# SLS1501: College Success

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| **Instructor** | Glenn Kepic |
| **Phone Number** | |
| **Email** | gkepic@advising.ufl.edu |
| **Office Hours** | By appointment - call 352-294-2205 to schedule either phone or zoom appointment |
| **Teaching Assistant** | none |
| **Credit Hours** | 3 |

For questions about course content, your grade, or other personal issues, use the Canvas mail tool. Expect a response within 1-2 business days.

You will have 16 weeks to complete from access to course.

## Course Information

SLS 1501 is a developmental course designed to assist students who may be having difficulty in their college level coursework or those who simply wish to improve their basic skills essential for college success. The course will begin with individual self-assessment followed by topics such as motivation, time management, active reading, memory, notetaking, and test-taking. Throughout the course, there will be an emphasis on the relationship between academic interests, skills, abilities, a major, and a career. Students will submit a cover letter and resume at the end of the course. Chapter quizzes are given for each chapter, but there is no final exam.

## Course Objectives

By the end of this course, you will be able to:

- Learn about your academic strengths and weaknesses, your preferred learning style, and your personality type.
- Understand the role that attitude, motivation, and integrity play in your daily life.
- Manage your time more effectively and efficiently.
- Become a better listener, reader, and note-taker.
- Improve your memory skills.
- Become a better test-taker, writer, and public speaker.
- Become a critical thinker and creative problem solver.
- Take care of your physical and emotional needs.
- Build diverse and healthy relationships.

- Get the most out of your community's resources.
- Develop habits that lead to success.
- Begin thinking about your career by developing a basic cover letter and resume.

# Course Requirements

## Required textbook

Sharon Ferrett, Peak Performance: Success in College and Beyond, 11th Edition. McGraw-Hill, 2021.

## Prerequisites

There are no prerequisites for this course.

## Minimum technology requirements

The University of Florida expects students entering an online program to acquire computer hardware and software appropriate to his or her degree program. Most computers are capable of meeting the following general requirements. A student's computer configuration should include:

- Webcam
- Microphone
- Broadband connection to the Internet and related equipment (Cable/DSL modem)
- Microsoft Office Suite installed (provided by the university)

Individual colleges may have additional requirements or recommendations, which students should review prior to the start of their program.

## Minimum technical skills

To complete your tasks in this course, you will need a basic understanding of how to operate a computer, and how to use word processing software.

## Materials/Supply Fees

There is no supply fee for this course.

## Zoom

Zoom is an easy to use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants.

You can find resources and help using Zoom at https://ufl.zoom.us.

# Course Policies

Requirements for make-up assignments, and other work in this course are consistent with university policies that can be found at [catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/](catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/)

As this is a Flexible Learning course, you are responsible for submitting all assignments by your course expiration date and are encouraged to be self-directed and take responsibility for your learning. You will need to complete a course planning schedule to assist you in creating a plan so that you do not find yourself in a situation where you must complete all your work in a short amount of time. Students who do this often receive poor grades or simply run out of time and do not complete the course.

## Dropping a Course

To drop a course, you need to email the Flexible Learning office at learn@dce.ufl.edu with a request to drop within 14 weeks of the date of enrollment. In addition to their own request by email, UF students must have advisor approval to drop a flexible learning course. An advisor can email learn@dce.ufl.edu with the student's name, the course that they want to drop, and confirmation of permission to do so. It is the student's responsibility to verify that all drop requests have been received by the Flexible Learning office within the allotted time. The course grade will appear as "W" on a UF transcript.
Students with disabilities who need to drop a course due to disability-related reasons are permitted to petition for additional drops. Find more information by contacting the Disability Resource Center.

## How to Request a UF Transcript

Students can view their grades on MyUFL by logging in with their Gatorlink login and by selecting Student Admin. To receive an official transcript, the student must complete a transcript request form through the Registrar. Please check your "unofficial transcript" first, before ordering your "official transcript", to make certain that your grade has been posted.

The University of Florida assures the confidentiality of all your educational records in accordance with State University System Rules, State Statutes, and the Family Educational Rights and Privacy Act. Grades are not given over the telephone.

# Grading Policy

I will generally try to have each assignment graded and posted within one week of completion of the entire module. Students are expected to complete the course in order, module by module. Once students complete an entire module, I will then grade all assignments in that module. It is recommended to try to complete one to two modules per week and not wait until the end of your 16 weeks to try to complete all modules.

## Course Grading Policy

| Assignment | Points |
|---|---|
| Each Quiz | 10 |
| Each Written Assignment | 10 |
| Each Discussion post (includes discussion post and response to another student's post) | 10 |
| Cover Letter | 10 |
| Resume | 10 |
| Extra Credit | 10 points added to your written assignment point total |

Although each assignment will be awarded up to the maximum points indicated above, all assignments in each group will be totaled and weighted according to the chart found in this syllabus to calculate the final grade. Keep your eyes and ears open for details on the extra credit assignment while completing this course.

## Grading Scale

| Percent | Grade | Grade Points |
|---|---|---|
| 93.0 – 100.0 | A | 4.00 |
| 90.0-92.9 | A- | 3.67 |
| 87.0-89.9 | B+ | 3.33 |
| 83.0-86.9 | B | 3.00 |
| 79.0-82.9 | B- | 2.67 |
| 75.0-78.9 | C+ | 2.33 |
| 72.0 – 74.9 | C | 2.00 |
| 69.0 – 71.9 | C- | 1.67 |

| | | |
|---|---|---|
| 66.0 – 68.9 | D+ | 1.33 |
| 63.0 – 65.9 | D | 1.00 |
| 60.0 – 61.9 | D- | 0.67 |
| 0 – 59.9 | E | 0.00 |

See the current UF grading policies for more information.

**Course Deadline and Extension Policy**

Students are allowed 16 weeks, from their date of enrollment, to complete and submit their coursework. If the student has not submitted at least 50% of their coursework and have an extenuating circumstance preventing them from submitting the coursework, a failing grade of "E", "E0" or "E1" will be issued and recorded to the UF Registrar. If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and have an extenuating circumstance that can be documented, the student may petition the instructor for a course extension before the course expires. Each course extension request will be administratively evaluated. Instructors are not required to allow extensions. If a student does receive an extension, an incomplete grade of an "I" will be assigned as an interim grade. When the course is completed, the instructor will initiate the change of grade. After that, the "I" grade will be changed to the student's final course grade on their transcript.

# UF Policies

**University Policy on Accommodating Students with Disabilities:**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter that must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

**University Policy on Academic Conduct:**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-

conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

## Netiquette and Communication Courtesy:

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats.

# Getting Help

## Technical Difficulties:

For issues with technical difficulties for Canvas, please contact the UF Help Desk at:

- http://helpdesk.ufl.edu
- (352) 392-HELP (4357)
- Walk-in: HUB 132

Any requests for make-ups due to technical issues should be accompanied by the ticket number received from the Help Desk when the problem was reported to them. The ticket number will document the time and date of the problem. You should e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

## Health and Wellness

- **U Matter, We Care**: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit umatter.ufl.edu to refer or report a concern and a team member will reach out to the student in distress.
- **Counseling and Wellness Center:** Visit counseling.ufl.edu or call 352-392-1575 for information on crisis services as well as non-crisis services.
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit shcc.ufl.edu.
- **University Police Department**: Visit police.ufl.edu or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; ufhealth.org/emergency-room-trauma-center.

# Academic and Student Support

- **Career Connections Center:** 352-392-1601. Career assistance and counseling services career.ufl.edu/.
- **Library Support:** Various ways to receive assistance with respect to using the libraries or finding resources. cms.uflib.ufl.edu/ask
- **Teaching Center:** 352-392-2010 General study skills and tutoring: teachingcenter.ufl.edu/

- **Writing Studio:** 352-846-1138. Help brainstorming, formatting, and writing papers: writing.ufl.edu/writing-studio/

## Course Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

## Tips for Success

Taking a course online can be a lot of fun! Here are some tips that will help you get the most of this course while taking full advantage of the online format:

- Schedule "class times" for yourself. It is important to do the coursework on time each week. You will receive a reduction in points for work that is turned in late!
- Read ALL of the material contained on this site. There is a lot of helpful information that can save you time and help you meet the objectives of the course.
- Print out the Course Schedule located in the Course Syllabus and check things off as you go.
- Take full advantage of the online discussion boards. Ask for help or clarification of the material if you need it.
- Do not wait to ask questions! Waiting to ask a question might cause you to miss a due date.
- Do your work well before the due dates. Sometimes things happen. If your computer goes down when you are trying to submit an assignment, you'll need time to troubleshoot the problem.
- To be extra safe, back up your work to an external hard drive, thumb drive or through a cloud service.

## Privacy and Accessibility Policies

For information about the privacy policies of the tools used in this course, see the links below:

- Instructure (Canvas)
  - Privacy Policy
  - Accessibility
- Sonic Foundry (Mediasite Streaming Video Player)
  - Privacy Policy
  - Accessibility

- Zoom
    - [Privacy Policy](#)
    - [Accessibility](#)

**Disability Accommodations:**

The Disability Resource Center in the Dean of Students Office provides students and faculty with information and support regarding accommodations for students with disabilities.  Staff at the Disability Resource Center will assist any student who registers as having a disability. Official documentation of a disability is required to determine eligibility for appropriate accommodations. The professional employees at the Disability Resource Center serve as full-time advocates for students with disabilities ensuring students have physical and programmatic access to all college programs. One of the services provided by the Disability Resource Center includes:

- Testing Accommodations:
    [disability.ufl.edu/students/accommodated-testing-request](http://disability.ufl.edu/students/accommodated-testing-request)

Students with disabilities who need to drop a course due to disability-related reasons are permitted to petition for additional drops. Find more information by contacting the [Disability Resource Center (DRC).](#)

**The Flexible Learning Office needs to be notified of any special accommodations required by the student when they begin their course by emailing the Accommodations Letter to [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu).**

**Course Deadline and Extension Policy:**

Students are allowed *16 weeks, from their date of enrollment,* to complete and submit their coursework. If the student has not submitted at least 50% of their coursework and have an extenuating circumstance preventing them from submitting the coursework, a failing grade of "E", "E0" or "E1" will be issued and recorded to the UF Registrar.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and have an extenuating circumstance, the student may petition the instructor for a course extension before the course expires. Each course extension request will be administratively evaluated. Instructors are not required to allow extensions. If a student does receive an extension, an incomplete grade of an "I" will be assigned as an interim grade. When the course is

completed, the instructor will initiate the change of grade. After that, the "I" grade will be changed to the student's final course grade on their transcript.

## Course Cancels and Course Drops:

### A Course Cancel:

A tuition refund may be granted after a student submits a written request within 30 days of enrollment to the Flexible Learning Office. This request must be in writing by learn@dce.ufl.edu. Refunds will be the amount of tuition, less $25.00 per course.  If a credit card was used, the refund will be credited a back to the card.  At the time of cancel, a refund can be issued for course materials. **No refunds are granted after 30 days.**

### Course Drop:

**Dropping a course**: To drop a course, you need to email the Flexible Learning office at learn@dce.ufl.edu with a request to drop within 14 weeks of the date of enrollment. In addition to their own request by email, *UF* students must have advisor approval to drop a flexible learning course. An advisor can email learn@dce.ufl.edu with the student's name, the course that they want to drop, and confirmation of permission to do so. It is the student's responsibility to verify that all drop requests have been received by the Flexible Learning office within the allotted time. The course grade will appear as "W" on a UF transcript

### Full Term Withdrawals:

All full-term withdrawals must follow University of Florida policies/ procedures. An approved withdrawal form must be submitted to the Dean of Student Affairs.  for review and final approval. Students must also notify the Flexible Learning of this request by learn@dce.ufl.edu.

**It is the responsibility of the student to notify Flexible Learning of their approved medical or retroactive withdrawal so the students' record is updated. Email to our office a copy of the approval.**

### Medical Withdrawals:

Here is the link to start the Medical Withdrawal Process.

### Retroactive Withdrawals:

UF Flexible Learning

[Here is the link for retroactive withdrawal information.](#)

**UF Official Transcripts:**

Flexible Learning *advises* that you review your "unofficial transcript" first to ensure your grade(s) is/are posted, prior to ordering the "official transcript".

Two ways to order a transcript:

1. [Order UF Official Transcripts here](#)

2. If you are unable to order your official transcript online, please contact the [UF Office of the University Registrar.](#) In addition, on more information on mailing in a transcript request form by remitting a check or money order.

3. The Registrar's Office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. and their phone number is 352-392-1374.  Persons with hearing impairments can call FRS # 1-800-955-8771 (TDD).

**UF Flexible Learning Contact Information:**


Email:      [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu)
Phone:     (352) 294-6300
Website:   [UF Flexible Learning](#)


**Office Hours:**
Monday-Friday, except Holidays
8:00am-5:00pm EST