

**Miami Dade College Homestead Campus
SLS 1510 Preparing for Student Success**

Spring 2007-2
Course Syllabus
Ref: 440619

Meets on Tuesdays & Thursdays
Credits: 3
Room G304

Instructor: Nicole D. Bryant, M.A.
Office A223
Phone Number: 305-237-5223
Email: nbryant@mdc.edu
Office Hours: Thursdays, 4:00-5:00 p.m. or by appointment

Text: Becoming a Master Student, Dave Ellis, 2006 Houghton Mifflin Company

Course Description

This three-credit course is designed to assist students in the development and achievement of their academic, vocational and personal goals.

The course objectives are organized into three units:

I: Foundations for Success

II: The Learning Environment

III. Planning for Academic and Vocational Success

Learning Outcomes: Miami Dade College student learning outcomes of this course are taught through lectures, class activities, projects and assignments.

- **Communication:** develop effective reading, writing, speaking, listening, and nonverbal communication skills.
- **Interpersonal:** develop effective leadership, teamwork, relationship management, conflict resolution, and workplace skills.
- **Personal:** develop an ability to understand and manage self, adapt to change, enhance wellness, and learn effectively, as well as a framework for aesthetic responsiveness.
- **Thinking and Problem Solving:** develop the skills necessary for analysis, synthesis, evaluation, decision-making, critical and creative thinking, and the creative process.
- **Digital Technology:** develop computer and Internet skills and the ability to retrieve, manage, and evaluate digital information.

Course Objectives

- To develop self-sufficiency and personal responsibility, through and exploration of personal values, motivational techniques, and life goal setting and a sense of personal self-worth.
- To demonstrate effective communication competencies by developing reading, writing, speaking and listening skills.
- To provide students with a usable set of academic study skills applicable for success in college, career, and life.
- To develop an awareness of and appreciation for diversity/pluralism and civility in the worlds community.
- To develop critical and creative thinking skills and techniques to become effective problem solvers.
- To develop basic computer literacy that reflects the evolving use of digital technology and other technological demands.
- To develop information management skills necessary to conduct research, including the collection, verification, documentation and organization of information from multiple sources.
- To develop interpersonal skills by understanding the principle of interpersonal relationships, and practicing the techniques for personal communication, conflict resolution, and teamwork.

Course Policies

Assignments

All assignments are due at the beginning of the class session. **LATE ASSIGNMENTS ARE NOT ACCEPTED.** If you know ahead of time that you will have difficulty meeting an assignment deadline, notify me as soon as possible. I may be willing to make exceptions on a case-by-case basis. **All typed essays/summaries should be formatted as follows: Typed, Double-spaced, 1" margins, Times New Roman 12-point font. Do not use contractions!**

Headings

Please head all of your written or typed assignments as follows:

Name
Date
SLS 1510

Your Own Creative Title

Reflections

10 points

These handwritten assignments are 1 page papers addressing the topic. This is an opportunity to prove that you understand the material.

I want you to cover the 3 R's:

1st paragraph: **Review** the material or topic briefly.

2nd paragraph: **Reflect** on what you learned. How does it pertain to you as a student? As a person?

3rd paragraph: **React** to the material. What do you think? Why or why not? What are your thoughts and feelings?

Class Attendance, Participation, Activities & Assignments

20 points

Class attendance and participation are vital components of this course. You are responsible for attending each class session on time and prepared to participate in class activities and discussions. I will be taking roll at the start of each class. Students arriving to class late will lose ½ of the possible class participation points for that class. *If you come late it is your responsibility to let me know you attended the class.* Please contact me ahead of time if you know you will miss a class period. Each student is allowed 1 excused absence per semester. If absent, you are responsible for obtaining any missed information. I expect that each student has completed the assigned reading and activities each night and is prepared to participate in class. If you are unprepared, it is your responsibility to let me know before class starts. Your participation in this course is as important as mine. You can earn full points by participating in class discussions, activities and small groups. If you experience any extenuating circumstances or illnesses, please notify me so that we can make alternate arrangements.

Home Learning Assignments, Exercises, Quizzes, & Activities

10 points

There will be a variety of home learning assignments, exercises, and activities. Students must turn in their home learning assignment at the beginning of the class immediately following the date the home learning is assigned. It is expected that you accurately and fully complete all home learning to receive full credit. Inaccurate or partial fulfillment of work will result in the deduction of points for that assignment. Although reading assignments cannot be measured for accuracy or completeness, failure to do the assigned reading will affect your ability to participate in class, thus negatively impacting your class participation grade. Once again, **LATE ASSIGNMENTS ARE NOT ACCEPTED!**

Diversity Interview – DUE MARCH 13, 2008

15 points

In this class we focus quite a bit on self-awareness, but awareness of others is also a critical component of your education. Diversity is to be embraced. I want you to expand your knowledge of others and learn from their experiences. This assignment requires you to seek out a person who is significantly different from you and

interview him/her. The person you choose must be different from you in at least 2 of the following categories: race, culture, gender, religion, country of origin, age/generation, sexual orientation and physical disability. I will provide you with some general interview questions but I expect you to be creative as well. You will turn in a **3-4 page** typed paper summarizing your interviewee's responses as well as your own thoughts on the experience. Please be prepared to discuss your diversity interview for 2 minutes on the due date or you may lose points.

Social Issues Presentation – DUE APRIL 1 & APRIL 3, 2008

10 points

For this project you will form into groups and research some important issue that is facing our community, nation, or world. As a group, you will collect facts and opinions from all sides of this issue, present your findings in front of the class and answer questions for 12-15 minutes. This is a great opportunity to research an issue that is meaningful to you, learn how to sort facts from opinions, and consider opposing points of view. In addition, you must compose a one page typed handout to be given to your classmates.

Career Project Portfolio

35 points

Proposal (5 pts)–DUE MARCH 27, 2008

Presentations (10 pts) – DUE APRIL 22- MAY 1, 2008

Documented Research (4 pts) – DUE APRIL 24, 2008

Career Project Interview (10 pts) – DUE APRIL 24, 2008

Resume & Cover Letter (6 pts) – DUE APRIL 24, 2008

This assignment will give you the opportunity to do a number of important things. For this project you will use your TypeFocus results to choose a profession that interests you, research it, and design a personal academic/professional plan to achieve your goals. This will give you the opportunity to research a career and academic area of interest whether you have declared a major or not. You will also interview an individual who is already working in the field you choose. You will then create a 10 minute PowerPoint presentation (you will be timed) summarizing your **research findings** as well as the **career interview**. **You must be dressed in business attire!** Your documented research from the occupational handbook and employflorida.com websites must be handed in on the day of your presentation and will be configured into your portfolio grade. The career project interview should be a typed transcript of your interview with someone in the field and must contain questions, answers, and one typed page of additional notes (thoughts, feelings, comments). Your résumé & cover letter must also be typed. Further details for this project will be discussed in class.

Extra Credit

Up to 10 points in extra credit can be earned. Here's how:

Attend Student Life Events – turn in one page of notes for each event attended

Attend VESSI workshops – turn in one page of notes for each workshop attended

Other opportunities announced in class

Students with Disabilities

Miami Dade College seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the instructor and ACCESS services (305) 237-5234 to make arrangements for accommodations.

Withdrawal Policy

Students may drop any class without penalty or permission by Monday, January 14, 2008. Students may withdraw from a course or the college by Tuesday, March 8, 2008. A "W" will be recorded on the academic record and applicable tuition and fees will be assessed for each course.

Admissions, Registration & Financial Aid Info (Room A106)

All students who do not have a \$0 balance on their schedules should visit the Financial Aid office. All students are encouraged to apply for Financial Aid. Students paying out-of-state fees should check with the Admissions office regarding their residency status. Students who are in the Pre-Bachelor of Arts Program are encouraged to declare a major so as not to exhaust Financial Aid options and to complete degree requirements in a timely manner.

Academic Learning Support Center

This class encourages all students to go to the Academic Learning Support Center in room D206. Printing is 8¢ for each black and white copy and 40¢ for each color copy.

Disruption

As per the Student Code of Conduct or Procedure 4025, no behavioral or attitude problems will be tolerated at all.

Academic Dishonesty

All students are expected to complete assignments in this course as their own work. Plagiarism is defined as to pass off the ideas or words of another as one's own without crediting the source. If the instructor suspects a student has violated the academic honesty guidelines, she will discuss the apparent violation with the student to provide him or her with an opportunity to explain the situation. If the instructor feels that Academic Dishonesty has occurred, she will report the matter to the Dean of Academic and Student Affairs. Depending on the severity of the offense, the instructor may assign the responsible student a failing grade on the assignment or an overall course grade of an "F".

Grading

Reflections (R)	10 points
Home learning Assignments (HL)	10 points
Class Participation & Activities	20 points
Diversity Interview	15 points
Social Issues Presentations	10 points
Career Project Portfolio	35 points
Extra Credit Opportunities	10 points
Total	110 points

90-110 **A**

80-89 **B**

70-79 **C**

60-69 **D**

0-59 **F**

DATE	CLASS ACTIVITY	HOME LEARNING
T, 1/8	Intro to Course Syllabus Review Ice-breaker Classroom Etiquette Handout	Read pages 60-79 HL1: Complete the personality assessment at www.typefocus.com . Print the results & bring them to class.
R, 1/10	New Student Orientation GO OVER TYPEFOCUS RESULTS	Read pages 80-100
PLANNING UNIT		
T, 1/15	Assign Exercise 6- pages 61-66 for week of 1/21 – 1/25, due 1/29 Personal Financial Management- Guest Speaker, Ivonne Lopez	
R, 1/17	Credit Score Enhancement- Guest Speaker, Ivonne Lopez	Read pages 24-39 HL2: Go to www.howtolearn.com and complete the learning styles assessment, print results and bring them to class.
T, 1/22	Group Budgeting Exercise	Read pages 40-59 R1: Write a reflection on the planning unit. What did you learn? How will what you learned benefit you in college and beyond?
LEARNING STRATEGIES UNIT		
R, 1/24	Learning Styles Workshop – Guest Speaker Dr. Carlos Archbold	HL3: Exercise 6 based on week of 1/21-1/25 due next class.
T, 1/29	Discovery Wheel Discovery Wheel Poem	

R, 1/31	GO OVER DIVERSITY INTERVIEW QUESTIONS GO OVER CAREER PROJECT ISSUE CAREER PROJECT PROPOSAL WORKSHEET ISSUE CAREER PROJECT OUTLINE	Read pages 158-181
T, 2/5	Ch. 5 Lecture – Note-taking Current Event (Rising Action vs. Falling Action) Note-taking Exercise	Read pages 134-153 HL4: Take notes of Ch. 5 using the mind mapping, concept mapping, outlining, or Cornell format techniques.
R, 2/7	Ch. 4 – Reading Guest Speaker – Christine Martinez	Read pages 108-124
T, 2/12	<i>Ch. 3 Mental Stretch Break</i> Ch. 3 Lecture – Memory	HL5: Create a grocery list of at least 10 items, then create a rhyming poem or jingle out of that grocery list to help you remember it. Submit your list & your rhyme.
R, 2/14	Learning Support Software – 3S/P.E.T. Log in to 3S & complete FLQ5R	Read pages 198-209
T, 2/19	<i>Ch. 6 Applying Skills 3</i> <i>Ch. 6 Applying Skills 4</i> <i>Ch. 6 Study Area Analysis</i> Handouts - review	Read pages 247-272
R, 2/21	Communicating Exercise Ch. 8 Lecture – Communicating	Read pages 217-237
T, 2/26	<i>The Risk-A Creativity Exercise</i> Ch. 7- Thinking Lecture	R2: Write a reflection on the learning strategies unit. What is your learning style? What learning strategies will help you improve in college? Be specific!
R, 2/28	*PICK SOCIAL ISSUES & CAREER PROJECT PRESENTATION DATES *GO OVER SOCIAL ISSUES PROJECT *ASSIGN GROUPS *SELECT TOPICS *ISSUE RESPONSIBILITIES	
T, 3/4	Learning Support Software – 3S/P.E.T. Log-in to P.E.T. & Complete Activity 6	Read pages 281-297
DIVERSITY UNIT		
T, 3/11	Diversity Group Activity Ch. 9 Lecture – Diversity	
R, 3/13	DIVERSITY INTERVIEWS DUE Guest Speaker – Xania Lawrence In class review of interviews	Read pgs 307-323
TECHNOLOGY UNIT		
T, 3/18	FACTS.ORG Guest Speaker – Margaret Scott	
R, 3/20	Ch. 10 –Technology Technology Jeopardy	
T, 3/25	<i>Enhancing Research Skills</i>	
R, 3/27	CAREER PROJECT PROPOSAL DUE Learning Support Lab: 2007 PPT	R3: Write a reflection on the technology unit explaining how you can integrate technology in your life to help sharpen your academic and career skills.

SOCIAL ISSUES UNIT		
T, 4/1	SOCIAL ISSUES PRESENTATIONS	
R, 4/3	SOCIAL ISSUES PRESENTATIONS	Read pages 333-356
T, 4/8	Ch. 11 – Health Video	
R, 4/10	Video Arts & Sciences Class Survey	R4: Write a reflection on the social issues unit. What did you learn? Have any of your world views changed? Will your future actions be affected? Why or Why not?
CAREER UNIT		
T, 4/15	<i>Résumé Writing to Career</i>	Read pages 377-382
R, 4/17	CAREER PRESENTATIONS	
T, 4/22	CAREER PRESENTATIONS (VSSI Class Survey)	
R, 4/24	CAREER INTERVIEWS DUE DOCUMENTED CAREER RESEARCH DUE RÉSUMÉ & COVER LETTERS DUE CAREER PRESENTATIONS	R5: Write a reflection on the class activities in the career unit explaining the importance of an effective résumé, cover letter in a job search and having good interviewing skills to secure a job.
R, 5/1 8:25 a.m.- 9:55 a.m.	CAREER PRESENTATIONS	
ENJOY YOUR SUMMER!		