Course Syllabus
Course Number/Course Name
Section
Semester

Instructor: Professor John Doe

Office: Bldg 1, Room 1 (or on-line via e-mail)

Office Hours: Monday and Wednesday 9am-11am (or e-mail)

E-mail: john.doe@fgc.edu - Students are required by FGC to use only their "Wolves" e-mail when corresponding with their instructors.

Phone/Voicemail: ((123) 456-7890

Required Text:
Author, Name of Book, Publisher, ISBN Number

Required Materials:
- Computer access
- Internet access
- Microsoft Office (Word, Excel, and PowerPoint) or comparable (Open Office, etc.)
- Planner or electronic planner
- Flashdrive to back up all your work
- Adequate supply of paper, pens, and pencils
- Scanner, camera, Smartphone, Webcam, microphone

Course Description: This course is designed to facilitate the development of basic skills and applications in utilizing college resources, managing time, setting goals, taking personal responsibility, paying for college, interacting collegially, reading informational text, studying, taking tests, conducting research, citing sources, presenting information, and preparing for a career. The course is recursive in nature, in that students must continue to apply skills taught toward the beginning of the semester throughout the course, in order to make them a part of the way they approach college and its challenges more successfully. Student Success is a General Education course required in order to earn an A.A. degree and should be taken during the student's first semester at FGC.

_____

Course Competencies/Outcomes: Successful students will be able to do the following by the end of the source:
- Express awareness of FGC resources
- Utilize FGC campus resources as appropriate
- Utilize Blackboard, My FGC, Wolves e-mail, and FGC Library Databases
- Express awareness of the process for using course-specific electronic resources
- Interact in a manner appropriate to the college setting, including the on-line environment
- Utilize information literacy skills
- Apply effective note-taking skills

_____

Attendance: Students are expected to attend classes on scheduled class days.   Attendance in on-line courses is just as important as it is in classroom courses. You must sign into Blackboard and check your Wolves e-mail at least every other day in order to keep up with announcements, new work, and information from the instructor. Students should plan to devote about nine hours a week to this on-line course. That is the equivalent of three hours of classroom instruction

and six hours of study and work outside of class.

Note: Attendance is measured in this course by your weekly access to the online content and timely completion of assignments. Our weeks are defined as Monday through Sunday. Online participation is defined as submitting weekly assignment according to the included Coursework Schedule. **NOTE: Instructors will explain their attendance policy in this section**

Class Conduct and Professional Responsibility: As a student, you are a part of a professional community. You have a responsibility, not only to yourself and your own education, but also to your learning community. Therefore, you should be aware of how your actions affect those around you. While discussing various topics with your classmates, you'll inevitably encounter experiences and perspectives that are different from your own. Perhaps the most important aspect of your community and professional responsibility is respect. Treat each other and me with respect at all times. All of us should feel free to express our thoughts and opinions openly, without fear of penalty, as long as we do so in a courteous way. It is extremely important that you be prepared to participate.

Blackboard and E-mail Responsibility: Get into the habit of consulting Blackboard, the campus- wide course management system (www.fgc.edu) frequently, as I will sometimes need to post announcements and you will have work due regularly in Blackboard. You can also keep abreast of your current grade in the class by reviewing the grade book in Blackboard. Please check your college e-mail account (wolves@fgc.edu) at least every couple of days and always on the day that work is due in case I have had to contact you via e-mail. If you have not set up your account, please see the directions on the FGC homepage. Note that I will e-mail you at four selected times during the course. You will need to reply within 72 hours to earn points for your reply.

Late Work: Submitting work in a timely manner and planning ahead for the possibility of emergencies and inconveniences is a critical skill for college success. Should you encounter a true emergency that would keep you from submitting your work on time and is due to a crisis lasting several days, not to your putting work off until the last minute, please e-mail me before the due date. **NOTE: Instructors will explain their late work policy in this section**

Grading Policies and Procedures
As with any college course, please allow one week after work is due for the instructor to grade it.

Be sure to check your grade in Blackboard and to click on the grade to access any grading feedback from the instructor. If you still have questions about a grade after doing the above, please politely contact the instructor to check on the situation. Rubrics are provided for much of the graded work in this class. The instructor will use the rubric to fairly evaluate your work. However, the instructor reserves the right to adjust the grade, as appropriate in the instructor's professional opinion, should the work not reflect the expectations of the assignment or should the rubric grade not reflect the quality of the work. **NOTE: Instructors will explain their grading policy in this section**

Grade Explanation:
Your course grade will be calculated based on your work in the following categories,

Grade Category	Percentage of Final Grade	Points Possible
Discussion Boards	4%	40 points
Collaborate Sessions (8 sessions-1 per unit)	8%	80 points
Textbook Notes	24%	240 points
Assignments: Scavenger Hunt, Education Plan, Study Schedule and Library Orientation	10%	100 points
Wolves E-Mail Responses	4%	40 points
Journal Entries	2%	20 points
Net Tutor Feedback: Journal Feedback and Career Research Project	3%	30 points
Quizzes	16%	160 points
Technology Projects: Pies of Life, Learner Self Portrait and Goals Chart	9%	90 points
Career Research Project	10%	100 points
Culminating Reflection Project	10%	100 points
Total	100%	1000 points

Discussion Boards (20 points each; 40 points total)
Discussion boards provide you the opportunity to interact with your classmates, sharing your insights and learning related to the course content. As such, they serve to partially replace the class discussions typical in classroom settings. You will be given a set of questions related to the course content. You will need to make an initial post, using Standard Written English, that fully addresses the questions and shows evidence of reflective thought. Additionally, you will need to make two follow-up posts to your classmates, in order to further the conversation. Please note that initial posts are due earlier than follow-up posts. You will need to post an initial post in order to see what others have posted and reply to them.

Collaborate Sessions (10 points each; 80 points total)
Blackboard Collaborate is a virtual classroom where we can discuss content from the unit, share our ideas, and ask questions. We will have a scheduled meeting during each unit. Watch the Announcements in Blackboard and your e-mail for further information. Should you not be able to join a Collaborate session, you will also have the option to view a recording of the session before the unit deadline and e-mail the instructor, as directed during the session. You will need to watch the full session to hear all the directions related to the e-mail. For example, you may need to send answers to certain questions. These eight sessions will provide time to discuss course content, as well as clarify the directions for assignments and address any questions that would be helpful to the class as a whole.

Textbook Notes (20 points each; 240 points total)
You will be required to take notes on each chapter in our textbook. The instructor will provide guidance on formatting the notes in one of the formats taught in Chapter 4 of our textbook. Please follow the directions in the Coursework folder carefully to be sure your notes are in the expected format, so you can earn a grade. The notes should cover the entire chapter, include appropriate detail, and follow a format as directed by your instructor. The notes should not be in paragraph form.

Assignments (25 points each; 100 points total)
Assignments allow you to apply what you learned in class and extend your understanding. Each assignment will be graded either on quality of work or number correct. As in any college class, assignments must be submitted by the posted or announced due date to earn credit.

Wolves E-Mail Responses (20 points each; 40 points total)
The instructor will e-mail you at your Wolves address approximately once per unit, during four specific units Be sure to check your e-mail at least every two days, as you will be required to reply to the e-mail within 72 hours of its being sent. Clearly worded, correct responses that display formatting and tone appropriate for an e-mail to your college instructor will earn 10 points. Responses that do not meet expectations may earn partial or no credit, depending on the severity of the shortcoming. A rubric will be included in the coursework the first time an email is assigned.

Journal Entries (20 points each; 20 points total)
This journal will include a journal prompt. Please reply in the journal section of Blackboard.
Journal entries should completely answer the provided questions, be written in academic English, show evidence of self-reflection and the understanding of the textbook information.

Net Tutor (15 points each; 30 points total)
Students will submit their rough draft assignments to Net Tutor for feedback. The feedback received from Net Tutor is then placed in to Blackboard. The student will use the Net Tutor feedback to create their final draft of the assignment and submit the final draft of the assignment for grading.

Quizzes (20 points each; 160 points total)
Eight quizzes will be given during the course, in order to test your knowledge of concepts from the textbook chapter, as well as your ability to apply what you learned. They are timed, 20 minutes each, and consist of multiple-choice and true/false questions. Each quiz should be completed using a reliable high-speed internet connection. You will have two attempts for each quiz, with the higher grade counting. Therefore, you should be completely prepared before your first attempt. Note that the instructor will not reset the test for you, as you have two attempts, which should compensate for any technical difficulties. You may use your book and any notes you have taken, but you absolutely may not work with another individual or seek help with answering the questions.

Technology Projects (30 points each; 90 points total)
These projects will use the basics of Microsoft Office: Word, PowerPoint and Excel. Each project will be demonstrated and explained online or through a recording which will be placed online.

Career Research Project (100 points)
You will research a career path of interest to you, using college resources, library database resources, and other web-based resources. You will then write an essay discussing your career choice and the path you will take to achieve the position you would like. The project will be graded using a rubric and will be explained in more detail during the semester.

Culminating Reflection Project (100 points)
You will reflect on your learning and experiences associated with this class. You will select artifacts of your experiences in the class that best represent your learning and growth. You will then create a visual presentation to share these artifacts and your journey with your classmates. In addition, you will

write a reflective essay about the artifacts and your growth. This project will be graded using a rubric and will be explained in more detail toward the end of the semester.

Extra Credit:
College grades are designed to reflect performance on the course expectations, so extra credit is very limited in most college courses. Please do not ask for extra credit in college.

Grading Scale:

Grade	Overall Percentage	Points
A	90-100%	900-1000
B+	87-89.99%	870-899
B	80-86.99%	800-869
C+	77-79.99%	770-799
C	70-76.99%	700-769
D+	67-69.99	670-699
D	60-66.99%	600-669
F	below 60%	0-599

Critical Dates:

Date	Event
	Classes begin
	Add/Drop period
	Deadline for student initiated-withdrawals
	Holiday: Campus Closed
	Course Evaluation
	Final Presentation on Blackboard Collaborate for Extra Credit
	Grades available through Banner at My FGC

Course Schedule:

Please note that the schedule is tentative and subject to change at the instructor's discretion.
For each two-week unit, you will need to click on the Coursework button and view the information and work for that week.

Unit	Topics	Due Dates (11:45 pm)
1	Introduction to College, Syllabus, Resources, College Etiquette, Campus or Virtual Tour	
2	Personal Responsibility, Time Management	
3	Studying, Tutoring, Learning Style, Memory, Lecture Note-Taking	

4	Test-Taking, On-Line Study Tools		
5	Goal Setting, Career Research, Résumé-Writing, Financial Aide, Financial Management		
6	Research Skills, Library Orientation, Library Databases, Information Literacy, Academic Writing, Citing Sources		
7	Reading Informational Text, Web Research, Textbook Note-Taking		
8	Culminating Reflection Project, Meta-cognition, Presentation Skills		

Note: Wolves e-mail replies are due 72 hours after the e-mail is sent, not the last day of the
 unit.

Additional Resources, including Net Tutor and the Learning Lab:

a). The College Success Lab provides professional tutoring and coursework support for students.   The
     College Success Lab also provides quiet study space.   It is located at the back of the Hall Student
     Center. Call 386- 754-4479 for more information and to check on the schedule.

b). The college subscribes to Net Tutor, which is an on-line tutoring service for many of your
     classes, including writing. To access it, click the link under "tools" in Blackboard and follow the
     directions.

c). Our Collegewide Learning Lab, currently located in Building 59, provides computers and other
     services as well. You can click their link on the college home page at www.fgc.edu or call
     them at (386)754-4437, 4305, or 4307. I recommend that you familiarize yourself with this resource.

d). For personal/mental health issues, FGC contracts with BayCare Life Management which
     provides free, confidential, 24-hour telephone support for such issues as stress, anxiety,
     depression, substance abuse, time management, etc. For help or more information, call BayCare toll
     free at 1-800-878-5470.

Florida Gateway College Policies and Procedures: <u>College</u>

<u>Course Withdrawal and Drop Procedures:</u>

It is the student's responsibility to initiate a withdrawal from a course. A student may initiate
withdrawal up to the date published in the college calendar for the last day to withdraw. The
instructor cannot withdraw students from a course. To withdraw, the student must fill out a Course
Schedule Change form, available in the Registrar's Office or in Advising Services. The form must be
complete and be signed by the student and an advisor. The student who does not clear his or her
record by filing the withdrawal form with the Registrar's office, prior to the published date for
withdrawal, may be assigned an "F" grade.

There are potential and multiple repercussions when withdrawing from a course, including loss of
future financial aid and scholarship awards and possible mandatory repayments. Withdrawals are
limited to two for any one course, and subsequent higher fees for all courses may apply under the

excess hour state legislation which may impact financial access (Florida Statutes, Title XLVIII, Section 1009.286). Students should seek advisement from the Financial Aid office before withdrawing from a course.

 Dual Enrollment students must contact their high school Dual Enrollment Guidance Counselor and request withdrawal from the course. The guidance counselor will fill out a withdrawal form and will submit it to the college's Dual Enrollment Coordinator no later than the date published in the college calendar for the last day to withdraw. Otherwise, the student will receive a letter grade for the course.

Students who register for classes are responsible for all fees associated with those classes. Non-attending students will not automatically be withdrawn.

Students who decide not to attend or wish to be removed from a class are responsible for "dropping" a course—before the end of the drop/add period published in the Critical Dates calendar. See your advisor or Dual Enrollment Guidance Counselor before the end of the first week of classes if you wish to be dropped from the course. "Dropping" a course does not result in a "W" on a student's transcript. Any student not dropping or withdrawing by the published date will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

Academic Honesty
Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

Equity and Diversity
Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, executive director of human resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

Disability Statement
FGC will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity. Students may obtain further assistance and information by calling the coordinator of disability services at 386-754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, Florida 32025.

FERPA Statement:
The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Registrar's Office in Building 015 or on the College Web site.

SACS Statement:
 Florida Gateway College is accredited by the Commission on Colleges of the Southern Association of

Colleges and Schools to award the baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.