Spring 2014 Course Syllabus
SLS 1122-0001: Strategies for Academic Success
Tuesdays
9:30am-10:45am
University Center B (UCB) Room 2105

Instructor: ACE Faculty
Email: ACE@admin.fsu.edu
Office Phone: 850-645-9151
Office Location: University Center A, Room 4301
Office Hours: Mondays from 1:00pm-2:00pm, Tuesdays from 2:00pm-3:00pm, Thursdays from 9:00am-10:00am, 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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Assignment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Self-Monitoring Notes</td>
</tr>
<tr>
<td>10%</td>
<td>Note Making Lab (in-class activity)</td>
</tr>
<tr>
<td>10%</td>
<td>Learning Strategies Lab (in-class activity)</td>
</tr>
<tr>
<td>15%</td>
<td>Assignment Calendar Homework Assignment</td>
</tr>
<tr>
<td>15%</td>
<td>Five Day Study Plan Homework Assignment</td>
</tr>
<tr>
<td>20%</td>
<td>Meetings (10 for the first meeting, 10 for the second)</td>
</tr>
<tr>
<td>10%</td>
<td>Notebook checks (5 for the first, 5 for the second)</td>
</tr>
</tbody>
</table>

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 for this class may be obtained only for documented illness, death in the immediate family or other documented crisis, call to active military duty or jury duty, religious holy day, or official University activity. Students should provide advance notice of absences to the instructor whenever possible. 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 (4% each, 20% total) – 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. Instructions for self-monitoring will be provided in class. Due dates for the self-monitoring notes are listed on the course calendar.

Note Making Lab (10%) – As noted on the course calendar, we will have a “note-taking lab” during one of our class sessions. During this class we will discuss note making, and you will have the opportunity to practice/demonstrate using an instructor-selected method on material given in class. This exercise is worth a considerable percentage of your final grade, so attendance on this day is particularly important.

Learning Strategies Lab (10%) – As noted on the attached course calendar, we will have a “learning strategies lab” during one of our class sessions. During this class we will discuss learning strategies, and you will have the opportunity to practice/demonstrate some of these strategies. This exercise is worth a considerable percentage of your final grade, so attendance on this day is particularly important.

Homework Assignments (15% each, 30% 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 at the beginning of class on the due date. No emailed assignments will be accepted! Submit late assignments by bringing them to your instructor’s office. 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 class. For example, an assignment due on Tuesday at 3:15 pm but submitted on Thursday at 4:00 pm is considered three days late.

Meetings with Instructor (10% each, 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 10% of the total grade, and the second (15- to 30-minute) meeting is worth 10%. 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. Each notebook check is worth 5% (10% total) of your final grade, so the notebook is a significant part of your final grade in this course. Please carefully review the notebook guidelines posted on the course Blackboard site.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99</td>
</tr>
<tr>
<td>B</td>
<td>83-86.99</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
</tr>
<tr>
<td>C</td>
<td>73-76.99</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99</td>
</tr>
<tr>
<td>D</td>
<td>63-66.99</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.99</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
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</tbody>
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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.

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.

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.

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, 97 Woodward Avenue South, 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/.

SYLLABUS AND COURSE CALENDAR CHANGE POLICY
This syllabus and the calendar on the next page 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.
<table>
<thead>
<tr>
<th>DATE</th>
<th>IN-CLASS TOPIC/ACTIVITY</th>
<th>ASSIGNMENT DUE</th>
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</thead>
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| January 7<sup>th</sup> | Module 1: Choosing Success  
Self-Assessment Questionnaire | ✫ Schedule meeting #1 with instructor  
✦ Drop/add ends at 11:59pm on Thursday, January 9<sup>th</sup>                      |
| January 14<sup>th</sup> | Module 2: Self-Regulated Learning  
Instructor Meeting # 1 – notebook check #1 during meeting  
✦ Self-monitoring Notes #1 Due (will be completed in class) |                                                                                  |
| January 21<sup>st</sup> | Module 3: Time Management  
Instructor Meeting #1 – notebook check #1 during meeting  
✦ Homework Assignment #1 Due: Assignment Calendar |                                                                                  |
| January 28<sup>th</sup> | Module 4: Note Making  
Note Making Lab (in class) | ✫ Instructor Meeting #1 – notebook check #1 during meeting  
✦ Self-monitoring Notes #2 Due |
| February 4<sup>th</sup> | Module 5: Memory and Learning  
Instructor Meeting #1 – notebook check #1 during meeting  
✦ All 1<sup>st</sup> meetings must be done by this date – 02/07/14!  
✦ 7<sup>th</sup> week drop deadline. Last day to drop a class is Friday, February 21st. 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. |                                                                                  |
| February 11<sup>th</sup> | Module 6: Learning Strategies  
Learning Strategies Lab (in-class) | ✫ Continue completing Action Items on Success Plan  
✦ Self-monitoring Notes #3 Due |
| February 18<sup>th</sup> | Module 7: Test Preparation | ✫ Continue completing Action Items on Success Plan  
✦ Reminder: 7<sup>th</sup> week drop deadline this Friday (Feb. 21st)! |
| February 25<sup>th</sup> | Module 8: Grades & Feedback | ✫ Schedule meeting #2 with instructor and continue completing Action Items on Success Plan  
✦ Self-monitoring Notes #4 Due  
✦ Homework Assignment #2 Due: The 5-Day Study Plan |
| March 4<sup>th</sup> | Module 9: Active Reading | ✫ Instructor Meeting #2 – Success Plan follow-up and complete notebook check # 2 |
| March 11<sup>th</sup> | SPRING BREAK!                                             | NO CLASS!                                                                       |
| March 18<sup>th</sup> | Module 10: Critical Thinking  
SPCI Administration  
LAST SLS 1122 CLASS TODAY! | ✫ Meeting #2 with instructor – follow up on Success Plan and complete notebook check # 2  
✦ 12<sup>th</sup> week late drop deadline is Friday, April 4<sup>th</sup>. You must get your Dean’s permission to drop a class. |
| March 25<sup>th</sup> | Module 11: Career Exploration  
Career Center (Class will be held in the Dunlap Success Center) | ✫ Meeting #2 with instructor – follow up on Success Plan and complete notebook check # 2  
✦ Self-monitoring Notes #5 Due |
| April 1<sup>st</sup> | Module 12: Looking Back &Planning Ahead  
SPCI Administration | ✫ Meeting #2 with instructor – follow up on Success Plan and complete notebook check # 2  
✦ All 2<sup>nd</sup> meetings must be done by this date – 4/4/14!  
✦ Reminder: 12<sup>th</sup> week late drop deadline this Friday, April 4<sup>th</sup>. |