



# New Student Experience

Purpose | Plan | Pathway | Preparation | Personal Connection | Place

**Professor:** Terry Rafter Carles

**Office:** Bldg 4 – 121

**Email:** Blackboard messages

Secondary email: [traftercarles@mail.valenciacollege.edu](mailto:traftercarles@mail.valenciacollege.edu)

**Phone:** 407-582-2637

Spring 2016 | 3 credit hours

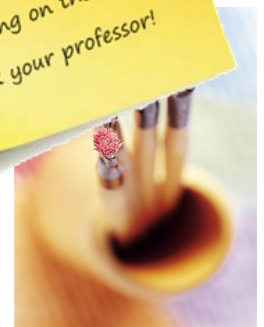
## Course Overview:

Students will choose a major and articulate a pathway to complete their academic and career goals. Major topics include: defining your purpose, demonstrating awareness of college support systems, communicating effectively, and navigating college sources, applying college success skills, designing an education plan and creating a financial plan.

## Major Learning Outcomes:

- Students will create a personal purpose statement that outlines and articulates their values, goals, interests, and strengths in relation to their educational and career aspirations.
- Students will choose an academic program aligned with their educational/career goals, interests, strengths, and values.
- Students will design an education plan that include goals for learning and a financial plan.
- Students will apply college success skills.
- Students will demonstrate effective communication skills with diverse groups.
- Students will demonstrate awareness of college support systems

*Student Success  
Tip!*  
If you don't understand  
something on the syllabus  
ask your professor!



## Questions to Answer

What are my Professor's Office Hours?

How can I contact my professor?

What books and materials will I need?

What will I be learning in this course?

What are some of the important college policies?

What are my professor's classroom policies?

What if I'm absent?

When are assignments due?

When is Withdrawal Deadline and why does it matter?

What is MLA format?

Are there mandatory assignments? What are they?

When is my final exam?

## Office Hours:

M/W: 7:30am—8:15a; 11:30am – 1:30pm  
T/R: 7:30am – 8:15am; 11:30am - 12:30pm  
F: 10:00am – 11:00am

## Required Materials:

All materials will be needed by the beginning of the 2<sup>nd</sup> week of class.

*New Student Experience Handbook* (Was given out at New Student Orientation.)

*StrengthsQuest*, Donald O. Clifton and Edward Anderson, 2<sup>nd</sup> Edition - An electronic copy of the book is available for free if you purchase the one-time-use code at the company [website](#). If you wish to purchase a traditional book, they are available in the College Bookstore (ISBN-13: 978-1595620118).

**Do not buy USED!**

Access to Blackboard, Atlas and Internet.

## Core Competencies of a Valencia Graduate

Valencia's Student Core Competencies are complex abilities that are essential to lifelong success. This course will help you develop and demonstrate the abilities to:

- (1) think clearly, critically, and creatively;
- (2) communicate with others verbally and in written form;
- (3) make reasoned value judgments and responsible commitments; and
- (4) act purposefully, reflectively, and responsibly.

## General Policies

## Drop/Refund (11:59pm)

Until the first day of classes, registration and schedule changes are made through Atlas. Once classes begin, you may continue to use Atlas to drop a course until the Drop/Refund Deadline or to add a course that has not met. The [drop/refund deadline](#) is January 19, 2016 at 11:59pm.

## "No Show" Status

Class attendance is *required* beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a "no show." Students who are not actively participating in an online class and/or do not submit the first assignment by the scheduled due date must be withdrawn by the instructor at the end of the first week as a "no show." If you are withdrawn as a "no show," you will be financially responsible for the class and a final grade of "WN" will appear on your transcript for the course. [No-Show reporting period](#) is January 20 – 29, 2016

## Attendance

Because so much of the learning is cumulative, interactive and participatory, attendance is a must! Attendance is required. Please be on time to class. Students who persist on being tardy or leaving early will be dealt with on an individual basis. It is important for you to complete all assignments and remain in class for the entire time unless prior permission has been given by the instructor to leave early. **THREE** (3) absences, without adequate excuse, will result in withdrawal from the course without notice from the instructor.

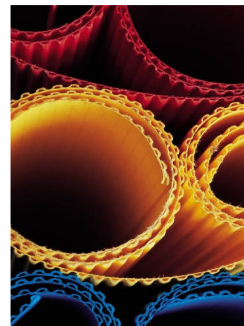
You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors that promote success in college.

You are expected to know the professor's specific attendance policy as stated in this syllabus. In the event of absence from a classroom or the inability to participate in an online or hybrid course, you should contact your professor as soon as possible to indicate the reason. Remember make-up work is not an option if you miss a class and an in-class assignment is completed

Good to Know







### Things I wish you knew before coming to college.

1. *Stay one step ahead!* Procrastinating on completing assignments until the night before can lead to pulling all-nighters, high stress and low grades.

### Good to know!

3. *Get to know your professors!* Don't get lost in the crowd. Introduce yourself, visit them during office hours, ask questions, etc.
4. *Manage your finances.* Look into scholarships... somebody has to get that money.
5. *Find your interests and follow those.* Choose a degree that YOU will be happy with.
6. *Be prepared for a rollercoaster ride.* College will test your will power... stay strong!

### General Policies, cont.

#### Withdrawal (11:59pm)

The withdrawal deadline for receiving a non-punitive grade of "W" is **April 1, 2016**, by 11:59pm. During a first or second attempt in the same course at Valencia, if you withdraw prior to Withdrawal Deadline or are withdrawn by the professor, you will receive a grade of W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course and may have an impact on your financial aid eligibility.

Additionally, withdrawing from NSE may have an impact on your eligibility to stay enrolled in your other courses. It would be WISE to check with your professor and the Answer Center PRIOR to withdrawing.

#### After the Withdrawal Deadline:

A student is **not** permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for **violation** of the class attendance policy in which case you will receive a grade of W. (Please note that a professor does NOT have to withdraw you. They may let you sit on their roster until Final Exam. At that point you will earn an "F".) I am not in the habit of withdrawing my students for violating my attendance policy. I will let you earn a grade!

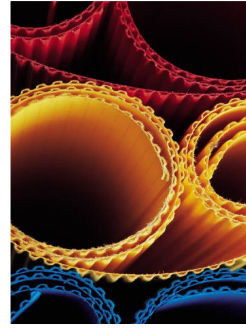
#### Before you withdraw from a course, you should be aware that course withdrawals:

- Will increase the cost of your total education
- May affect your financial aid status
- May affect your transfer grade point average
- May result in your having to pay the full cost of instruction fee to retake the course
- May affect your anticipated graduation date
- May result in your being denied access to limited access programs
- May affect your eligibility for the Honors Program
- May affect your immigration status if you are attending Valencia on a nonimmigrant visa
- Will result in your required repayment of course fees paid by a Bright Futures scholarship.

College Policy: [6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#)

#### Student Code of Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning but it is concerned with the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia's rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the



## General Policies, cont.

Student Code of Conduct in the current Valencia Student Handbook.

You are expected to do all of your own work, including on all tests. Giving or receiving information concerning exam content is considered cheating. In NO instance will cheating of any type be tolerated. All work must be your own; any student involved in cheating or [plagiarism](#) (including the use of another student's work) may receive a grade of "F" on a specific assignment, examination, or project, or may be assigned a grade of "F" for the course. The instructor reserves the right to determine penalties within Valencia College's academic honesty policies.

In addition, please follow college policy relating to children on campus. Please make arrangements for childcare outside the classroom.

College Policy: 6Hx28:8-03 [Student Code of Conduct](#)

### Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for [Students with Disabilities](#) (OSD) and discuss specific needs with their professor, preferably during the first two weeks of class. The Office with Student Disabilities is located in building 5, room 216.

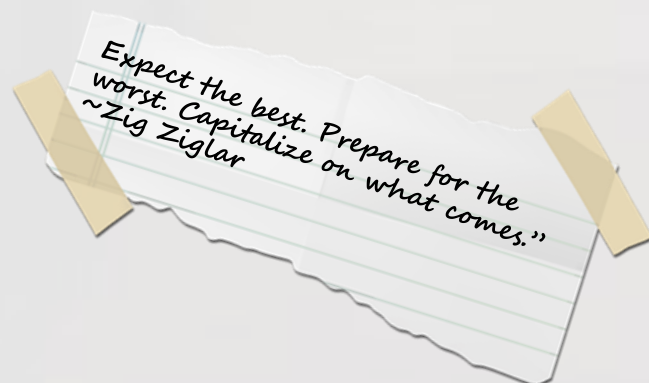
### FERPA

**The Family Educational Rights and Privacy Act** of 1974 is a federal law regarding privacy of student records. These rights are transferred to students when he or she reaches the age of eighteen or attends a school beyond the high school level at any age. Due to confidentiality and this law, grades and course progress can only be discussed with the student.

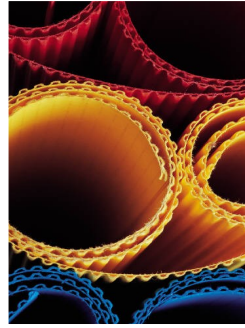
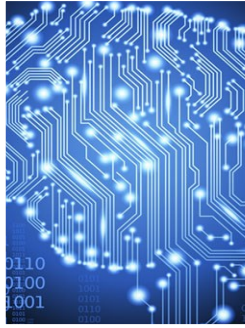
Additional details can be found in the [college catalog](#).

### BayCare

Valencia College is interested in making sure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.







### Important Dates

January 11th

- Classes begin

January 18th

- College closed  
(no class)

February 12

- Credit classes do not meet

March 7 - 13

- Spring Break

May 8

- Credit classes do not meet

April 25 - May 1

- Final Exam Week

Making excuses takes the same amount of time as.....

.... making progress!!

## Course Policies

### Class Participation

You should attend all classes, study sessions, participate in class, ask relevant questions, turn in assignments when they are due, and ask for help when needed from an instructor, tutor, or another student. You should consider being a student as a full-time job.

### Tardiness/Talking

Tardiness/Talking is considered rude and is unacceptable. Although questions during class are always accepted as long as they are relevant to the lecture or activity. Persistent disruption (including ringing/vibrating cell phones) will be cause for removal from the classroom.

### Electronic Devices

Electronic devices (Phones, tablets, etc.) should be used in class for educational purposes not texting, posting to Facebook, etc. Please remember to turn your ringer off as so not to disturb your peers. If you have an emergency situation that may require you to leave the classroom to take a phone call, please notify your instructor at the beginning of class.

### Technology

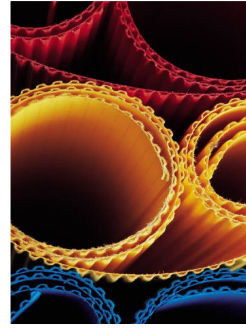
**Technology problems** are no excuse for late assignments (for example: "My printer broke...ran out of ink...internet went down, etc.). There are computer labs on campus or you may post/email your assignments before due date and time! Additionally, cloud based Word/Excel/PowerPoint are available through your Atlas account's OneDrive. All electronically submitted assignments must be in one of the following file formats: .doc, .docx, PDF, .rtf, or .jpg (if submitting a photo). **VERIFY** your document is in an acceptable format **BEFORE** you submit on Blackboard.

### Writing, Reading and Other Homework

**Writing assignments** or other homework will often accompany reading assignments, class discussions, etc. and are due at the *specified date and time*. Assignments **will not** be accepted late without proper documentation. All essays/reflections must be typed and written in [MLA format](#). Failure to adhere to MLA format will be cause for loss of points. Hastily written work, without depth or thought, will be returned. The 1<sup>st</sup> occurrence can be resubmitted for a grade, all other occurrences will result in a loss of points. It is YOUR responsibility to present the assignment to the instructor for a re-grade.

**Reading assignments** must be completed prior to the class period for which they are due. Class discussion and activities are based on reading; informed participation in discussion is expected. **Students are encouraged** to take note on reading assignments and lectures. You would be wise to clearly label your notes with the topic/date and place in your notebook (you have a notebook, right?).

**Students** are expected to bring all materials, book, pencil/pen and paper to each and every class.



## Course Policies, cont.

### Mandatory Assignments

Purpose, MyEducation Plan, and Final Story Project (final exam) are mandatory. Failure to complete any of these assignments will result in an "F" for the course!

Good to Know

### Make-up/Late Work

It is my policy that you hand your work in early or on-time. Make up and late work will only be accepted with **documentation** of an emergency (illness, jury duty, military requirements, etc.) and is at the **discretion** of the instructor. Without documentation, **NO LATE WORK will be accepted!!!**

### Extra Credit

**Extra credit** in NSE can be earned by completing additional assignments available in Blackboard. You may submit up to 100 points of extra credit at any time during the term up until the deadline indicated in Blackboard and on our class schedule. Once the deadline is passed I will not accept extra credit.

### Grading Scale/Course Assignments

A = 90% - 100%; B = 80% - 89%; C = 70% - 79%; D = 60% - 69%; F = below 59%

(1000—945)	(944—840)	(839—735)	(734—630)	(629 and less)
------------	-----------	-----------	-----------	----------------

See tentative course schedule for assignments, due dates and points.

### Final Exam

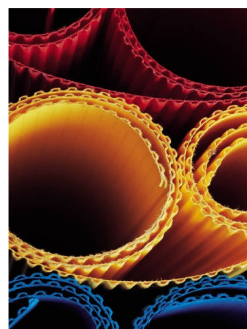
Your Final Exam is your *Final Story Project*. ALL Final Presentation days are listed on the course calendar. Failure to show for your presentation will earn you an "F" for the course. Thirty (30) points will be deducted from your TOTAL earned points for failure to show on ANY of your peers' presentation days.

Final Exam Schedule is available [online](#) and in our Blackboard course.

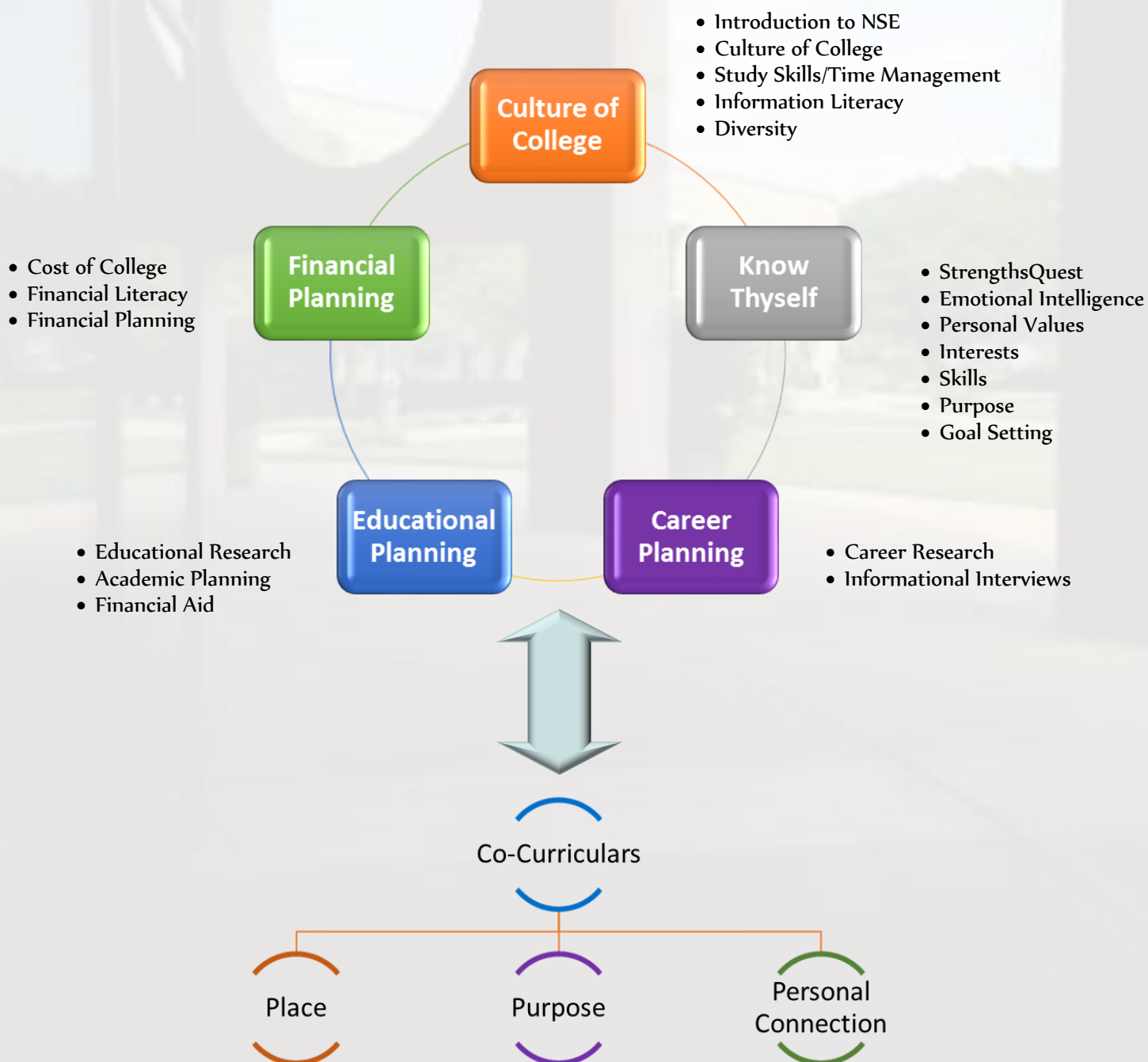
College Policy: [6Hx28: 4-7: Academic Progress, Course Attendance and Grades, and Withdrawals](#)



The difference  
between who you  
are and who you  
want to be... is  
WHAT YOU DO!



## Course Units







# New Student Experience

Purpose | Plan | Pathway | Preparation | Personal Connection | Place

## Course Schedule

CRN 28445 | CRN 30079

Week of:	Topics	Assignments	Pts.
Jan. 11th	Culture of College <ul style="list-style-type: none"> <li>• Introduction to NSE</li> <li>• Email Etiquette</li> <li>• Get to know VC</li> </ul>	Syllabus Quiz, due 1/11  Campus Scavenger Hunt, due 1/20 in class	15  25
Jan 18 <sup>th</sup> 1/18 college closed	Culture of College <ul style="list-style-type: none"> <li>• Introduction to Blackboard &amp; OneDrive Meet in Computer Lab 4-123)</li> <li>• Place Co-Curricular Review/<a href="#">SEE UCF</a></li> </ul> <p><i>Reminder: Bring Syllabi from ALL classes on 1/25</i></p>	Co-Curricular Place, due 2/7 by 11:59 pm*  * Unless you have signed up for SEE UCF	75
Jan 25th	Culture of College <ul style="list-style-type: none"> <li>• Time Management</li> <li>• Study Skills</li> <li>• Information Literacy</li> <li>• Diversity and Culture</li> </ul>	College Success Skills Reflection, due 1/31 by 11:59pm	35
Feb 1st	Culture of College Information Literacy <ul style="list-style-type: none"> <li>• College Writing Skills</li> <li>• Diversity</li> </ul> <p>Reminder: Bring StrengthsQuest Access Code or Book on 2/8</p>	Diversity and Culture Paper (MLA Format), due 2/7 by 11:59pm  Extra Credit: Diversity and Culture Paper Center Consultation (scan to upload), due 2/7 by 11:59pm  * Writing Center consultation must be dated no later than Friday, 2/5.	50
Feb 8th	Know Thyself <ul style="list-style-type: none"> <li>• StrengthsQuest</li> </ul>	StrengthsQuest Expression, due 2/14 by 11:59pm  Co-Curricular Purpose (Get Real – or – 10 Years Later), due 3/6 by 11:59pm	50  75





# New Student Experience

Purpose | Plan | Pathway | Preparation | Personal Connection | Place

Week of:	Topics	Assignments	Pts.
Feb 15 <sup>th</sup>	Know Thyself <ul style="list-style-type: none"> <li>• MyCareer Planner               <ul style="list-style-type: none"> <li>• Personality</li> <li>• Values</li> <li>• Interests</li> <li>• Skills</li> </ul> </li> <li>• Advising for Summer '16</li> </ul>	My Career Planner Worksheet and Reflection, due 2/21 by 11:59pm	75
Feb 22 <sup>nd</sup>	Know Thyself <ul style="list-style-type: none"> <li>• Goal Setting</li> <li>• Purpose PechaKucha</li> <li>• Advising for Summer '16</li> </ul>	TYPED Purpose PechaKucha Outline, due in class on 2/29 by 11:59pm  Purpose PechaKucha Screencast with Voice Over, due 3/6 by 11:59pm - OR - Purpose PechaKucha live, in class on 3/2	100
Feb 29 <sup>th</sup>	Know Thyself <ul style="list-style-type: none"> <li>• Purpose PechaKucha Workday and Live In-Class Presentation</li> <li>• Advising for Summer '16</li> </ul>	Reminder: Live In-Class Purpose PechaKucha on 3/2 – OR - Screencast Purpose PechaKucha due 3/6 by 11:59pm	
Mar 7 <sup>th</sup>	Spring Break!		
Mar 14 <sup>th</sup>	Career Planning <ul style="list-style-type: none"> <li>• Career Research</li> <li>• Informational Interviewing</li> <li>• Co-Curricular, Personal Connection</li> </ul>	Career Research and Evaluation Worksheet, due 3/16 by 11:59pm  Informational Interview, due 4/3 by 11:59pm  Co-Curricular Personal Connection (Connections – OR – Strengths), due 4/10 by 11:59pm	25  50  75
Mar 21 <sup>st</sup>	Educational Planning <ul style="list-style-type: none"> <li>• MEP (My Education Plan)</li> <li>• Financial Literacy</li> </ul>	My Education Plan, due 3/27  Financial Literacy Team Project, due 3/28	100  50
Mar 28 <sup>th</sup>	Final Story Project (Final Exam) <ul style="list-style-type: none"> <li>• Final Story Planning Document</li> </ul>	Final Story Project, due TBA  Final Story Planning Document, due TBA	200  50



# New Student Experience

Purpose | Plan | Pathway | Preparation | Personal Connection | Place

Week of:	Topics	Assignments	Pts.
Apl 4th	<b>Final Story Project</b> Work Day/Presentation (Final Exam)	<b>Final Story Presentations</b>	200
Apl 11th	<b>Final Story Project</b> - Presentation Week (Final Exam)	<b>Final Story Presentations</b>	200
Apl 18th	<b>Final Story Project</b> - Presentation Week (Final Exam)	<b>Final Story Presentations</b>	200
Apl 28 <sup>th</sup> Final Exam Week	<b>Final Story Project</b> - Presentation * Check <a href="#">Final Exam Schedule</a> for day/time.	<b>Final Story Presentations</b>	200

**Notes:**