# **Florissant Valley**

**Fall 2020/Spring 2021**

## Section Information

Course Title: STR 100 Smart Start

Course Prefix, Number, and Section:

Course Registration Number (CRN):

Meeting Day(s)/Time(s): **Virtual**

Location(s): Riverview Gardens High School - Room 936

## Instructor Information

Instructor: Pamela Falls

Campus Hours: 7:15 - 2:45

Location of Campus Hours: on door

STLCC Email: pfalls@rgsd.k12.mo.us

Office Location: 1218 Shepley Drive, St. Louis, MO 63137

Office Phone: 314-869-4700, ext 2046

Additional Contact Information: 314-869-4700 ext 22235

## Course Information

## This course provides reinforcement of students’ basic language arts skills (composition, grammar, spelling, punctuation, etc.) and development of essential competencies for oral and written communication in today’s technological workplaces. Emphasis is placed on using the computer to compose and produce accurate and effective documents (including e-mail messages, letters, memos, reports, etc.) for personal and professional purposes. Using technology (presentation software and telecommunications) to develop oral communication skills such as making presentations, giving instructions, interviewing, and making reports in an effective manner is reinforced in this course.

## This course is also designed to help students facilitate a successful transition to college. Students will be introduced to the process and purpose of obtaining a higher education and learn about the resources available to assist them with their transition towards a post-secondary education.

**Credit Hours**: 1

**Course Prerequisites:**

## Students must currently have a 2.5 unweighted GPA.

**Course Learning Outcome**s

Upon successful completion of the course, the student will demonstrate the ability to:

1. Successfully transition to St. Louis Community College by building upon foundational knowledge they acquired in STR 100.
2. Engage in active learning activities designed to increase knowledge, strategies, and skills directly related to being a successful STCC student.

## Required Course Materials

* Folder, Flash Drive

## Technology Requirements

* Your **my.stlcc.edu** student e-mail account is official means of communication with St. Louis Community College. All communication from the college to students will be sent to my.stlcc.edu student email.
* Please list any technology requirements for the course, i.e. access to Microsoft Office products, usage of Blackboard, etc.
* All students have free access to Microsoft 365 through their MySTLCC account, which includes software such as Word, PowerPoint, Excel, OneDrive, a calendar, and e-mail. See the link [STLCC Student Email and Office 365](https://www.stlcc.edu/departments/information-technology/student-email/office-proplus.aspx) for more information.

This information is required by QM for both online and hybrid courses.

## Classroom Policies

### Grading Policy

Students are asked to maintain their own class folder with all of their graded work.

Students are also encouraged to check grades on SISK1 to stay abreast of current grade.

Each assignment that counts toward a student’s grade will be scored on a point scale. The type of assignment and the size of the assignment will determine the total points. A standard, ten-point scale (shown below) can be used to figure a grade from that total. This scale is also used to determine a student’s report grade.

The following grading scale will be utilized

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

Attendance Policy

### Per the state of Missouri, students must be in attendance in an instructional capacity under the direct supervision of a certificated employee of the district to be counted for attendance purposes. ATTENDANCE is crucial to this course. When you are ill, please send me an email and let me know that you will not be in class (or send me an email soon after you are well enough to do so). You may miss up to three classes for illness or other emergencies. If you are absent, you are still responsible for knowing the material and for turning in any assignments for that day. I recommend that you exchange phone numbers with several classmates so that you can keep up.

### Late Work/Missed Exams Policy

All assignments are due on the date listed on the monthly pacing chart. Assignment may be submitted one class period late for a maximum grade of 70%. Any assignments received after this date will not be graded.

Exams may be made up within one week of the original examination. Students must make arrangements with the instructor to take the examination.

### Academic Integrity Statement

Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals in accordance with the Riverview Gardens School District Student Code of Conduct. Any student found in violation of the policy will receive an “F” for that assignment or exam, a written note in their file, and a parent phone call.

### Classroom Expectations

Good attendance and being prompt spells success

Come to class prepared to learn.

 Personal grooming during class time is not appropriate.

 Treat others as you would like to be treated.

 No food/drink allowed around computers/equipment or in the room.

 Bullying and profanity will not be allowed.

Read all information on the Blackboard (BBC) before beginning assignments.

## STLCC College Policies

Below are important STLCC College policies of which you must be aware. Please go to [Consumer Information](https://stlcc.edu/college-policy-procedures/consumer-information/index.aspx) (https://stlcc.edu/college-policy-procedures/consumer-information/index.aspx) for additional information.

### Withdrawal Policy

To formally withdraw, students must submit official forms to the Admissions/Registration office. The class will be shown on the transcript with a grade of W, and students are not eligible for a refund of fees. It is always the student’s responsibility to initiate a withdrawal.

Withdrawal date for STR 100 is March 6, 2020.

### Diversity & Inclusion, Non-Discrimination Statement

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information, or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination.

The College maintains a complaint procedure for the purpose of investigating and providing prompt and equitable remedy.

Student inquiries concerning discrimination or harassment, and the procedure for complaints of discrimination or harassment may be made to: Mary Zabriskie, Director, Student Conduct/Title IX Coordinator, 314-539-5345, mzabriskie@stlcc.edu.

### Disability Resources and Access Office Information

STLCC is committed to providing all students equal access to learning opportunities.

Access Office staff, available on each campus, work with students who have disabilities to provide and/or arrange academic accommodations. Students who have, or think they may have, a disability are encouraged to contact the campus Access Office:

* Florissant Valley: 314-513-4551 or FV-Access@stlcc.edu
* Forest Park & Harrison Center: 314-644-9039 or FP-Access@stlcc.edu
* Meramec & South County: 314-984-7673 or MC-Access@stlcc.edu
* Wildwood: 636-422-2000 or WW-Access@stlcc.edu
* Online: 314-513-4771 or SFoster@stlcc.edu

Students with academic accommodations are responsible for providing their professors with Instructor Memos and should do so early in the course. For more information, see [Access services](https://www.stlcc.edu/student-support/disability-services/) (https://www.stlcc.edu/student-support/disability-services/).

### Title IX

Discrimination includes any form of unequal treatment on the basis of sex, sexual orientation or gender expression such as denial of opportunities, harassment, and violence. Sex based violence includes sexual assault, sexual harassment, dating violence, domestic violence and stalking.  If you experience discrimination in any of these forms, you are encouraged to report the incident to the Title IX Coordinator, or campus-based Title IX Investigators.  To learn more, including information on campus and community resources, go to [STLCC's Sexual Misconduct Policy](https://www.stlcc.edu/docs/policies-and-procedures/sexual-misconduct-guidelines.pdf) (https://www.stlcc.edu/docs/policies-and-procedures/sexual-misconduct-guidelines.pdf).

## Course Outline

Topics that will be covered in this course include:

 ACT Preparation

College-Bound Vocabulary

Compare Colleges

Complete College and Scholarship Applications

Complete Interest/Career Assessment

Complete scholarship applications

Compose Personal Statements and/or Essays

Create PowerPoint Presentations

Decision Making/Problem Solving /Goal Setting/Checklist

Participate in Financial Planning

Portfolio Preparation

Prepare a Personal Resume

Prepare a Plan of Study

Prepare request for Letters of Recommendations

Problem Solving

Professionalism

Research and Utilize Technology

Research & Compose Thesis using APA or MLA Format

Research Campus Resources and Networking Opportunities

Research Careers

Time Management

Work Ethic/Behaviors

## Additional Information

1. Take good notes - Taking good notes involves dating each entry and keeping notes for different classes separate from each other. In addition, write down anything your instructor writes on the board.

2. Review your notes every day - Spend 30 minutes each evening going over notes from each class.

3. Alternate study locations - You may have a favorite spot to study, research suggests that it is better to change locations. Memory is influenced by location, so changing your study locale increases the likelihood of remembering what you learned.

4. Get enough sleep - Sleep is essential when it comes to effective study habits. When you’re tired, you think more slowly and tend not to retain as much information. If you want to get the most out of your study sessions, make sure you get enough sleep.

5. Use flash cards - Writing notes and definitions more than once will help imprint information in your memory. Write down important facts for a test and quiz yourself each day until you have mastered the material.

6. Join a study group - When working through a difficult problem set or assignment, a study group can prove very valuable. Dividing the work amongst your peers is also an effective method for reducing your workload and ensuring that you understand the material.

7. Don’t immerse yourself in subject matter - Take a break from each topic after 30 minutes and move on to another topic. You can come back to the topic after you have spent some time studying other topics. When you do revisit the topic, you will feel refreshed and ready to pick up where you left off.

8. Don’t wait until the night before an exam to study - Cramming before an exam will increase the feeling of desperation which can lead to test anxiety. Instead, jot down a few ideas or facts that you want to have fresh in your mind when you begin the exam.