Academic Success | Campus Engagement | Personal Accomplishment

STUDENT SUCCESS HANDBOOK

ACADEMIC AFFAIRS

FLORIDA POLYTECHNIC UNIVERSITY

2020-2021

02
Best Practices
How to be a successful Phoenix. Tips and tricks to get to graduation.

03
Professional Success
Being a professional starts now. Here's how.

06
The Perfect Homework
Perfect grades start with perfect homework. Here's the method.

08
Discussion Boards
Engage. How to effectively participate in class.

09
Canvas Calendar
Make calendars work for you.

10
Rubrics
The obvious secret to earning As.

11
Collaboration
Working with others to do great things.

12
Test Taking
Build confidence. Reduce anxiety.

13
Academic Integrity
Commitment to the truth and academic honesty. Phoenix Pride.

14
Health and Wellness
Ways Florida Poly can help you succeed.

15
Glossary
Definition of terms.

16
Appendix
Technology recommendations and useful links.

DR. KATHRYN MILLER
Vice Provost, Student Affairs

WELCOME

Students,
Student success at Florida Poly focuses involves:
1) Classroom success
2) Campus engagement
3) Personal accomplishment

The lessons learned in our classrooms lead to life-changing opportunities, and this Handbook was created to help you understand the tools and resources that are available at Florida Poly to help you with your classroom success. Tips, ideas and general guidance on academic success are also included.

As you balance the three primary elements of student success, it is important to have a clear focus on your studies. Each course is a building block that creates the Florida Poly graduate.

Get involved, be a campus leader, and always focus on those key academic lessons that are the very core of STEM.

We look forward to your success.

Dr. Kathryn Miller
Vice Provost Student Affairs

BEST PRACTICES

STUDENT RESPONSIBILITY

STICK TO YOUR SCHEDULE

- Use time management to schedule your classes, study time, assignments, and exams.
- Get started early and plan to finish ahead of time.
- Use Canvas Calendar and Outlook or Google Calendar.
- Keep track of deadlines, assignments and tests.

STAY ORGANIZED

- Clean workspace, gather study materials, and know the tasks and projects.
- Re-read the syllabus and assignment rubrics so you know what is expected.
- Treat online learning like a real class: be prepared and participate online.

STUDY OFTEN

- Find a clear space without distractions and pull all resources together to study.
- Eliminate distractions (turn off Netflix, phone, and social media).
- Review notes, re-watch the lecture, work with a class partner to quiz each other.
- Plan 30-minute blocks of uninterrupted study time followed by short breaks.

COMMUNICATE EFFECTIVELY

Communicate in a professional manner with professors. Use full sentences, proper grammar, punctuation, and spelling. You are not texting your friends; you are communicating with faculty. Be clear and succinct. Check your email and Canvas announcements, and don't miss things or make someone wait too long for a reply.

ASK FOR HELP

- Don't wait until it's too late; ask for help when you are stuck.
- Use resources available to you such as tutoring, the Writing Center, student services, disability services and more; see services to the right.

GO BEYOND THE BASICS

- Know the syllabus and assignment rubrics.
- Aim to produce your best work.
- Give yourself time by planning to finish early.

There are many services available to you designed to help you succeed.

- Faculty Office Hours
- Academic Support Services
- CARE
- Career Development
- Counseling Services
- Disability Services
- Distance Learning Support
- Food Pantry
- Health and Wellness
- Health Clinic
- Math Tutoring
- Student Development Center
- Student Life
- Writing Services

PROFESSIONAL SUCCESS

Professionalism is exhibited in how you work with others in areas other than technical skills. In every area of work no matter how technical, you will work with coworkers, bosses and clients.

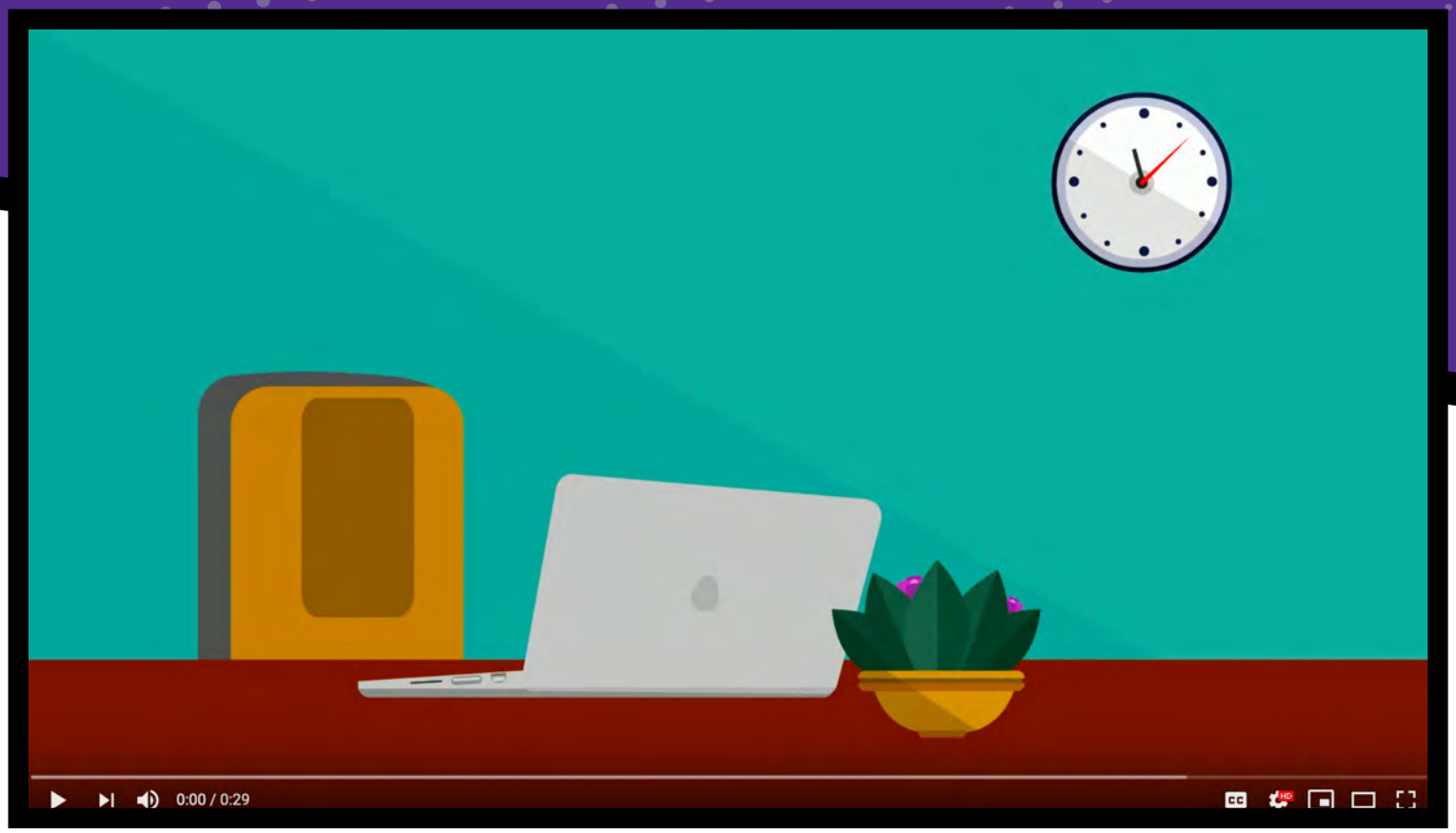
Hired for technical skills, fired for lack of professional skills.

COMMUNICATION TIPS

- Be clear and professional.
- Use the correct term, for example, professor or doctor if they have a doctorate.
- Know if your professor prefers phone, email or in-person communication.
- Learn the office hours and schedule an appointment.
- When emailing, state your full name, course, and session.
- Introduce yourself.
- Know the purpose of your visit.
- Listen to understand: active listening.
- Ask for help early; don’t wait until it’s too late.

NETIQUETTE

- Be professional. Put your best foot forward. Be your own brand. Implement professional skills when interacting with others.
- Have emotional balance. Keep calm, follow the rules and be respectful. Remember, people are human beings, not machines.
- Keep calm. No yelling (ALL CAPS) and avoid sarcasm, watch your tone and control your temper. Try not to place blame.
- Follow the rules just as you would in person. If you wouldn’t say it in person, don’t say it online.
- Be respectful of other peoples’ time, opinions, privacy and culture. Treat others as you want to be treated. Be kind. Accept others and realize that people make mistakes. Empathy goes a long way.
- Be aware of your electronic footprint. Make yourself look good. Everything posted online stays there forever, even after deleted.
- Do your research. Try to find the answer before you ask.
- Be thorough. Read first, proofread and think before you hit send.
- Prepare an online meeting environment. Consider your lighting, environment, and background vs natural background. Check your camera and microphone. Be seen: don’t forget to use your camera.



PROFESSIONAL SKILLS

- Time management and punctuality
- Attitude
- Communication
- Teamwork
- Willingness to accept suggestions and take direction
- Critical thinking
- Creative thinking
- Initiative
- Ability to ask for help
- Problem solving
- Flexibility/adaptability

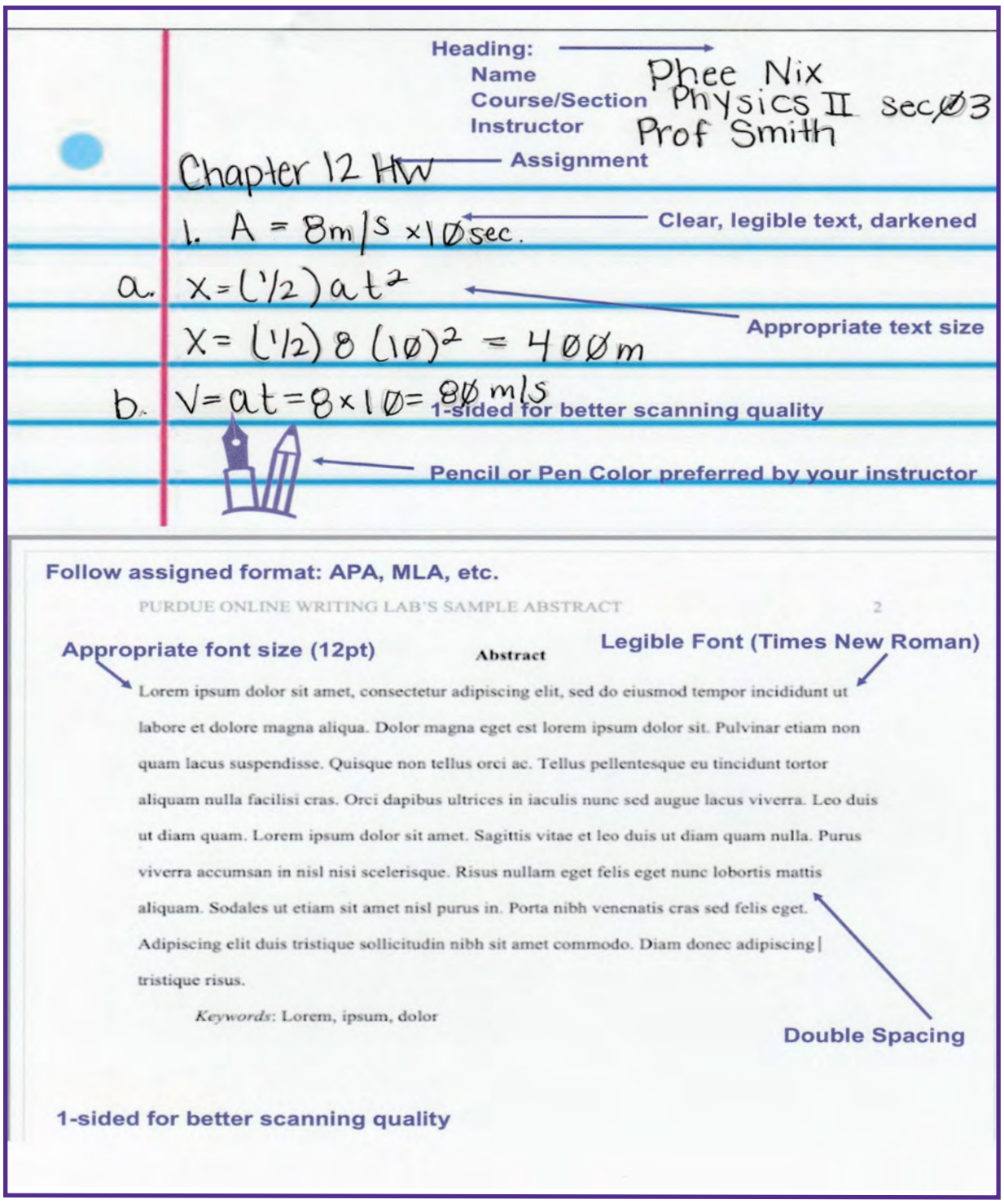
NEVER STOP LEARNING

Don’t stop when you get your diploma on the wall. Keep learning and improving yourself.

THE PERFECT HOMEWORK

The purpose of homework isn't completion, busywork or a means to an end. When solving a problem or equation, your homework should be completed in a clear, quality format with the goal of using the work as study material for your success.

HOMEWORK EXAMPLE



THE SEVEN STEPS:

1) **The problem statement:** State the full problem.

2) **Diagram/sketch:** Large enough to see, clearly labeled, include x and y coordinates.

3) **Assumptions/givens:** Include these basics.

4) **Governing equations:** Include key equations necessary.

5) **Calculations:** Complete algebraically as far as possible before substitution numerical values.

6) **Solution check:** Run the reverse equation solution check. Does the answer make sense?

7) **Discussion:** Re-read the question. Could 'givens' become 'finds'?

SUBMITTING HOMEWORK

CANVAS-STUDENT

Format your homework as a PDF and load it into Canvas.

1. Search for Florida Poly
2. Login with NetID and password
3. Click on Class
4. Select Assignments
5. Select Assignment from list
6. Submit Assignment
7. Add OneDrive (only needed first time)
   a. Click Files (bottom right corner)
   b. Click Browse
   c. Click Edit (three dots top right)
   d. Turn on OneDrive (to allow uploads)
   e. Done
8. Click OneDrive, select file
9. Submit

MICROSOFT ONEDRIVE

Microsoft OneDrive can scan and save documents from your phone and your computer. Collaborate with Teams and build your documents in OneDrive. Then upload them to Canvas with your phone. You can submit assignments with Canvas Student, or OneDrive. Install both apps so they can work together.

1. Login with Office 365 account
2. Turn on camera upload
3. Allow OneDrive to access camera
4. Place document on non-cluttered surface
5. Line up light blue box on document
6. Take photo
7. (Click Add New, to add pages)
8. Click Done when finished.
9. Default is Scan date, click in box to rename file.
10. Save to Files
11. Click little blue checkmark in top right
12. Share (top right)
13. Click Send File
14. Select Student (Canvas App)
15. Select Course and Assignment
16. Submit

DISCUSSION BOARDS

Treat your online learning like a real class with the respect and professionalism your professor and classmates deserve.

ONLINE CLASSROOM

- Professors only have your discussion posts.
- Make sure you read the material before you post in a discussion thread.
- Make your posts detailed and thought provoking.
- Use the online resources offered in Canvas or the discussion board platform.
- Cite your sources.

TRADITIONAL CLASSROOM

- Professors can see you.
- Professors can hear you.
- Professors knows you are present.

USE DISCUSSION POSTS TO SHOW ENGAGEMENT

USE THE RUBRIC

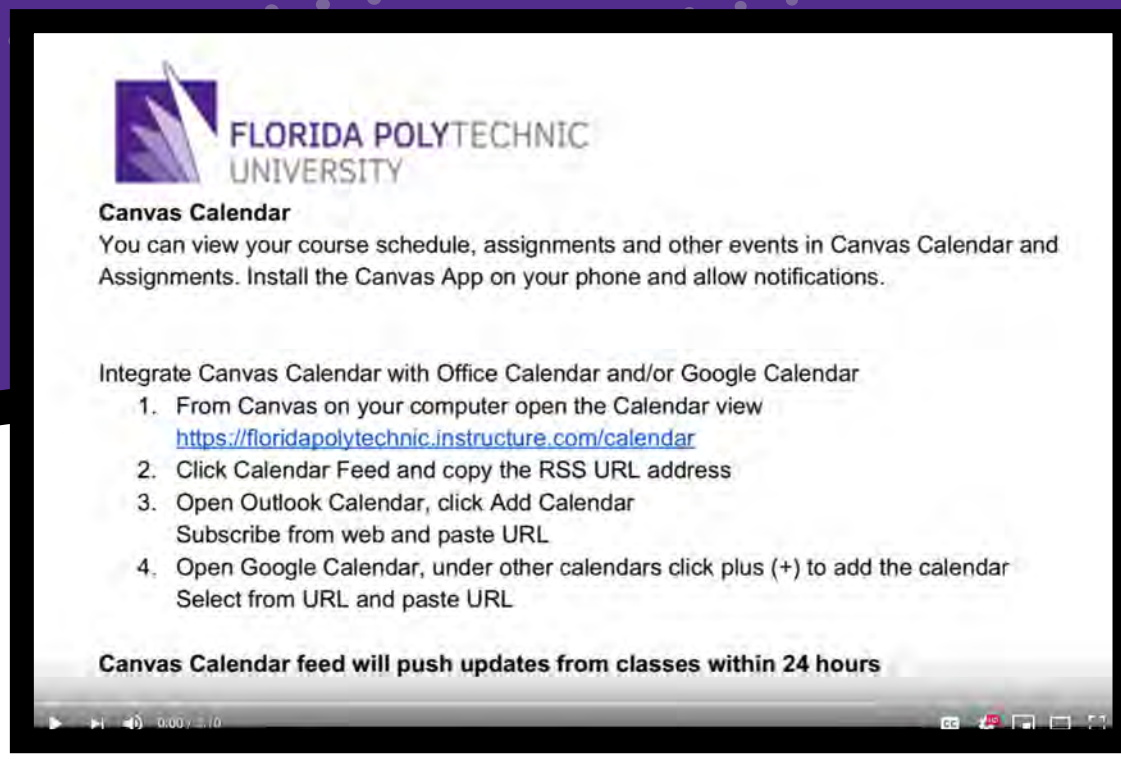
- Read the assignment so your posts are on topic.
- Know the due dates and for your initial post and replies.
- Know the length. Are you supposed to post 500 words?
- Sources. Do you need one or two credible sources in your post?

STARTING A NEW POST

- Use Word to create your post in advance. Proof everything and once it is ready,
- Click Discussions, then click the New Discussion button.
- Add your post title, paste content, attachments (if necessary).
- Then click Save.

REPLYING TO A THREAD

- Click Discussions, then open a discussion.
- Read and understand the post.
- Use Word to create your reply in advance. Proof everything and once it is ready,
- Click Reply
- Paste in your reply and check your content.
- Add attachment (if necessary).
- Click Post Reply



CANVAS CALENDAR

You can view your course schedule, assignments and other events in Canvas Calendar and Assignments. Install the Canvas App on your phone and allow notifications. This video will guide you through integrating your Canvas calendar into your Google and Outlook calendars.

Integrate Canvas Calendar with Office Calendar and/or Google Calendar

- From Canvas on your computer open the Calendar view
- https://floridapolytechnic.instructure.com/calendar
- Click Calendar Feed and copy the RSS URL address.
- Open Outlook Calendar and click Add Calendar.
- Subscribe from web and paste URL.
- Open Google Calendar, under other calendars click plus (+) to add the calendar.
- Select from URL and paste URL.

Canvas Calendar feed will push updates from classes within 24 hours.

Canvas-Student

GOOGLE PLAY APP STORE

When you install the Canvas app:

1. Search for Florida Poly
2. Login with NetID
3. View Calendar
4. View To-do
5. View Notifications

RUBRICS

Claim the grade you want. A rubric is a set of academic criterion for standardization of learning objectives and measurable student outcomes.

1 .... 2 .... 3 .... 4 5

WORK AHEAD
Give yourself time by planning to finish early.

RE-READ THE RUBRIC
Verify you did at or above the criterion level for the grade you want.

CHECK LIST
Use the rubric as your guideline to ensure you meet all criteria.

DELIVER ON TIME
Turn your work in early; don't procrastinate.

ANALYZE RESULTS
If you don't like the marks received, re-read the rubric and see if you completed the assignment at the level you intended to perform.

HOW TO EARN THE A

Rubrics define how to earn the A. Rubrics are created for your advantage because your instructor wants you to succeed. Following the rubric allows you to claim the grade you want. Instructors create rubrics as a strategy for success on an assignment and in the course. They set your objectives and goals so you know the probable outcome of your work.

Assignment Rubric

	A Level	B Level	C Level
Criterion A (6 criteria)	All 6 criteria met	Missing 2 criteria	Missing 4 criteria
Criterion B			
Criterion C			
Criterion D			

COLLABORATION

Working with others to produce or publish something.

- Create a team contract
- Designate roles
- Choose a tool; OneDrive, Microsoft Teams
- Consistent communications
- Set task deadlines
- Set action items
- Keep professor informed of any concerns
- Stay positive

ONEDRIVE

OneDrive allows you to build and share collaborative documents.

- Build shared documents
- Upload new items to share
- See shared edits in real time
- See most up-to-date version
- Schedule meetings to review documents
- Do word processing, presentations and Excel worksheets together
- Quickly download or share links to any document

MICROSOFT TEAMS

Microsoft Teams allows you to work in channels to discuss, plan and build documents together all in one place.

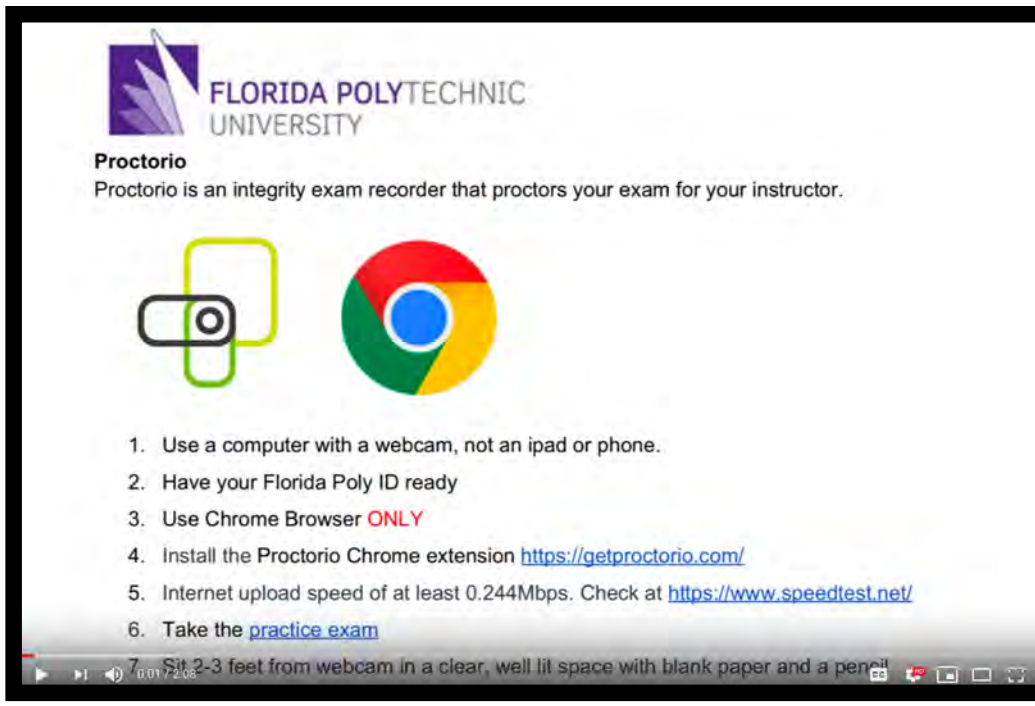
- Share and sync files to your desktop
- Conduct and record Teams meetings and calls
- Tag conversations
- Bookmark content
- Favorite a team or channel
- Screen share
- Exchange teammate control

TEST TAKING

Many people have test anxiety. You can help yourself by planning your study time and knowing what to expect on your tests. Be certain of the testing content, date and format and prepare yourself.

TEST TAKING TIPS

- Have a positive attitude.
- Know the date, time, and location of the test.
- Be prepared (know the topics/ chapters, begin studying early).
- Review your perfect homework or other assignments.
- Arrive early and relax (log in the day before to test your software).
- Listen to or read all last-minute instructions.
- Pace yourself, use time efficiently and stay focused.
- Eliminate wrong choices.
- Go with your gut, follow your instincts.
- It's OK to skip difficult questions, but return later and answer every question.



PROCTORIO TIPS

Proctorio is an integrity exam recorder that proctors your exam for your instructor. Since you may not be physically in a classroom, online testing accountability is the best way to test your content knowledge retention.

- Use a computer with a webcam, not an iPad or phone.
- Use the Chrome Browser ONLY.
- Install the Proctorio Chrome extension
- Check your Internet upload speed of at least 0.244Mbps.
- Take the practice exam
- Set up your workspace. Sit two-to-three feet from webcam in a clear, well-lit space with blank paper and a pencil
- Double check the exam date and time to account for any time changes.
- Need help? Contact remotelearning@floridapoly.edu
- Troubleshoot with these Tips or utilize Proctorio's Live Support
- Out of time, missed time, or exam errors? Contact the professor.

ACADEMIC INTEGRITY

Academic integrity is a commitment to truth and academic honesty in all work, assignments, tests and other college activities.

ACADEMIC INTEGRITY VIOLATIONS

Behaviors of academic dishonesty in violation of this regulation are listed below and are not intended to be all inclusive. Violations may result in the imposition of academic sanctions under this regulation and/or disciplinary sanctions under the Student Code of Conduct. This is not an all-inclusive list.

- Cheating
- Plagiarism
- Fabrication
- Multiple submissions
- Facilitating academic dishonesty
- Misconduct in research
- Misuse of international property

REPORTING ACADEMIC INTEGRITY VIOLATIONS

Report any suspected integrity violations to the course instructor. Apathy to academic dishonesty is not a neutral act.

SELF-REPORTING

Renew your commitment to academic integrity by reporting yourself in writing to the director of student affairs. Self-reporting is better than having the instructor report violations. Students may be required to take an academic integrity seminar and face grade reduction. Self-reporting may be considered a mitigating circumstance when determining sanctions.

HEALTH AND WELLNESS

Finding time to take care of yourself can be challenging when faced with change and uncertainty. We understand the importance of the mind and body working together to give you the tools to be successful. Below you will find ways you can be active, build healthy habits, make connections, practice self-care, and look after your mental health and well-being.

COUNSELING SERVICES

The University provides free, voluntary, and confidential counseling services for Florida Poly students. Telephonic and online therapy for students in order to practice social distancing. Students experiencing an urgent mental health need still have access to counselors, and overnight/weekend emergency phone-support service remains available.

Contact Kristin Stokes, University's care manager, at 863-874-8599 or care@floridapoly.edu.

CARE TEAM

Care Services (Florida Poly's health and wellness program) can help students identify and overcome barriers that affect their ability to be successful at Florida Poly.

These barriers may be academically related, but they can also include mental health concerns, financial concerns, or personal concerns.

ACADEMIC SUCCESS

The Academic Success Center (ASC) is staffed by success coaches who provide academic coaching on a variety of topics, including time management, test preparation, and test-taking skills. Success coaches also provide academic guidance and help students manage their schedule and academic progress. Florida Poly also offers tutoring. The ACS can help pair you with the coach you need to succeed.

PHOENIX FUN

- Student Development plans events for our students, faculty, and staff. Our goal is for each Phoenix to find their community at Florida Polytechnic University.
- The Student Development Center is taking fitness to the next level via virtual workouts, challenges, and resources to help you navigate the at-home fitness scene. Be sure to follow @flpoly on Instagram and subscribe to Florida Poly's YouTube channel.
- Get Involved. Florida Poly has more than 35 student clubs that are run by students for students. Students are encouraged to pursue their passions and explore new interest by joining a club.

GLOSSARY

Assessment	Quizzes, tests, or evaluations that can be administered before, during or after a lesson to help the student and instructor measure the beginning, ongoing and end skills/knowledge acquired by the student.
Asynchronous Learning	When learners participate in an online learning course at different times, it is known as asynchronous learning. This might also be called eLearning or web-based training (WBT). Asynchronous learning allows learners to go through a course at their own pace and on their own schedule.
BYOD (Bring Your Own Device)	Students at Florida Poly are allowed to use their own computers, smartphones, or other devices for their courses.
Canvas	Canvas is the Learning Management System (LMS) used at Florida Poly. All courses are managed in Canvas.
Discussion Board	An online forum where students can interact with their classmates and instructor by posing and answering questions in the form of short posts. Participation in discussion boards is a requirement in many online courses.
Electronic Footprint	Also known as digital footprint or digital shadow refers to your unique set of traceable digital activities, actions, contributions and communications manifested on the Internet or on digital devices.
Flex Instruction	Face-to-Face instruction with full remote capacity for all materials
Distance Education or Distance Learning	Distance Education/Learning occurs when students and their instructors are in different geographical locations and the instruction occurs on an electronic device, such as a computer or mobile phone. The learning can occur in a synchronous environment, in which all participants are connected at the same time or in an asynchronous environment, when participants are engaged in learning at different times.
Lab-Based Instruction	Lecture may be remote, lab portion in person
Learning Management System (LMS)	The platform where students can view their syllabus, learn how to contact their professor and access most course materials, including online readings, videos, audio files and other resources. In some systems, students can also email and message their classmates and instructors. Florida Poly uses Canvas as their LMS.
Online Engaged Instruction	Fully online and includes synchronous engagement for students in addition to asynchronous delivery
Proctoring	Online students can be monitored by proctors both in person, if their program requires that they take tests at a specific location, or online, via webcam. Proctoring aims to combat cheating by ensuring students are who they say they are.
Professional Skills	Also known as soft skills, are career competencies that often are not taught (or acquired) as part of the academic course load. Professional skills such as leadership, mentoring, project management, and conflict resolution are value-added skills essential to any career.
Rubric	a scoring tool that explicitly represents the performance expectations for an assignment or piece of work. A rubric divides the assigned work into component parts and provides clear descriptions of the characteristics of the work associated with each component, at varying levels of mastery.
Synchronous Learning	When learners participate in an online learning course at the same time but in different locations, it is known as synchronous learning. Synchronous learning allows learners to interact with the instructor and other participants. This is done through software that creates a virtual classroom.
Technical Skills	Sets of abilities or knowledge used to perform practical tasks in the areas of mechanics, science, mathematics and information technology.

APPENDIX

Technology

RECOMMENDED COMPUTING STANDARDS FOR STUDENT DEVICES

These minimum and recommended specifications have been defined for student devices for regular software use for a standard classroom setting, but remote, virtual, and hybrid modalities as well.

IMPORTANT NOTE:

Florida Poly does not require or mandate a minimum standards of computing capacity for students.

Student Devices – Technology Standards		
	Minimum	Recommended
Operating System	Windows 10	Windows 10 MacOS 10.15
Memory	OSX 10.15	16 GB RAM or higher
Hard Drive	*8 GB RAM or higher	500 GB SSD or higher
CPU	250 GB SSD	Intel Core i7 processor or equivalent
Graphics Card	Intel Core i5 processor or equivalent	Dedicated 2 GB video memory or higher
Display	Integrated	1080p (1920x1080 px)
Monitor	720p (1280x720 px)	13” or more
Camera	Required the camera must meet requirements of WebEx and MS Teams	
Audio	Required (Headset and mic)	
Wireless	WiFi g/n/ac	
Connectors/ Network Port	USB A/C 2.0/3.0 100/1000 Mbps Ethernet port OR USB to Ethernet adapter	

TECHNOLOGY ASSISTANCE AT FLORIDA POLY

- Use of University Classroom and Lab PCs – currently about 350 PCs available throughout main campus
- The IT Help Desk has a loaner laptop program where, while supply is available, a student can check out a device from the IT Help Desk to use daily. Additional information can be found here: Florida Poly Loaner Laptop Program.
- For students who have devices below minimum standards, the University provides training for and maintains Virtual Desktops allowing for software access from any device.

APPENDIX

Technology

FLORIDA POLY SOCIAL MEDIA

University's social media policy.

Facebook **Instagram** **YouTube** **Twitter** **LinkedIn** **GIPHY**

FLORIDA POLY MOBILE APP

Throw away clunky catalogs and clear a few of the billion tabs you have open in your laptop's browser.

GOOGLE PLAY

APP STORE

The new Florida Poly Mobile app allows users to do everything from checking real-time shuttle schedules to search the university directory and accessing their Florida Poly email.

OTHER APP SUGGESTIONS:

- Canvas
- Google
- OneDrive
- Microsoft Teams
- ConexEd
- Metaverse

APPENDIX

Best Practices

THE PERFECT HOMEWORK

Florida Poly Writing Center
Writing Services Offers a full spectrum of writing support for Florida Poly students.

Purdue OWL
Students, members of the community, and users worldwide will find information to assist with many writing projects.

DISCUSSIONS

Discussion Boards
You may be able to create new discussions in your course. These discussions are part of the course and are separate from creating a discussion in a group. You can even use the Math Editor to work problems and equations.

Piazza
Piazza is a free platform that facilitates online Q&A discussions. Collaboration on Piazza stimulates discussion and active learning long after lecture ends.

Flipgrid
Flipgrid is a website that allows teachers to create “grids” to facilitate video discussions. Each grid is like a message board where teachers can pose questions, called “topics,” and their students can post video responses that appear in a tiled grid display.

CALENDAR INTEGRATION

Google Integration
Subscribe to the Calendar feed using Google Calendar.

APPENDIX

Best Practices

COLLABORATION

Microsoft Teams
Microsoft Teams is a collaboration app that helps your team stay organized and have conversations—all in one place. Here's a quick look at the left hand side of Teams. Teams - Find channels to belong to or create your own. Inside channels you can hold on-the-spot meetings, have conversations, and share files.

TEST TAKING

Proctorio
Proctorio is a remote proctoring service that is used with some classes when you take quizzes and exams in Blackboard. Proctorio may record your webcam, your screen, or other actions during the exam session and share that information with your instructor.

Florida Poly Support

Practice Exam
Practice helps reduce anxiety. This practice exam is set up to allow multiple attempts, in case your first attempts do not work correctly. The practice exam, just like a real proctored exam, requires using the Chrome browser, installing the Proctorio extension and using a webcam.

ACADEMIC INTEGRITY

Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting. This is most relevant at the university level as it relates to providing credit to other people when using their ideas. In simplest terms, it requires acknowledging the contributions of other people. Read the policy.

APPENDIX

More Resources

Virtual Student Union
Remote learning success is not just about having the right equipment. To be successful you have to communication with your professors and classmates, organize your classes, decide when you will work on assignments and make sure you are the correct mood for learning.

Keys to student success
Even if your course is delivered in the classroom, you should be prepared for the potential need to suddenly switch to fully remote online learning, as we did last spring. The same habits for success in face-to-face courses apply to learning online, and yet online learning poses certain additional demands. Before we dive into habits for success, let's examine some common misconceptions about learning online.

Other Useful Links:

Academic Support Services
CARE
Career Development
Counseling Services
Disability Services
Distance Learning Support
Food Pantry
Health and Wellness
Health Clinic
Student Life
Writing Services

Professional Success:

Career Development
We understand the importance of feeling prepared, and we are committed to your success here and beyond. Below are resources to support you in your continued career development.

Entrepreneurship
The Office of Entrepreneurship works to increase Florida Poly's innovation capabilities and to create new opportunities for the community. It supports campus programs and forges alliances with the government, private, and philanthropic sectors to promote public benefit and economic growth.

APPENDIX

More Resources

HEALTH AND WELLNESS

Counseling Services
Disability Services
Health Clinic
Student Pantry
Academic Success
Student Development
Recreation
Student Government
Clubs and Organizations

UNIVERSITY

Organization Chart

UNIVERSITY LEADERSHIP

Dr. Randy Avent
President

Dr. Kathryn Miller
Vice Provost Student Affairs

Dr. Terry Parker
Provost and
Executive Vice President

Dr. Tom Dvorske
Vice Provost Academic Affairs

ACADEMIC AFFAIRS

FLORIDA POLYTECHNIC UNIVERSITY

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