



Division of
UNDERGRADUATE STUDIES
Academic Center for Excellence

Spring 2021 Course Syllabus
SLS 1122-0001: Strategies for Academic Success
Tuesday, 9:45am-11:00am

Instructor: Mrs. Holly Hunt
Email: hhunt@fsu.edu
Office Phone: 850-645-8253
Office Location: University Center A, Suite 3600
Office Hours: Wednesdays, 2pm-3pm via Zoom

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 is 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

- A notebook to take lecture notes (no laptops or other technology during lecture unless otherwise instructed).
- Since this is a Canvas-supported course, all students must have an FSU email account in order to access class material on Canvas. You will need to check your FSU email daily.

REQUIRED TEXTBOOK

This course uses a free, open-sourced text book. These readings are designed to cover aspects of the class material so that in-class we can focus on applying those ideas to your specific circumstances and courses.

College Success. (2015). University of Minnesota Library Publishing. Retrieved from <https://doi.org/10.24926/8668.0301>

GRADING CRITERIA

Grades will be assigned as follows:

30 pts	Recall Quizzes
20 pts	Assignment Calendar
25 pts	Pre-Post Exam Study Plan
15 pts	Meetings (10 pts for the first meeting, 5pts for the second)
10pts	Metacognitive Exercises
100 pts	Total

Attendance – Regular attendance is required. Attendance is 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 are accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will 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 = -3pts
- Two unexcused absences = -6pts
- 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 unless your instructor specifies otherwise. Please put them away before class begins.**

Recall Quizzes (30pts total; 10 quizzes) – Recall quizzes will be short quizzes during class to test students’ recall of information from the assigned readings or from the previous week’s material. These quizzes will be graded for correct answers and are meant to help students practice retention and recall of their course material. You can see the course calendar for a list of assigned readings. During any given week, you will have *either* a reading quiz or a previous lecture quiz. If you had assigned reading for the week, you will be given a reading quiz. If you did not have assigned reading for the week, you will be given a recall quiz on the previous week’s lecture. I will drop the lowest two quiz grades before calculating your final quiz score.

Homework Assignments (45pts total) – Homework assignment due dates are listed on the course calendar, and instructions for each assignment are posted on Canvas. In order to receive full credit for an assignment, a student must follow all instructions and submit the assignment through Canvas. **No emailed assignments or hard copies will be accepted!** Submit late assignments through Canvas. Penalties for late assignments are 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 submitted 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 Wednesday at 3:35pm but submitted on Thursday at 4:00pm it will be three days late.

Meetings with Instructor (15pts) – 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 first meeting, which will last approximately 45 minutes, is worth 10pts of the total grade, and the second (15- to 30-minutes) meeting is worth 5pts. For full credit, a student must schedule the appointment, arrive on time, 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. **All meetings are held in the instructor’s office.**

Metacognitive Exercises (10pts) – This course is based around the principle of metacognitive self-regulation. To help translate this into practice, we will start and end each class period with a “metacognitive exercise”. At the end of each class, you will be required to reflect on the material we covered and decide on at least one way to integrate that material into your life over the next week. At the start of each class, you will be required to reflect on that plan and decide what worked, what did not work, and where to go from there. The “Syllabus Quiz” during the first week will count in this category. You will receive full points for the week by completing all of the exercises (start of class and end of class). I will drop the two lowest scores.

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

	B+	87-89.99	C+	77-79.99	D+	67-69.99				
A		93-100	B	83-86.99	C	73-76.99	D	63-66.99	F	Below 60
A-		90-92.99	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 Dr. Taylor Thompson (644-3611) at the Adult Learning Evaluation Center (ALEC). The ALEC website is at <http://www.epls.fsu.edu/alec/>.

TITLE IX STATEMENT

As a recipient of Federal financial assistance for education activities, FSU is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Sexual discrimination includes sexual misconduct (sexual violence, stalking, intimate partner violence, gender based animosity and gender based stereotyping). If you have questions about Title IX or wish to file a Title IX complaint, please visit the FSU Title IX website: www.titleix.fsu.edu or call the Title IX Director 850-644-6271. Please note that as Responsible Employees, all faculty are required to report any incidents of sexual misconduct to the Title IX Office.

The Victim Advocate Program at FSU has a confidential advocate on call twenty-four hours a day to respond to FSU students, faculty, and staff who are victimized, or any other person who is victimized on our campus, or by an FSU student. Daytime Phone: 850.644.7161, 850.644.2277, or 850.645.0086. Nights, Weekends & Holidays 850.644.1234 (FSUPD) Ask to speak to the on-call advocate.

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). Tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity offer these services.

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 on the next page serve only as a guide for the course and are subject to change. Students are expected to check Canvas 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 – 0001 SPRING 2021 COURSE CALENDAR

Date	In-Class Topic/Activity	Required Reading (To Be Done Before Class)	Assignments and Other Deadlines
Wednesday 1/7	Module 1: Choosing Success Course introduction and syllabus review Activity: Syllabus Quiz	None	<ul style="list-style-type: none"> Drop/Add ends at 11:59pm on Monday, January 11th
Wednesday 1/14	Module 2: Learning about Learning Reading Recall Quiz #1 Lecture: Self-Regulated Learning Activity: Personal Goal-Setting	2.1 Setting & Reaching Goals in College Success textbook	<ul style="list-style-type: none"> Sign up for Instructor Meeting #1 through Campus Connect campaign email
Wednesday 1/21	Module 3: Time Management Lecture Recall Quiz #1 Lecture: Managing your time Activity: Weekly study schedule	None	<ul style="list-style-type: none"> DUE BEFORE CLASS on Canvas: Homework #1 – The Assignment Calendar Sign up for Instructor Meeting #1
Wednesday 1/28	Module 4: Planning your approach to learning Lecture Recall Quiz #2 Lecture: Study Cycle; Activity: Developing a plan	None	
Wednesday 2/4	Module 5: Active Reading Reading Recall Quiz #2 Lecture: Reading actively Activity: SQ3R & Bookend Method for Textbooks	3.2 It's Critical & 5.2 How Do You Read to Learn? in College Success textbook	<ul style="list-style-type: none">
Wednesday 2/11	Module 6: Note Taking Reading Recall Quiz #3 Lecture: Note Taking styles Activity: Note Making	4.4 Got Notes? in College Success textbook	<ul style="list-style-type: none"> All first meetings completed by 2/12
Wednesday 2/18	Module 7: Memory and Retention Strategies Lecture Recall Quiz #3 Lecture: Using graphic organizers and other strategies to retain information Activity: exploring graphic organizers	None	<ul style="list-style-type: none"> Sign up for Instructor Meeting #2 7th Week Drop Deadline this Friday, February 19th
Wednesday 2/25	Module 8: Comprehension of Course Material Reading Recall Quiz #4	3.1 Types of Thinking	

	<p>Lecture: Knowledge building through extracting information and constructing meaning</p> <p>Activity: Building a Study Plan</p>	<i>in College Success textbook</i>	
Wednesday 3/4	<p>Module 9: Test Preparation</p> <p>Reading Recall Quiz #5</p> <p>Lecture: DETER; Test question strategies</p> <p>Activity: Study Plan Edits</p>	<i>6.2 Studying to Learn (Not Just for Tests)</i> <i>in College Success textbook</i>	<ul style="list-style-type: none"> • DUE BEFORE CLASS on Canvas: Draft of HW#2
Wednesday 3/11	<p>Module 10: Grades and Feedback</p> <p>Lecture Recall Quiz #4</p> <p>Lecture: Grading Scale, Dean's and President's List's Instructor Feedback</p> <p>Activity: Calculating GPA</p>	None	<ul style="list-style-type: none"> • DUE BEFORE CLASS on Canvas: Homework #2
Wednesday 3/18	<p>Module 11: Motivation and Evaluation of Performance</p> <p>Lecture Recall Quiz #5</p> <p>Lecture: Staying motivated</p> <p>Activity: Ways to improve motivation</p>	None	
Wednesday 3/25	<p>Module 12: Course Review and Moving Forward</p>	None	<ul style="list-style-type: none"> • All second meetings completed by Friday, 3/26 • Complete SPCI Evaluations online