

SLS1510

Preparing for Student Success

Miami Dade College, Homestead Campus

SLS Course Competencies

- This three-credit course is designed to assist students in the development and achievement of their academic, vocational and personal goals.
- The course objectives are organized into three units:
- I: Foundations for Success
- II: The Learning Environment
- III. Planning for Academic and Vocational Success

- *Reference number 581498*
- *Meets on Mon.-Wed.-Fri.*
- *Time 9:00am-9:50am room G204*
- *Professor Jessyca Perez, M.S.*
- *Phone 305-237-5231*
- *EMAIL: JPerez11@mdc.edu*
- *Office Hours: TBD*
- *<http://faculty.mdc.edu/jperez11/>*



Learning Outcomes

- **Communication:** develop effective reading, writing, speaking, listening, and nonverbal communication skills.
- **Interpersonal:** develop effective leadership, teamwork, relationship management, conflict resolution, and workplace skills.
- **Personal:** develop an ability to understand and manage self, adapt to change, enhance wellness, and learn effectively, as well as a framework for aesthetic responsiveness.
- **Thinking and Problem Solving:** develop the skills necessary for analysis, synthesis, evaluation, decision-making, critical and creative thinking, and the creative process.
- **Digital Technology:** develop computer and Internet skills and the ability to retrieve, manage, and evaluate digital information.

Book & Materials

- *FOCUS on College Success*, Second Edition, Staley ISBN:978-0-495-80335-5
- *You must bring your textbook to every class; we will work out of the textbook.*
- Three-ring binder, dividers, access to a computer and internet for your Career Portfolio

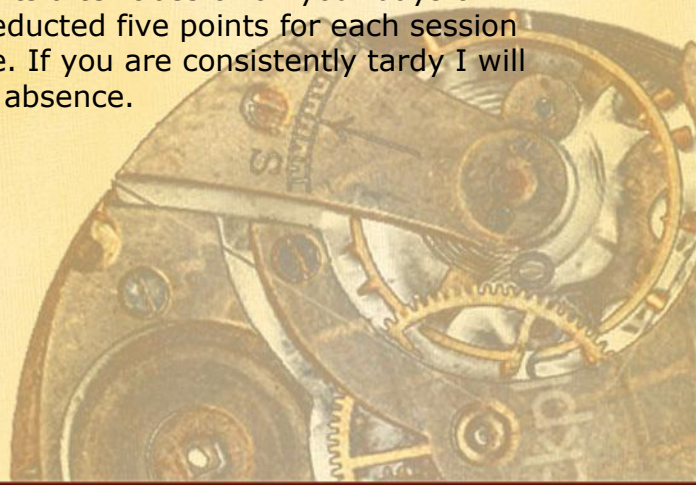
Prerequisites

- There are no prerequisites for this course, however it is strongly advised that students have completed and passed REA0003 and ENC0020 to ensure success.

Attendance Policies

- Attendance is part of the grading system of this course. Attendance is mandatory and will be taken first thing in the morning and after break. In the event of an absence, it is up to the student to contact the instructor to inform about the absence prior to the absence. You are allowed two excused absences. After two absences you will be **deducted 10 points** for each absence thereafter and therefore will significantly reduce your grade in this course. **Also, after three consecutive absences and no contact from you, I will drop you from the course and you will have to retake and pay for the course again. Your absence is only excused if you contacted me to let me know you were out. If you do not contact me by email, it is automatically unexcused. It is your responsibility to contact me.**
- **Tardiness** can be very disruptive to the instructor and the students once class has begun. Students will have points deducted for tardiness and for leaving early without the consent of the instructor. In the event that you must leave early, please inform the instructor. Please schedule your appointments after class or on your days off. If you arrive late and/or leave early you will be deducted five points for each session missed and therefore will affect your final grade. If you are consistently tardy I will ask you not to come in and I will count it as an absence.

Course Dates
Fall 2010 (2010-1
16-week course)
August 23, 2010 - December
17, 2010



Items on the syllabus are subject to change at the teacher's discretion, please note any changes made on your syllabus.

Participation

Each student is expected to engage actively in the course. Each student should share their topics during class at appropriate times when the class is engaged in a guided discussion. Each student will respect the thoughts and idea of others. You will be given points for actively participating in this course.

Make-up work: You have assigned dates when to turn in your work and assigned dates for your quizzes, **there is no make-up work.**

Extra Credit

Extra credit will be offered throughout the term.

Students with Disabilities:

Miami Dade College seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the instructor and ACCESS services (305) 237-5000 to make arrangements for accommodations.

Classroom Etiquette

Please respect the classroom policies: no food, no drinks, and no cell phones while in class, no text-messaging, no lap-tops, no coming in late-no leaving early. These are simple rules, but they need to be followed. Please do not answer your phone in class or repeatedly leave class to answer your phone/send a text message.

Disruptions and Classroom Conduct

If you are a disruption, cell phone rings, text-message clicking, talking while others are speaking, sleeping in class, chewing gum loudly, walking late, and leaving early...*I will ask you to kindly leave the class and I will deduct points from your overall grade.* It is your responsibility to follow these guidelines and it is my responsibility to enforce a safe learning environment.

Withdrawal Policy

Please check your schedule for accurate dates. If you decide to stop coming to class, it is your responsibility as a student to go to advisement and withdraw from the course. If you need additional assistance with this matter, please see me personally during my office hours. Also, after three consecutive absences and no contact from you, I will drop you from the course and you will have to retake the course at a later date.

Academic Dishonesty

All students are expected to complete assignments in this course as their own work. Plagiarism is defined as to pass off the ideas or words of another as one's own without crediting the source. If the instructor suspects a student has violated the academic honesty guidelines, they will discuss the apparent violation with the student to provide them with an opportunity to explain the situation. If the instructor feels that Academic Dishonesty has occurred, they will report the matter to the Dean of Academic Affairs. Depending on the severity of the offense, the instructors may assign the responsible student a failing grade on the assignment/quiz/ exam or an overall course grade of an "F".

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Grades and Assignments

Home Learning Assignments, Exercises, Quizzes, & Activities: 30 points

There will be a variety of home learning assignments, exercises, and activities. Students must turn in their home learning assignment at the beginning of the class immediately following the date the home learning is assigned. It is expected that you accurately and fully complete all home learning to receive full credit. Inaccurate or partial fulfillment of work will result in the deduction of points for that assignment. Although reading assignments cannot be measured for accuracy or completeness, failure to do the assigned reading will affect your ability to participate in class, thus negatively impacting your class participation grade.

Career Portfolio: 40 points

This is a comprehensive portfolio that is collected one week prior to completing the course and it is a cumulative folder of you!!!! I will bring in plenty of examples for you to model after and you will need to follow directions as instructed. I will give you more details the first week of class.

Presentation: 15 points

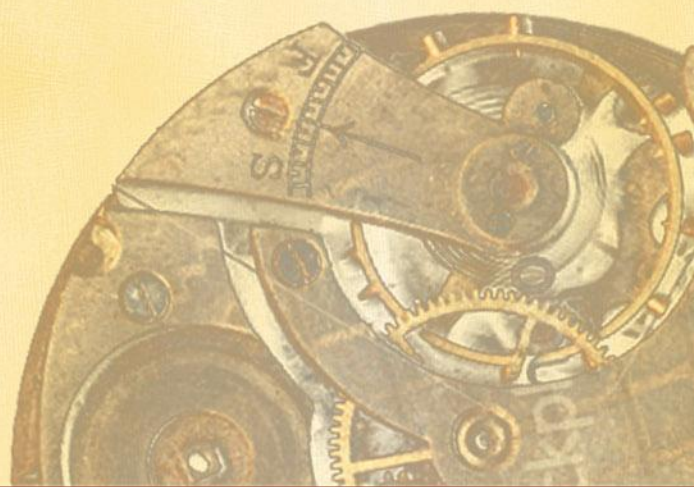
You will have to do a presentation in class; I will give more details throughout the term.

Attendance and Participation: 15 points

You are allowed two excused absences. After two absences you will be **deducted 5 points** for each absence thereafter and therefore will significantly reduce your grade in this course. **Also, after three consecutive absences and no contact from you, I will drop you from the course and you will have to retake and pay for the course again.**

Grading Scale

- A = 4 90-100 points
- B = 3 89-80 points
- C = 2 79-70 points
- D = 1 69-60 points
- F = 0 59 and below



Please read your syllabus carefully and note special deadlines on your calendar.