

Spring 2007-2
SLS 1505 (1 Credit)
College Survival Skills
Reference Number: 463192
Tuesdays 5:40pm-6:30pm

Instructor: Christine Martinez

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Required Materials:

- Textbook: Cornerstone: Discovering Your Potential, Learning Actively, and Living Well Fifth Edition by Robert M. Sherfield, Rhonda J. Montgomery, Patricia G. Moody

Course Structure:

This one-credit course is intended for students that place into one college preparatory course. It offers students an introduction to college life and self-discovery leading toward a successful career path. Also, it exposes students to methods and techniques for mastering learning skills. This course will have a mathematics module designated for students that place into a college preparatory mathematics or algebra course.

Students Responsibilities:

As a student taking this course your responsibilities are to:

- 1) Attend class regularly and actively participate in all classroom activities. Your attendance and active participation in the class are critical to your own learning as well as that of your peers and the overall success of this course.
- 2) Complete all required assignments and submit them according to the schedule.

Class Attendance:

Since the lectures and discussions will go beyond the textbook, participation in class is a necessary component of this course. Each student is expected to contribute to the learning experience of the others, and, in turn, learn from his/her peers in class. If you miss a class, YOU are responsible for any material given and/or for any changes made during the class period.

Assignments:

- 1) **Presentation-** Minimum 5 minutes/Maximum 10 minutes
Points to cover: What are your two favorite careers? What do you like/dislike about these careers? What is the required training for these careers? What is the salary range (high-median-low)? How does salary affect your decision of careers? What special challenges and rewards can you anticipate in your future career? Has this career research influenced your career choice?

- 2) **Reflection Paper-** This paper must be typed in 12 inch font (Times New Roman), it must be double spaced, and it must be 4-5 pages in length. In your own words, you will be asked to discuss what you have learned from this course. More information will be provided at a later date.

Grading:

There will be one exam. The Final exam will count for 40% of your grade. The remaining sixty percent of your grade will be based on your attendance, class participation, presentation, reflection paper, and the quality of your remaining assignments

Final Exam: 40%

Presentation: 20%

Reflection Paper: 20%

Attendance/Participation: 20%

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= Below 60

TENTATIVE SCHEDULE-	
SLS 1505	SUBJECT TO CHANGE
8-Jan-08	Introductions, Review Syllabus
15-Jan-08	Chapter 1
22-Jan-08	Chapter 2
29-Jan-08	Chapter 3
5-Feb-08	Chapter 4
12-Feb-08	Workshop
19-Feb-08	Chapter 5
26-Feb-08	Chapter 6
4-Mar-08	Chapter 7
11-Mar-08	Presentations
18-Mar-08	Presentations
25-Mar-08	Workshop
1-Apr-08	Chapter 8
8-Apr-08	Chapter 9
15-Apr-08	Chapter 10
22-Apr-08	Review for Final, Guest speaker, Reflections due
29-Apr-08	FINAL EXAM

LAST DAY TO WITHDRAW: MARCH 18, 2008

Class Rules/ Guidelines:

1. **ABSENCES:** Roll is taken at the beginning of every class meeting. It is your responsibility to attend class meetings and to arrive on time to be counted on the roll. NOTICE: IF YOU MISS MORE THAN THE MAXIMUM NUMBER OF ALLOWABLE ABSENCES, YOU WILL BE DROPPED FROM THE CLASS BY THE INSTRUCTOR WITHOUT NOTICE.
2. **CELL PHONES/ PAGERS/ TEXT MESSAGING:** All cell phones, pagers, or text messaging devices should be muted or turned off during class. **Please do not answer your phone in class or repeatedly leave class to answer your phone/send a text message.** You may be asked to leave by the instructor if you interrupt class.
3. **IF YOU ARE DROPPED FROM THE CLASS:** If you are dropped from this class by the instructor or for non-payment of student fees, you will no longer be allowed to attend class. You will also not receive a grade for the class and the instructor will not accept your assignments, papers, or tests. If you are dropped from the class and wish to re-enroll, you must do so **BEFORE YOU WILL BE ALLOWED TO RETURN TO CLASS.** You must provide proof of registration and payment of fees from the Registration Office before the instructor will let you attend class.
4. **LATE/MISSED WORK:** You are responsible for submitting work by the due date/time. The instructor may impose a penalty for work submitted late. If you should miss class due to an absence or from being temporarily dropped from the course, you (not the instructor) are solely responsible for making up the work/material/tests missed. The instructor is not responsible for reminding you about missing work/test.

5. **CHEATING:** Cheating is the deliberate act of receiving unfair assistance or help on a test or assignment or the submission of someone else's work as your own. Should an instructor determine that a student has plagiarized or cheated on an assignment, you will receive a grade of zero for the work and not be allowed to make-up the grade. The student may also be referred to the Dean of Student's Office for disciplinary action.
6. **INCOMPLETE GRADE FOR THE COURSE:** Instructors and the department will only consider issuing a grade of "I" or incomplete if the student has satisfied the majority of required work in the class, has faithfully attended the class, and has an extremely extenuating circumstance. An Incomplete Agreement Form must be completed by the student and signed by the instructor if the incomplete is deemed valid. Students who are past due on assignments/tests/papers or who have exceeded the allowable number of absences are usually not granted the opportunity to do an incomplete.

NOTICE: A STUDENT HAS ONE SEMESTER TO SETTLE THE INCOMPLETE OR THE FINAL GRADE ASSIGNED WILL BE AN "F". The instructor is not responsible for reminding the student about the incomplete.

7. **EXTRA CREDIT:** The instructor may only grant extra credit opportunities to the entire class. No student will be allowed an extra credit opportunity any different than what has been offered to the entire class. Please do not ask for special exceptions.
8. **REQUEST FOR CHANGING A FINAL GRADE:** Final course grades are only changed for two reasons:
 - Changing from an incomplete or "I" to a final grade, or
 - Due to a grade calculation error by the instructor.

Remember, the instructor cannot curve or adjust a student's grade for any personal reasons. Nor can the instructor accept work submitted after a term has ended unless the student has received permission to do an incomplete and the proper paperwork has been filed in advance with the department.

9. **DISRUPTING CLASS:** Any student who intentionally disrupts the teaching/learning process or who acts in a disrespectful, threatening, or intimidating way toward the instructor will be asked to leave the class. Campus Security will be called if the student refuses to leave. The student will be referred to the Dean of Students and must receive approval before returning to class.
10. **INSTRUCTOR COMPLAINT PROCESS:** Should a student have an academic grievance against the instructor, he/she should follow these steps:
 - Try to address and resolve the problem with the instructor first.
 - Make an appointment with the Department Chair of Arts and Sciences: Randy Kaufman to try and resolve the issue. The Chair will consult with the faculty member, the student, in reaching a decision.