



Division of
UNDERGRADUATE STUDIES
Academic Center for Excellence

Spring 2017 Course Syllabus
SLS 1122-02: Strategies for Academic Success
Tuesdays, 11:00am – 12:15pm, UCA A4147

Instructor: Mr. Todd Rakes

Email: trakes@fsu.edu

Office Phone: 850-645-8215

Office Location: UCA 3600

Office Hours: Monday 3:00pm-4:00pm, or 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 will be taught using a combination of classroom lecture and discussion, small group activities, ongoing personal reflection, independent readings and assignments, and individual meetings with the instructor.

REQUIRED MATERIALS

- Three-ring notebook, with dividers, designated for this course only (see Notebook on page 3).
- Three-hole punch and stapler.
- Text materials for this course will be provided by the instructor.
- Since this is a Blackboard-supported course, all students must have an FSU email account in order to access class material on Blackboard. You will need to check your FSU email daily.

GRADING CRITERIA

Grades will be assigned as follows:

30%	Self-monitoring notes (20% for SM notes, 10% for artifacts)
15%	Assignment Calendar
25%	5-Day Study Plan
20%	Meetings (12% for the first meeting, 8% for the second)
10%	Notebook check (4% for the first, 6% for the second)
100%	Total

Attendance – Regular attendance is required. Attendance will be taken at the beginning of class, and students entering the classroom afterwards will be counted as tardy. A student who comes in late is responsible for notifying the instructor after class on the same day that he or she did, in fact, attend class. Failure to do so will result in the student being counted as absent. **Three tardies will result in one unexcused absence.** 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 will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness. It is the student's responsibility to provide documentation to excuse an absence. If such documentation is not provided **within one week after returning to class**, then the absence will not be excused. It is also the student's responsibility to initiate communication with the instructor about make-up work **within one week after returning to class**. The professor may designate a make-up assignment that is different from the original. Students may not make up in-class assignments for unexcused absences. **Unexcused absences will also have a direct impact on each student's final grade, as follows:**

- One unexcused absence = -3%
- Two unexcused absences = -6%
- Three or more unexcused absences = a failing grade (F) for the entire course

Participation matters! All students are expected to engage actively in class discussion and group activities, pay attention to lectures, and contribute positively to the overall class environment. Students who persist in displaying lethargic, disrespectful, or disruptive behavior may be asked to leave class, given an unexcused absence for the day, and risk losing points on the in-class activity for that day. **No laptops or cell phones are to be out and/or in use during class. Please put them away before class begins.**

Self-Monitoring Notes (20%) – Academic self-monitoring is defined as the practice of observing and recording one's own academic behaviors. Self-monitoring involves the processes of self-regulation that help you to manage your academic performance. You will be asked to monitor your learning by commenting on various aspects of the learning process using a course selected from your current class schedule. You will also be required to demonstrate the use of learning strategies in your self-monitoring notes using the appropriate template(s) as artifact submissions. Instructions for self-monitoring and learning strategies will be provided in class. Due dates for the self-monitoring notes are listed on the course calendar.

Artifacts (10%) – As noted on the course calendar, you will submit two (2) separate artifacts that represent your competency with using learning strategies. You cannot create the same artifact for each submission. During this course we will define and discuss learning strategies, and you will have the opportunity to practice/demonstrate creating artifacts using instructor-selected templates on material given in class. This exercise is an important part of processing information and becoming a “good thinker.” You can find the Learning Strategy templates on Bb. Please consult with your instructor for the exact location.

Homework Assignments (40% total) – Homework assignment due dates are listed on the course calendar, and instructions for each assignment are posted on Blackboard. In order to receive full credit for an assignment, a student must follow all instructions and **submit the assignment to Blackboard** by the due date and time deadlines. **No emailed assignments will be accepted!** Penalties for late assignments will be assessed as follows: -10% for one day late, -20% for two days late, and -30% for three days late. Without an excused absence, any assignment turned in more than three days late will receive a grade of zero. Each “day” is a 24-hour period beginning at the end of the assignment due date and time. For example, an assignment due on Tuesday at 3:00pm but submitted on Thursday at 4:15pm is considered three days late.

Meetings with Instructor (20% total) – Students are required to meet individually with the instructor twice during the semester. These meetings are an opportunity for the student and instructor to discuss goals for the semester and any concerns the student may have about academic success. The instructor will grade notebooks during each meeting. The first meeting, which will last approximately 45 minutes, is worth 12% of the total grade, and the second (15- to 30-minutes) meeting is worth 8%. For full credit, a student must schedule the appointment, arrive on time, bring his/her notebook, and engage in productive discussion during the appointment. Without acceptable documentation and/or prior notice, a missed meeting can be rescheduled only once and will result in partial credit for the meeting. No credit will be given for any meetings that are not scheduled and completed by the deadlines posted in the syllabus.

Notebook (10% total) – SLS1122 course notebooks will be graded during the two required meetings with the instructor. The first notebook check is worth 4% and the second check is worth 6% for a total of 10%. Please carefully review the notebook guidelines posted on the course Blackboard site.

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

A 93-100	B+ 87-89.99	C+ 77-79.99	D+ 67-69.99	F Below 60
A- 90-92.99	B 83-86.99	C 73-76.99	D 63-66.99	
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 Student Disability Resource Center; and (2) bring 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 Student Disability Resource Center, 874 Traditions Way, 108 Student Services Building, Florida State University, Tallahassee, FL 32306-4167; (850) 644-9566 (voice), (850) 644-8504 (TDD), sdrc@admin.fsu.edu; <http://www.fsu.edu/~staffair/dean/StudentDisability/>.

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 Eve Wettstein (644-3611) at the Adult Learning Evaluation Center (ALEC). The ALEC website is at <http://www.epls.fsu.edu/alec/>.

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.

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 by appointment and on a walk-in basis in the ACE Learning Studio in Johnston Ground (William Johnston Building). These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

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.

SYLLABUS AND COURSE CALENDAR CHANGE POLICY

This syllabus and the calendar serve only as a guide for the course and are subject to change. Students are expected to check Blackboard and FSU email daily for any assignment or due date changes (which will also be announced in class) or other critical course information. I will make every effort to make as few changes as possible.

SLS1122-02 SPRING 2017 COURSE CALENDAR

DATE	IN-CLASS TOPIC/ACTIVITY	ASSIGNMENT DUE
01/10/2017	Module 1: Choosing Success Self-Assessment Questionnaire (SAQ) Course Introduction and Syllabus Review	<ul style="list-style-type: none"> ◆ Schedule meeting #1 with instructor; Last day to sign up for meetings is January 24, 2017 ◆ <i>Drop/add ends at 11:59pm on Thursday, January 12th</i>
01/17/2017	Module 2: Self-Regulated Learning Goal-setting worksheet (SM notes #1), The basic of self-regulation	<ul style="list-style-type: none"> ◆ Instructor Meeting # 1 – notebook check #1 during meeting ◆ Self-monitoring Notes #1 Due (will be completed in class)
01/24/2017	Module 3: Time Management Weekly Study Schedule activity Introduction to Time Management	<ul style="list-style-type: none"> ◆ Instructor Meeting # 1 – notebook check #1 during meeting ◆ Due: Homework Assignment #1 - Assignment Calendar
01/31/2017	Module 4: Note Making Note Making Activity Introduction to Note Making	<ul style="list-style-type: none"> ◆ Instructor Meeting #1 – notebook check #1 during meeting ◆ Self-monitoring Notes #2 Due
02/07/2017	Module 5: Memory and Learning Memory Strategies activity Introduction to the differences between memory and learning	<ul style="list-style-type: none"> ◆ Instructor Meeting #1 – notebook check #1 during meeting ◆ All 1st meetings must be done by this Friday – 2/10/17
02/14/2017	Module 6: Learning Strategies Learning strategies activities Introduction to Learning Strategies	<ul style="list-style-type: none"> ◆ Continue completing Action Items on Success Plan ◆ 7th week drop deadline. Last day to drop a class is Friday, February 24th. Talk to your advisor first, then use the Drop Tool on Student Central. You will need your Dean's permission to go below 12 credit hours.
02/21/2017	Module 7: Test Preparation 5-Day Study Plan Prep	<ul style="list-style-type: none"> ◆ Continue completing Action Items on Success Plan ◆ Self-monitoring Notes #3 with Artifact Due
02/28/2017	Module 8: Grades & Feedback GPA calculator activity The Feedback Loop	<ul style="list-style-type: none"> ◆ Schedule meeting #2 with instructor. Meeting #2 appointments begin 3/6/17 ◆ Due: Homework Assignment #2 - The 5-Day Study Plan
03/07/2017	Module 9: Active Reading SQR3 or SQR4	<ul style="list-style-type: none"> ◆ Instructor Meeting #2 – Success Plan follow-up and complete notebook check # 2
3/13 - 3/17	SPRING BREAK	SPRING BREAK
03/21/2017	Module 10: Critical Thinking Critical Thinking Exercise Introduction to Critical Thinking	<ul style="list-style-type: none"> ◆ Meeting #2 with instructor – follow up on Success Plan and complete notebook check # 2 ◆ Self-monitoring Notes #4 with Artifact Due
03/28/2017	Module 11: Using Campus Resources Campus resource activity	<ul style="list-style-type: none"> ◆ Meeting #2 with instructor – follow up on Success Plan and complete notebook check # 2 ◆ <i>Reminder: 12th week drop deadline is this Friday, April 7th</i>
04/04/2017	Module 12: Looking Back &Planning Ahead SPCI Administration <u>LAST SLS 1122 CLASS TODAY!</u>	<ul style="list-style-type: none"> ◆ Meeting #2 with instructor – follow up on Success Plan and complete notebook check # 2 ◆ All 2nd meetings must be done by this Friday – 4/7/17!!