within one week of returning to class, then the absence will not be excused. **Unexcused absences for missed class meetings will also have a direct impact on students’ final grade, as follows**:

* Each absence without documentation = -3%
* Three or more absences without documentation = a failing grade (F) for the entire course

**Responsibilities**

Students are responsible for all assignments **unless a** **documented illness prevents you** from completing the assignment on time. The instructor may designate a make-up assignment that is different from the original, as well as an alternate means of submission, such as email. Otherwise, **no emailed assignments will be accepted** unless directed by the instructor. Students unable to attend class will still need to view the PowerPoint for the appropriate weekly module and complete any assignments due that week. All assignments, unless otherwise noted, will be due on Monday by 11:59pm.

**Homework Assignments (60pts total)** – Use only the templates provided. Homework assignment due dates are listed on the course calendar, and instructions for each assignment are posted in the **Modules** section on Canvas. To receive full credit for an assignment, you must follow all instructions as written and submit the assignment through Canvas. **No emailed assignments, hard copies or pictures will be accepted!** Submit late assignments through Canvas. Penalties for late assignments are assessed as follows: -10% for one day late, -20% for two days late, and -30% for three days late. Any assignment submitted more than three days late will receive a score of zero. Each “day” is a 24-hour period beginning 12am and ending at 11:59pm. **The late policy ONLY applies to homework assignments**.

There are three (3) homework assignments: the Goal Setting Worksheet, the Weekly Study Schedule, and the Academic Self-Monitoring assignment.

* **Planning for Academic Success: Goal Setting Worksheet (20pts)** This time-oriented SMART goals worksheet requires you to identify two academic goals, one short-term and one long-term, and then think through the steps needed to go from the short-term to the long-term in order to achieve both. This exercise will help you to set achievable goals by using time management and critical thinking skills to plan for success. Download the document from the **Assignments** section in Canvas onto your desktop, complete each section, and upload it into Canvas by the due date.
* **The Weekly Study Schedule** **(20pts)** Managing study time more efficiently usually means creating new daily habits. One way to get started is to create a schedule that maps out your studying and other daily activities for the week. Following a schedule may seem awkward at first, but by doing so you develop new habits that can improve your academic performance and leave you with more free time. For this assignment, you will need to identify and block out times in which you will attend to your courses (online and face-to-face), study time for each of the courses you are enrolled in, regular commitments like research, shadowing, internships, clubs and organizations, and basics such as cooking and eating, doing laundry, and going to the gym.
* **Academic Self-Monitoring (20pts)** The Academic Self-Monitoring assignment requires that you keep track of your academic and social behaviors. You will be asked to complete a pre-analysis for an assignment or exam in a class in which you are currently enrolled. After completing the assignment or exam, you will complete a post-analysis in which you will evaluate your academic and social behaviors and performance outcomes for the assignment or exam.

**Active Learning Assignments (20 pts)** You will complete two practice exercises worth 10 points each. **The first is an active reading assignment**. You will be given a link to access a short article to read and then you will complete the Surveying and Questioning worksheet along with a summary of the article. **The second is a notetaking exercise**. You will take a set of notes from a class you are currently enrolled or redo an existing set of notes using the Cornell format.

**Meetings with Instructor (20pts total)** – You are required to meet with your instructor virtually twice during the semester. These meetings are an opportunity to discuss your goals for the upcoming semesters and any concerns that you may have about becoming academically successful. The first meeting, which will last approximately 60 minutes, is worth 10pts. The second meeting, which will last approximately 30 minutes, is also worth 10pts. For full credit, you must schedule the appointment, be on-time, and be prepared to engage in productive discussion during the appointment. Prior notification is required if you are unable to attend your scheduled meeting. A missed meeting can only be rescheduled one time. Partial credit may result for any meeting that is missed and rescheduled. No credit will be given for any meetings that are not scheduled and completed by the deadlines posted in the syllabus. **Meetings will be held in-person at instructor’s office (UCA 3600) or via Zoom.**

**Grading Scale** – Final grades will be based on the following **point** totals:

 B+ 87-89.99 C+ 77-79.99 D+ 67-69.99

A 93-100 B 83-86.99 C 73-76.99 D 63-66.99 F Below 60

A- 90-92.99 B- 80-82.99 C- 70-72.99 D- 60-62.99

**ACADEMIC HONOR POLICY**

The Florida State University Academic Honor Policy outlines the University’s expectations for the integrity of students’ academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to “be honest and truthful and… [to] strive for personal and institutional integrity at Florida State University.” (The FSU Academic Honor Policy can be found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>). Multiple submissions (using the same paper or project for more than one class) and unauthorized group work will not be permitted.

**AMERICANS WITH DISABILITIES ACT**

Students with disabilities needing academic accommodation should (1) Register with and provide documentation to the Office of Accessibility Services; and (2) submit a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class or as soon as the need is known. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the Office of Accessibility Services, 874 Traditions Way, 108 Student Services Building, Florida State University, Tallahassee, FL 32306-4167: (850) 644-9566 (voice), (850) 644-8504 (TDD), <https://dsst.fsu.edu/oas>.

When students transition from high school to college, it becomes their responsibility to arrange for testing and accommodations for learning disabilities and/or attention deficit disorder if appropriate. To arrange to be tested for a learning disability or attention deficit disorder, contact Dr. Taylor Thompson (644-3611) at the Adult Learning Evaluation Center (ALEC). The ALEC website is at <https://education.fsu.edu/alec>.

**TITLE IX STATEMENT**

As a recipient of Federal financial assistance for education activities, FSU is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender-based animosity and gender-based stereotyping). If you have questions about Title IX or wish to file a Title IX complaint, please visit the FSU Title IX website: [www.titleix.fsu.edu](http://www.titleix.fsu.edu/) or call the Title IX Director 850-644-6271.  **Please note that as Responsible Employees, all faculty are required to report any incidents of sexual misconduct to the Title IX Office.**

The Victim Advocate Program at FSU has a confidential advocate on call twenty-four hours a day to respond to FSU students, faculty, and staff who are victimized, or any other person who is victimized on our campus, or by an FSU student. Daytime Phone: 850.644.7161, 850.644.2277, or 850.645.0086. Nights, Weekends & Holidays 850.644.1234 ([FSUPD](http://police.fsu.edu/)) Ask to speak to the on-call advocate.

**SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of discrimination based on a person's gender. Sexual harassment is contrary to the University's values and moral standards, which recognize the dignity and worth of each person, as well as a violation of federal and state laws and University rules and policies. Sexual harassment cannot and will not be tolerated by the Florida State University, whether by faculty, students, or staff; or by others while on property owned by or under the control of the University.

**CONFIDENTIAL CAMPUS RESOURCES**

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program University Center A, Rm. 4100 (850) 644-7161 Available 24/7/365 Office Hours: M-F 8-5 https://dsst.fsu.edu/vap

University Counseling Center Askew Student Life Center, 2nd floor 942 Learning Way (850) 644-8255 https://counseling.fsu.edu/

University Health Services Health and Wellness Center (850) 644-6230 https://uhs.fsu.edu/

**NETIQUETTE STATEMENT**

Considering online classes will take place in a variety of settings, it is important to have a reference point for successful participation in this online environment.

Be mindful of the Core Rules of Netiquette taken from Virginia Shea’s Book and Website - "http://www.albion.com/netiquette/corerules.html**"**

Rule 1: Remember the Human.

Rule 2: Adhere to the same standards of behavior online that you follow in real life.

Rule 3: Know where you are in cyberspace.

Rule 4: Respect other people’s time and bandwidth.

Rule 5: Make yourself look good online.

Rule 6: Share expert knowledge.

Rule 7: Help keep flame wars under control.

Rule 8: Respect other people’s privacy.

Rule 9: Do not abuse your power.

Rule 10: Be forgiving of other people’s mistakes.

**FREE TUTORING FROM FSU**

For tutoring and writing help in any course at Florida State University, visit the Academic Center for Excellence (ACE) Tutoring Services’ comprehensive list of tutoring options – see <http://ace.fsu.edu/tutoring> or contact tutor@fsu.edu for more information. High-quality tutoring is available virtually by appointment from the ACE Learning Studio in Johnston Ground (William Johnston Building). Tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity offer these services.

If you see this sentence, please raise your hand, and let me know, you will receive 1 bonus point towards your grade.

**ROBERT D. BROOKS ACADEMIC ACHIEVEMENT AWARD**

Completion of this course with a grade of B or better fulfills one of the eligibility requirements for the Robert D. Brooks Academic Achievement Award, which is a one-time $250 award to one student each year. You also must have completed SLS1122 prior to the spring in which you apply, you must have a cumulative FSU GPA of 2.5 or higher when you apply, and you must be enrolled at FSU for the fall semester after you submit your application. Please see the ACE website (ace.fsu.edu) for details and information on how to apply.

**Public Health Protocols During the Covid-19 and Monkeypox Pandemics**

The return to campus is both an exciting and a stressful time for some of us. The CDC currently assesses the community level of Coronavirus in Leon County as **HIGH** (see details at <https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>) and continues to recommend masking in indoor public spaces, especially when social distancing is not possible. Today, FSU President McCullough issued [Health Guidance for Fall 2022](https://news.fsu.edu/announcements/covid-19/2022/08/12/health-guidance-for-fall-2022/), which addresses both Covid and monkeypox (and is attached in full below this syllabus statement). It is likely that not everyone in class will feel the same way about how best to respond to these pandemics, and I encourage everyone to be patient with one another while we navigate these ongoing challenges. I also ask that everyone continue following the expectations that FSU and the CDC have set forth about how to protect one another while these viruses are circulating widely.

Please read through the below syllabus guidance to familiarize yourself with the public health protocols that are expected of us as members of the wider FSU community. I encourage everyone to mask in class while the CDC continues to recommend it for our region, because indoor masking makes it possible for the vulnerable among us to be safe in our shared learning spaces. I also encourage those of us grateful for the gift others make when they choose to mask on our behalf to show appreciation for that act of generosity. Supporting one another this way will help us make the most of an educational experience that depends on both mutual respect and cooperation.

Truly, we are all in this together! Looking forward to seeing you all in class. *--YP*

**SYLLABUS AND COURSE CALENDAR CHANGE POLICY**

This syllabus and the calendar on the next page serve only as a guide for the course and are subject to change. Students are expected to check Canvas and FSU email daily for any assignment or due date changes or other critical course information. I will make every effort to make as few changes as possible.

**SLS1122-04 FALL 2022 COURSE CALENDAR**

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| **Date** | **Week 1** | **Assignments Due** |
| **Tuesday/Aug. 23** | **Module 1** **Course Introduction****Syllabus Overview** |  |
|  | **Week 2** | **Assignments Due** |
| **Tuesday /Aug. 30** | **Module 2:** **Goal Setting and Motivation**  | ***HW #1 Goal Setting Assignment*** ***(*Due Monday Sep. 5)** |
|  | **Week 3** | **Assignments Due** |
| **Tuesday /Sep. 6** | **Module 3:** **Time Management** | ***HW #2 Time Management Assignment (Due Monday Sep. 12)*****Start to schedule individual meeting #1** **on Tuesday Sep. 6** |
|  | **Week 4** | **Assignments Due** |
| **Tuesday /Sep. 13** | **Module 4:** **Planning your approach to learning** | **Individual Meeting #1 Starts on Monday Sep.12****The last day to schedule individual meeting #1 is Tuesday Sep. 13** |
|  | **Week 5** | **Assignments Due** |
| **Tuesday /Sep. 20**  | **Module 5:** **Field Trip to a Campus Resource (ACE)** | ***Individual Meeting #1 Ends on Friday Sep.23*** |
|  | **Week 6** | **Assignment Due** |
| **Tuesday /Sep. 27** |  |  |
|  | **Week 7** | **Assignments Due** |
| **Tuesday /Oct. 4** | **Module 6:** **Test Preparation**  | ***HW #3 – Start your Self-Monitoring Assignment*** |
|  | **Week 8** | **Assignments Due** |
| **Tuesday /Oct. 11** | **Module 7:****Grades and Feedback** |  |

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|  | **Week 9** | **Assignments Due** |
| **Tuesday /Oct. 18** | **Module 8:****Active and Critical Reading** | ***HW #4 - Surveying and Questioning worksheet (Due Monday Oct. 24th)*****Start to schedule individual meeting #2 on Monday Oct.17** |
|  | **Week 10** | **Assignments Due** |
| **Tuesday /Oct. 25** | **Module 9:** **Note Taking** | ***HW #5 – Note Taking Assignment******(Due Monday Oct. 31st)*****Individual Meeting #2 Starts on Monday Oct.24****The last day to schedule individual meeting #2 is Tuesday Oct. 25** |
|  | **Week 11** | **Assignments Due** |
| **Tuesday /Nov. 1** | **Module 10:** **Campus Resource Speakers (Career Center & Counseling Center)** | **Individual Meeting #2 Ends on Friday Nov.4**  |
|  | **Week 12** | **Assignments Due** |
| **Tuesday /Nov. 8** | **Module 11:****Comprehension of Course Material via Memory, Learning, and Retention Strategies** | ***HW #3 – your Self-Monitoring Assignment*****(Due Monday Nov. 7)** |
|  | **Week 13** | **Assignments Due** |
| **Tuesday /Nov. 15** | **Module 12:** **Final Class Meeting:****Reflection and review** |  |