Instructor’s Name: Melissa Zucal

Office Phone: 813-253-7167

Office location: District Offices room 428

Email Address: Within the learning management system, Online@HCC
Please only use my HCC email address (mzucal@hccfl.edu) if you cannot access the course email within the HCC learning management system, Online@HCC. This helps me to stay organized and leads to better response times to your questions.

Office Hours:

Tuesday: Noon – 1pm
Thursday: Noon – 1pm

Using the Who’s Online tool within the Online@HCC environment

Other meeting times available by appointment.

Outside of the posted office hours I ask that you make an appointment 48 hours in advance because my full-time position, Online@HCC Administrator & Distance Learning Manager, requires me to travel between campuses. I may not be available to you even if I am in my office because of other commitments. I would rather be focused only on you and your questions. For these reasons making an appointment will be required. We can also make an appointment to conference by phone as well, if that is more convenient for you. I do not want to discourage you from contacting me; just be aware that you will need to plan ahead.

Communications Policy: The instructor will respond to voice mail and emails within two business days.

Course Description: This course is designed to provide an opportunity to learn and adapt methods necessary to achieve success in college. Topics will include study techniques, communication skills, time management/planning, critical thinking, diversity issues,
community and campus resources, and managing personal and relationship issues affecting many college students. The focus will be on the practical application of each topic.

**Prerequisites:** The desire to learn skills proven to lead to success in college.

**Instructional Objectives:**
Upon completion of this course you will be able to:

1. Discuss how a student is responsible for his/her experience in college and describe ways that he/she can create a successful and rewarding journey through college.

2. Describe and use communication skills that are accurate in sending and receiving information, facilitate effective listening, and useful in personal and professional interactions with others.

3. Examine and prepare for the personal issues that face a college student including managing and budgeting time and money, recognizing abusive situations, and relating to people with a positive and constructive approach.

4. Use resources available at the college and in the community that are helpful in meeting the issues listed above. Topics will also include library research, course changes, employment/career development, financial aid, independent study, diversity, and other social issues.

5. Describe and discuss different procedures for planning, monitoring, and managing time.

6. Discuss various procedures for focusing attention on the tasks at hand (i.e. reading, listening, taking notes, word processing, and test taking).

7. List guidelines for creating an effective plan that contributes to success.

**Course Calendar & Location:** This course meets online beginning **5/21/2010** and ending **7/23/2010** except for College holidays. This class is conducted online using the Hillsborough Community College learning management system, Online@HCC.

To log into Online@HCC please go to [https://hcconline.blackboard.com](https://hcconline.blackboard.com) and follow the log in instructions on the screen. **You will not be able to login until the start date of the class.**

**Last day to withdraw and receive a refund:** 5/24/2010
**Last day to withdraw and receive a ‘W’ grade:** 6/28/2010

**REQUEST FOR ACCOMMODATION:**

Any student whose disability falls within the American Disabilities Act (ADA) and requires accommodations should contact the Office of Services for Students with Disabilities. The Brandon office is located in the Student Service Building Room 109 (BSSB 109).
The best way to ensure expedient accommodations in this course is to deliver your accommodation memo to the instructor within the first two weeks of the course. This document may be scanned and emailed to the instructor though the course email or at mzucal@hccfl.edu or to place the letter of accommodation in the instructor’s on campus mailbox. The document may also be faxed to the instructor as well. Please contact the instructor for the fax number.

For more information please see the Office of Services for Students with Disabilities web site at: http://www.hccfl.edu/ssem/student-services/disability-services-.aspx

Implementation of Objectives:

1. Text and Reference Materials
   (a) Effective College Learning by Sherrie Nist and Jodi Patrick Holschuh

2. Method of Presentation
   (a) Classroom activities, participation, and PowerPoint Lectures, online
   Exercises, Individual and Group Discussion
   (b) Online Assignments/Activities, Quizzes, Project, and Final Exam.

Evaluation Criteria:
All due dates for the assignments can be found in the assignment schedule posted on the course home page. All work, unless otherwise indicated, is to be completed individually. Check the Course Schedule document for due dates. All assignments and exercises are to be submitted electronically through the Assignments tool in Online@HCC.

**Exercises/Assignments** – Complete the exercises within established time. There is a combination of 20 exercises to complete over the duration of the course. Each is worth 20 points for a total of 400 points. Exercise responses should be thoughtful and thorough. All written work should be completed with proper grammar, punctuation, and spelling. All exercises will be submitted online through the Assignments tool.

**Discussions** – 200 points. The purpose of the discussions is to have an interactive online discussion with your peers about specific topics or readings. Your instructor will post the initial discussion instructions and question(s). You will respond to messages your peers and/or instructor post in the discussion area. You should have at least three (3) postings per discussion. This includes your initial posting and two (2) responses to others. Proper grammar, sentence structure, and spelling count as part of the discussion board assignments. Remember “text-messaging writing” is not acceptable. Be thorough in your postings and replies (at least 3-4 sentences) to earn proper credit. **Missed discussion board assignments cannot be made up.** The discussion boards are only available during the assignment timeframe. There are 10 discussion topics and each is worth 20 points for a total of 200 points.
Quizzes – 10 quizzes are required. The quiz material relates directly to the textbook information, in class discussions, and lectures. Quizzes total a maximum of 200 points. Ten of the quizzes are worth 20 points. You are required to take the quiz during the time it is offered. Make up quizzes will not be offered.

Each quiz will be administered using the Online@HCC learning management system or in class. You should make sure that you read and understand the quiz instructions before beginning. Each quiz is timed; be sure to allow ample time to complete the quiz. You will not be able to submit your quiz answers once the time has expired.

In the event of an interruption of Internet service or an issue of other technical difficulties during the completion of an online quiz, you must contact the instructor immediately by email or phone. Quizzes will only be reset under these conditions. Please be aware that repeat technical issues may require you seek out a more reliable computer or Internet connectivity.

Each student is to complete the required quizzes without the assistance of another individual(s). A student, who permits another student to complete a quiz or has assistance from another student or non-student person, will receive a failing grade for the course. Please be aware that all IP addresses can be monitored through the learning management system and that all quizzes are date and time stamped. Additionally, your mouse clicks and time spent on an item are tracked in the learning management system.

Project – You will develop an educational learning plan, called “My Education Plan”. Guidelines are outlined in the final project learning module. The final project is worth 100 points. An alternate final project is to create a resume and a cover letter. You must complete this project in order to pass this class.

Final Exam – The Final Exam is worth 100 points and covers the entire semester and the final chapter covered. You must take the final to pass this class.

The Grading Scale is as follows:

A = 1000-900 B = 800-899 C = 700-799 D = 600-699 F = 0-599

Grades for in-class participation, course assignments, exercises, quizzes, projects, final exam will be posted in the learning management system, Online@HCC.

Extra Credit – Several extra credit opportunities are available. Some of these opportunities include the syllabus quiz, Introduction discussion, and student information sheet. Please know that most college level courses do not extend extra credit opportunities to students. They are extended to my SLS 1501 students because of the nature of this course.

Class Expectations

a. You are expected to participate in class discussions. Knowledge only becomes yours when you reflect and verbalize it in your way.
b. You must complete the My Education Plan or Resume/Cover letter project and the final exam to pass this class regardless of your grade otherwise.

c. You are expected to sign in to the course homepage in Online@HCC at least four times a week.

d. You are expected to check your mail and reply to your Online@HCC mail through the mail tool within the course. The mail tool is an integral and the primary method of communication between you and the instructor for this course. You are expected to check and use the Mail tool through Online@HCC.

e. You are responsible for reading all posted discussion postings, announcements and mail messages in Online@HCC as the instructor may post important information using these tools.

f. Course work is expected to be submitted electronically through the Online@HCC Assignments tool.

g. Assignments must be completed by the due date listed in the assignment schedule and learning management system to receive full credit.

This course is designed to prepare you to be successful in college. Allowing you to procrastinate and turn in late assignments defeats this purpose. Projects and assignments must be completed using Microsoft Word and/or saved as a .doc, .docx, or .rtf file unless otherwise instructed. If you do not have Microsoft Word available to you, please utilize Word Pad, or Open Office (http://www.openoffice.org) and save the file in Word or Microsoft Office format. All open labs on campus have Microsoft Office installed. You are encouraged to use these resources.

Online Classroom Policies

The instructor reserves the right to deny your access to the online classroom for not following these classroom policies.

1. You are expected to conduct yourself in a mature, courteous and mutually respectful manner.
2. Disruptive and rude behavior will not be tolerated. Respect for peers, instructors, and College staff must be observed at all times.
3. You are expected to follow the Student Code of Conduct and the guidelines set forth in the College’s Acceptable Use Policy.
4. Students are responsible for the material presented online made available through Online@HCC.

Microsoft Office Purchase

As a student of Hillsborough Community College you can purchase a full version of Microsoft Office for a reduced price. You will be required to place your order through this site: http://hccfl.onthehub.com. You will need to pay for your purchase with a credit card. You will also need to authenticate yourself as a HCC student by using your HawkNet email address.

Open Office FREE Office suite

http://why.openoffice.org/index.html
http://www.openoffice.org/

OpenOffice.org 3 is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an international open standard format and can also read and write files from other common office software packages. It can be downloaded and used completely free of charge for any purpose.

ACADEMIC DISHONESTY

Submitting another student's work/assignment(s) as yours is unacceptable and a violation of the Student Code of Conduct. Such incidents may be referred to the Dean of Student Services for disciplinary action.

Any student who submits an assignment from another current or past student will receive a grade of "F" for the course. In cases where the student submits the work of a currently enrolled student, that student will also receive a grade of "F" for the course. To avoid this be sure to secure your files and do not share your work with others.

PLAGIARISM

As this is an academic environment, the act of plagiarism will not be tolerated. Follow these simple guidelines:

1. If you use content from a web site in an assignment, include the citation/source for the content by citing and including the web address.
2. The act of copying/cutting and pasting web-based text or any other electronic based media without appropriate citation will be an act of plagiarism.
3. Any acts of plagiarism will result in a grade of zero for the assignment.
4. A second offense of plagiarism during the course will result in a grade of "F" for the entire course and may be referred to the Dean of Student Services for disciplinary action.

ACADEMIC/EDUCATIONAL RESOURCES

Please be aware that as a student at Hillsborough Community College you have many academic resources available to you. Below are few that you may find useful as you progress through this course.

Academic Dean: Dean Ellen Cangi, Dean of Academic Affairs
Academic Dean Contact Information: ecaqngi@hccfl.edu; 813-253-7995
Student Services Dean: Dean Joe Bentrovato, Dean of Student Services
Student Services Dean Contact Information: jbentrovato@hccfl.edu; 813-253-7880

Brandon Academic Success Center

The mission of the ASC is to help students achieve a successful college experience. The Academic Success Center will assist students in becoming independent learners who actively
participate in their college career. The ASC will provide the necessary resources and academic services to students that will enhance their academic achievement.

Location: BACA 207 Telephone: 259-6598
Web Link:  http://www.hccfl.edu/br/studentservices/asc/

**HCC Brandon LIBRARY**  
Phone:  (813) 253-7803
Web Link:  http://www.hccfl.edu/library/blrc/

**COLLEGE HELPDESK**

The IT Help Desk will provide information, technology assistance and support for systems and limited software applications to ensure that students, faculty and staff can use the technology efficiently and effectively.

The HCC Help Desk resets passwords for wireless access, HawkNet WebAdvisor, HawkNet Campus Cruiser (which includes your HCC Hawkmail email account).

The HCC Help Desk Does not provide assistance with Online@HCC. Online@HCC support information is located below.

You can contact the Help Desk dial:

**HELP(4357) - On Campus**  
**253-7000 ext. 4357 - Off Campus**

**SmarThinking**

SmarThinking is a 24/7 online tutoring service to students at Hillsborough Community College providing online tutoring and increased access to quality learning tools. Students at the College only have a limited amount of time afforded to them through this service, so please use it judiciously. To login to SmarThinking go to:  
http://smarthinking.hccfl.edu . You will use your HawkNet user id and password to access the tutoring.

**Help with Online@HCC:**

Technical support for Online@HCC is available 24/7 through Online@HCC Support. You can reach our representatives by dialing toll-free 1-866-523-9959, accessing the searchable Knowledge Base at:

http://d2.parature.com/ics/support/default.asp?deptID=8136 ,

or utilizing the Live Chat feature available from the home page of the Online@HCC Knowledge Base. If you have questions about the course assignments or other questions regarding the course content you need to contact your instructor.

**Any adjustments to the syllabus, assignments, or due dates will be shared with the class in advance.**