



General Class and Course Information

Course Section: SLS 1501 197

Course Title: Introduction to the College Experience (AA)

Credits/ Clock Hours: 3.00

Term/Date: Fall 2022 09/20/2022 - 12/19/2022

Meeting Times:

Wednesday | 5:00PM - 8:10PM | 09/20/22 - 12/19/22

Room: HT 0315 (Boca Raton)

Course Description:

This course enhances success and retention of students entering Palm Beach State College. Students will engage in meaningful self-assessment, develop and strengthen academic skills, participate in career exploration and educational planning, and explore college culture and academic resources.

Instructor's Information

Name: Van Williams

Office Location: AD 0409.1

Telephone: (561) 862-4400

Faculty Webpage: <https://www.palmbeachstate.edu/pf/Faculty.aspx?id=williamv>

Email: williamv@palmbeachstate.edu

Information on REQUIRED textbooks

Essentials of Becoming a Master Student (Loose-leaf text + MindTap printed access card) 5th Edition Dave Ellis

ISBN 9781337611176

Ellis

**The Essential Guide to Becoming a Master Student + Mindtap
College Success, 1 Term 6 Months Access Card**

9781337611176

Dave Ellis

*image
not
available*

Your Campus bookstore offers a Price Match guarantee. If you find our class texts or access codes cheaper at Booksmart, Barnes & Noble, or Amazon the campus bookstore will match the price at the time of purchase, or for up to 7 days after purchase. Search your course materials by the ISBN provided in this syllabus to assure that your price match is acceptable.

Other Information on Textbooks and Materials Needed for Class

Scranton Sheets (10)

Writing Utensils (Pens and Pencils) Blue or Black Ink

Course Learning Outcomes

- Conduct Career Exploration and Research.
- Develop and Advance Skills in Financial Literacy.
- Develop and Strengthen College Level Academic Skills.
- Develop Cultural Awareness and Competence.
- Engage and Understand PBSC Campus Resources and College Culture.
- Explore Academic Mindset and Learning Processes.
- Explore Programs/Majors Outlined in the College's Career Pathways and Develop an Academic Plan.
- Recognize the Connection Between One's Health, Wellness and Academic Success.

Class Information

Expectations of Students

Our class will still meet at the assigned time and incorporate Collaborate within Blackboard. Our class will also be utilizing the various components of Blackboard and MindTap which is an online component of the textbook. Students are expected to follow the instructor's attendance policy and be present in class during class time. I encourage students to check their PBSC email for important instructions from me to ensure your success in class.

Assignments, Tests, Quizzes and Final Exam Schedule, with percentage/points of grade

Additional activities and assignments page will be distributed on the first day of class.

Grading

Letter Grade	Value
A	100 - 90%
B	89 - 80%
C	79 - 70%
D	69 - 60%
F	59 - 0%

Attendance Policy

Students are expected to attend all courses and course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course. Students are required to attend at least 90% of the class meetings in order to receive credit for the course. An accurate record of attendance will be kept for each course. If a student misses one-third or more of a class session, the student will be counted absent. Three tardies will count as one absence. Leaving early is the same as being tardy. No Make-up exams unless the student has an extended hospital stay.

Electronic Device Policy

Cell phones and laptops may only be used in class when they are being utilized for course work such as dictionary usage or note taking. Usage of cell phones for personal matters during class will result in dismissal from the class on the first offense and withdrawal from the class on the second offense. If you have an emergency and are waiting for a phone call, inform the instructor ahead of time.

Students may email the instructor at any time. Homework should NOT be emailed to the instructor but rather handed in during class. Students may request permission to email assignments directly to the instructor on a case by case basis.

PBSC email: All communications to and from the student and professor will be completed by using your PBSC email address. Your email address may be found on your PantherWeb page. It will need to be activated. Please follow instructions given the first time you sign in.

Late Assignment Policy

All assignments count towards the final grade. Students should establish connections with other students to get notes and assignments from missed classes. Students must contact the instructor as soon as possible after missing an assignment to make the necessary arrangements with the instructor. Late homework assignments will be accepted up to ONE class day after it is originally due. TEN points will be deducted from the final score of late work. Late work will be accepted only two times per student per semester.

Make-up Exam Policy

Students must contact the instructor as soon as possible after missing a quiz, test, or exam (all of which count toward the final grade) to make arrangements with the instructor. The instructor may provide makeup quizzes, tests, or exams at her own discretion, may provide a different version of the test, and may require its completion outside of class.

Academic Dishonesty Policy

Academic dishonesty includes the following actions, as well as other similar conduct aimed at making false representation with respect to the student's academic performance: (1) Cheating on an exam, (2) Collaborating with others on work to be presented, if contrary to the stated rules of the course, (3) Submitting, if contrary to the rules of the course, work previously submitted in another course, (4) Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed, (5) Plagiarism.

Academic Dishonesty Penalty for Violation

Academic dishonesty will result in a failing grade for this class.

Withdrawal Policy

A student will be withdrawn by the professor for excessive absences after missing four consecutive classes.

Accessibility Statement

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the office of the Center for Student Accessibility (CSA). It is the student's responsibility to contact the Center for Student Accessibility Advisors and to submit appropriate documentation prior to receiving accommodations and/or services. Please see the website at <https://www.palmbeachstate.edu/csa/> for web address for the Center for Student Accessibility.

Face-to-Face Class Information

This course meets on Campus in the Classroom during regularly scheduled class-time. The course is supported/supplemented with various course information/activities delivered in the Canvas Learning Management System.

It is recommended that you review the:

[Online Course Support Syllabus Supplement](#)

(<https://edtech.palmbeachstate.edu/elearn/resources/student/syllabus-supplement-canvas.htm>)

to obtain Detailed Facts & Information about:

Canvas Course Access

- Access to your Canvas Course Support site is AVAILABLE (for review/read-only purposes only) each term 48 hours BEFORE the FIRST DAY OF CLASS

Canvas Orientation and Assistance

- How to Register for the free Canvas Online Orientation Course: ELO1000 Passport to Canvas
- How to obtain Canvas assistance from the Canvas Student Support Center

Canvas Tips & Tutorials

- How to Ensure your Computer is Compatible
- Ensure you Understand the Examination Proctoring System and Assignment Plagiarism System (systems may be utilized in your course)
- Learn the Functions of Canvas

Then Proceed to Palm Beach State

[Canvas Login Page](https://www.palmbeachstate.edu/canvas)

(<https://www.palmbeachstate.edu/canvas>)

to Login to your Canvas Course Support site (limited 'read-only' access available 48 hours before the first day of class) using the same **USERNAME and PASSWORD** you used to register for classes.

Distance Learning Requirements

Computer Systems

Your computer system resources must be compatible with the Canvas Learning Management System (LMS) used to deliver/manage course content. System Requirements and System Check (analysis) are provided at:

[System Requirements and System Check](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66)

(<https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>)

Your computer needs to be configured per recommended settings. Failure to do so generally results in test submission and other participative action errors. These types of errors are generally not accepted as an excuse for missed submissions.

SLC Computer Labs and Libraries

If students do not have access to a computer at home, the SLC Computer Labs and Libraries at a Palm Beach State campuses can be used to complete course assignments. Visit the [SLC Computer Labs](https://www.palmbeachstate.edu/slc) (<https://www.palmbeachstate.edu/slc>) and the [Library](https://www.palmbeachstate.edu/library) (<https://www.palmbeachstate.edu/library>) webpages for information about locations and hours.

Student Computer & Learning Management System Skills

Students need to possess basic web-browsing skills and need to learn the functions of the Canvas Learning Management System (LMS). Students can learn how to use Canvas by enrolling in a free 'ELO1000 Passport to Canvas' student online orientation course. Instructions on how to register for this course are provided on the [Course Syllabus Supplement](https://edtech.palmbeachstate.edu/elearn/resources/student/syllabus-supplement-canvas.htm) page (<https://edtech.palmbeachstate.edu/elearn/resources/student/syllabus-supplement-canvas.htm>).

Additionally, online Canvas functions/tools video tutorials are provided here: [Canvas Tools Video Tutorials](https://edtech.palmbeachstate.edu/elearn/resources/student/Student-CanvasVideoTutorials.pdf) (<https://edtech.palmbeachstate.edu/elearn/resources/student/Student-CanvasVideoTutorials.pdf>).

Course Login

Information on how to change your password and solving other login related issues is provided on the [Canvas Login Page](https://www.palmbeachstate.edu/canvas) (<https://www.palmbeachstate.edu/canvas>) – simply follow the link [Forgot Your Password?](https://webservices1.palmbeachstate.edu/FCCSC/pbsc/security/passwordhelp.jsp) (<https://webservices1.palmbeachstate.edu/FCCSC/pbsc/security/passwordhelp.jsp>).

Please keep in mind:

Username: Your PBSC Student ID

Password: Your PBSC Password

Online Textbook Purchase

The textbook(s) can be purchased at the PBSC Campus Bookstores or the [Online Bookstore](https://www.bkstr.com/palmbeachstcentralstore) (<https://www.bkstr.com/palmbeachstcentralstore>).

For Canvas Course Support Site Assistance, please contact your:

- **Professor/Instructor** – with Course Instructional Content (assignment/test availability dates, course instructions, etc.) issues.
- **Canvas Support** – for questions about the functions/features of Canvas: for **live chat** or **email** support use the '**Help**' button on the left green navigation bar inside your course or call **877-376-9392**.
- **Student IT Service Desk** – with Username/Password & General Access issue: visit the [Online Service Desk](https://help.palmbeachstate.edu/TDCClient/1971/Portal/Home) (<https://help.palmbeachstate.edu/TDCClient/1971/Portal/Home>) (see the Student Tech Support section) or call **561-868-4000**.

Student Code of Conduct

Unauthorized Use of Voice and Video Recording

Using any device to make an audio or video recording of any person without their prior knowledge or express consent.

College Policies

Academic Dishonesty/Integrity

Academic dishonesty including, but is not limited to, unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments, as defined below:

Plagiarism

- Taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source.
- Submitting a term paper, examination or other work written by someone else
- Submitting the same term paper, slightly altered paper, other work, or examination, for more than one course, whether in the same term or another term. This is self-plagiarism.
- Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.

- Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof.
- Similar and extended paraphrasing of another.

For more information to help you understand and recognize plagiarism, please refer to the [Library Guide](#).

Cheating

Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for regrading; and allowing another person to do one's work and to submit the work under one's own name or otherwise not following the rules or instruction to gain an advantage. Unauthorized collaboration, the sharing of work or knowledge specific to the completion of a project, quiz, or examination without the permission or knowledge of the instructor, is also cheating. This includes collaboration on individual assignments using technology in all courses modes or sharing of assignment-specific information (such as quiz questions) with students in other sections of the same course.

Fabrication

Presenting data in a piece of work not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

Aiding and Abetting Dishonesty

Providing material or information to another person with knowledge that these materials or information will be used improperly pursuant to [877.17, Fla. Stat. \(2011\)](#).

Forgery

Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

Warning: Students may not withdraw from a class to avoid a failing grade as a result of such a violation.

Please refer to the Palm Beach State College Student Handbook (<https://www.palmbeachstate.edu/studenthandbook/> for link to the student handbook).

Classroom Etiquette and Student Behavior Guidelines

Students will demonstrate respect for professors and fellow students. Behavior that is deemed disruptive to a positive learning environment will be addressed by the professor and may result in a warning. If the student's behavior is deemed extreme in nature, the student will be referred to the

dean of students for disciplinary action in accordance with the Student Handbook. Consequences for such behavior may result in formal conduct charges and sanctions.

Computer Competency Component

Each student will, to the satisfaction of the professor, demonstrate a fundamental understanding of basic computer operations through various professor-determined exercises and/or assignments.

Center for Student Accessibility

Students with disabilities are advised, in compliance with federal and state laws, that accommodations and services are available through the Center for Student Accessibility (CSA). It is the student's responsibility to contact the Center for Student Accessibility office and to submit appropriate documentation prior to receiving accommodations or services. Please see the website at <https://www.palmbeachstate.edu/CSA> for additional information.

Eating, Drinking and Smoking

Eating and drinking are confined to areas designated on the campus. Smoking, including electronic cigarettes (also known as e-cigarettes, vapors, vaporizers, or nicotine vaporizers), is not permitted in any College building and only in areas designated at each campus.

Final Course Grade Appeal

The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6HX-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be communicated to students in a course syllabus prior to the beginning of the course. Should a student have a question about a final course grade, please follow the procedures as outlined in the student handbook: <https://www.palmbeachstate.edu/studenthandbook/>.

Mid-Term Grade Reporting

Within one week after the close of the mid-term grading period, mid-term grades will be made available to all students for each class by either written notification or individual conference.

Intellectual recording-HB233

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a planned presentation by a PBSC faculty member or instructor, during scheduled class times, delivered for the purpose of transmitting knowledge or information that is reasonably related to the pedagogical objective of the course in which the student is enrolled. Recording class activities other than class lectures, including but not limited to class discussions, clinical activities and presentations, student presentations, labs, studios, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member are prohibited. Students are expressly prohibited from recording any

other student's image or voice. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the Student Code of Conduct.

Student Responsibility Policy

When a student attends the College, s/he becomes subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner, in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the College and are responsible for observing all College policies and procedures as published in the student handbook, the College catalog, and other College publications which may be related to specific program of study. The student will be responsible for preparing for class, participating in class, and completing assignments on time.

Palm Beach State Websites of Interest

Please see this web page (<https://www.palmbeachstate.edu/library/>) for a list of web addresses for students.

Withdrawal Policy

The last day to withdraw from a course with a "W" grade is **2022-11-15**. It is the responsibility of the student to complete a withdraw request online through Workday. An official withdrawal would entitle the student to a grade of "W" in the course.

Department Contact Information

Name: Dr. Jonathan M. Davis

Office Location: Boca Raton Campus BT 0216.3

Telephone: 561-862-4369

Email: davisj@palmbeachstate.edu

Job Title: Dept. Chair