Instructor’s Name: Melissa Zucal
Office Phone: 813-259-6531
Office location: Brandon Campus BADM 208
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 time to your questions.

Office Hours:
Monday: 7:30 am – 8:00 am
Wednesday: 7:00 pm – 7:30 pm
Saturday: 1:00 pm – 1:30 pm

All posted office hours will be conducted online through the Who’s Online Chat tool.

Outside of the posted office hours I ask that you make an appointment 48 hours in advance because my full-time position, 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:** This course meets online beginning **09/05/2008** and ending **12/11/2008** except for College holidays. This class is conducted entirely on the Web through the Hillsborough Community College learning management system, Online@HCC. To log into Online@HCC please go to 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:** **09/11/2008**

**Last day to withdraw and receive a ‘W’ grade:** **11/03/2008**

**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 Dale Mabry office is located in the Student Service Building Room 204 (DSTU 204). You may also reach the office by phone at (813) 259-6035 or (813) 253-7035 {TTD}. Requests for accommodations must be submitted to the instructor within the first two weeks of the beginning of the course.

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. The document may also be faxed to the instructor as well. Please contact the instructor for the fax number.
Implementation of Objectives:

1. Text and Reference Materials
   (a) Becoming a Master Student, 12th Edition Concise by David B. Ellis.

2. Method of Presentation
   (a) Online Activities and PowerPoint Lectures
   (b) Exercises, Individual and Group Discussion
   (c) Online Class Assignments/Activities, Quizzes, Final 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.

1. **Journal Entries and Exercises** – Complete the journal entries and exercises within established time. There is a combination of 18 journal entries and exercises to complete over the duration of the course. Each is worth 10 points for a total of 180 points. Journal entries should be thoughtful and thorough. All written work should be completed with proper grammar, punctuation, and spelling.

2. **Assignments** – Six assignments are required and must be completed within the established time. They include: 1 Discovery Wheel, 1 Learning Styles Inventory, 1 Time Monitor, 1 Goal Setting (SMART Goals), 1 Career & Resume Project, and 1 Money Management assessment. The due dates for the assignments are outlined in the assignments schedule. Each is worth 50 points for a maximum of 300 points.

3. **Discussion Boards** – 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 30 points for a total of 300 points.

4. **Quizzes** – Six quizzes are required. The quiz material relates directly to the textbook information. Each is worth 20 points for a maximum of 120 points. You are required to take the quiz during the time it is offered. **Make up quizzes will not be offered.**

5. **Final 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.
6. **Final Exam** – The Final Exam is worth 100 points.

7. **Online class attendance and participation is expected.**
   a. You are expected to sign in to the course homepage at least three times a week.
   b. You are expected to check your email and reply to your Online@HCC email.
   c. If you do not sign in to the course homepage you may be withdrawn from the course.
   d. You are responsible for reading all posted discussion postings as the instructor may post important information on the discussion board.

8. **Assignments will not be accepted past the due date.** Assignments must be completed by the due date listed in the assignment schedule and learning management system. **No late assignments will be accepted.** This course is designed to prepare you to be successful in college. Allowing you to procrastinate and turn in late assignments defeats this purpose. Extra credit assignments will be available throughout the semester. 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).

   **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.

9. **The Grading Scale is as follows:**
   
   A = 1000-1100  
   B = 900-999  
   C = 800-899  
   D = 700-799  
   F = 0-699

10. **Extra Credit** – Several extra credit opportunities are available in the Extra Credit Learning Module. Some of these opportunities include the syllabus quiz, practice quiz, practice discussion, and student information sheet. Other opportunities may include extra journal entries or exercises.

   **Class Expectations:**

   Email is an integral and the primary method of communication between you and the instructor for this course. You are expected to check and use your email through Online@HCC.

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

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

ACADEMIC DISHONESTY

Submitting another student's work/assignment(s) for 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.

Quizzes

Each quiz will be administered using the Online@HCC learning management system. 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 interruption of Internet service or an issue of other technical difficulties you must contact the instructor immediately by email. 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. 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.

PLAGIARISM

As this an academic environment, the act of plagiarism will not be tolerated. Follow the 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 Alan Witt, Dean of Academic Affairs  
**Academic Dean Contact Information:** awitt3@hccfl.edu  
**Student Services Dean:** Dean Steve Stancil, Dean of Student Services  
**Student Services Dean Contact Information:** sstancil@hccfl.edu; 813-672-5186

**SouthShore Academic Advising**  
**Academic Advisor:** Maria Torres: 813-672-5190 or mtorres@hccfl.edu  
**Counseling:** Vicki Schnurr: 813.253.7000 ex 5738 or vschnurr@hccfl.edu

**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/](http://www.hccfl.edu/br/studentservices/asc/)

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

**COLLEGE HELPDESK**  
**Phone:** 813.253.7000 ext. 4357

**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](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: [https://d2.parature.com/ics/support/default.asp?deptID=4487](https://d2.parature.com/ics/support/default.asp?deptID=4487),

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.*