

**WEST LOS ANGELES COLLEGE**

**Counseling Division**

**Spring Semester 2016**

**Personal Development 005 – College Survival**

**Section 8086 (2 units - CSU)**

**Online**

**INSTRUCTOR**

<b>Name</b>	<b>Helen P Young, M.A.</b>	<b>Email</b>	<b>HelenYoungPD@gmail.com</b>
<b>Virtual Office Hours</b>	<b>Wednesdays 8pm-9:00pm</b>	<b>Phone</b>	<b>(310) 287-4289</b>

**REQUIRED TEXT**

**Your College Experience: Strategies for Success, 11<sup>th</sup> Edition. Author(s) John Gardner and Betsy O. Barefoot**

**COURSE DESCRIPTION**

This course will explore the field of personal development and college survival. You will examine the necessary skills that contribute to college survival and student success. Emphasis will be placed on making informed decisions, developing study skills, learning productive time management techniques, financial planning, and other personal skills.

**COURSE OBJECTIVES**

The course objectives are to provide you with a basic understanding about how students develop academically and interpersonally to achieve overall goals and increase personal development. Students will gain a general understanding of key theories and major concepts in the field of personal development and will develop tools for academic and personal success.

**COURSE TOPICS INCLUDE:**

- Motivation

- Goal Setting
- Time Management
- Lecture Note Taking
- Textbook Reading & Study
- Test Taking
- Communication Skills
- Critical Thinking
- Concentration/Memory
- Diversity/Relationships
- Health/Stress Management
- Educational Planning Skills

### **STUDENT LEARNING OUTCOMES:**

#### **At the end of this course you will be able to:**

- § Identify and utilize campus resources when help is needed.
- § Make more informed decisions about your future
- § Recognize the demands of the college environment in relation to the need for effective time management strategies
- § Identify potential areas for self-improvement
- § Set achievable short-term and long-term goals
- § Understand the value of your education and your personal strengths
- § Identify and work through potential areas of weakness or roadblocks to your success
- § Appropriately apply educational planning skills

### **REQUIRED COURSE MATERIALS**

1. Your College Experience: Strategies for Success (textbook)
2. West Los Angeles College Catalog - available online

### **ONLINE PARTICIPATION & DISCUSSIONS:**

This course will involve weekly online group discussion. It is important for every student to participate in these discussions. At times topics may be personal, some maybe emotional. The following are guidelines that are to be used in any online discussion during the course.

- Each person has a right to her or his own opinion.
- Each person has a right to be respected. Be aware of your own prejudices.
- Each person has a right to privacy. No one is required to comment on a given topic and if a person requests confidentiality, others agree to not repeat what was discussed.
- 3 points will be subtracted from your final grade for each week of nonparticipation online group discussion.
- 2 points will be subtracted from your final grade for each week of non-journal completion.
- You will be dropped from this class after your 2<sup>nd</sup> week of nonparticipation.
- *You* are responsible for all assigned work.

#### **DISABLED STUDENT SERVICES & POLICIES:**

In accordance with the Americans with Disabilities Act students requesting accommodations must register with the Office of Disabled Students Programs and Services. Please contact the DSPS office at 310-287-4450 for information and assistance. It is the student's responsibility to register with DSPS and notify the instructor at least 2 weeks in advance if he/she is planning to take the midterm and or final exams in DSPS.

#### **TECHNOLOGY REQUIREMENT:**

The course requires you to have the ability to use a computer performing the following skills, which include but are not restricted to: Word processing, Email usage, Online search engines, and PowerPoint.

#### **ACADEMIC DISHONESTY POLICY:**

Academic honesty is crucial to your learning and requires you to submit work that is original work. Forms of academic dishonesty include: plagiarism (using ideas from another person and not citing their work), copying or cheating by re-using work from another source or student, allowing someone else to copy your work, bringing in notes or other form of cheating assistance to a quiz. Any other forms of dishonesty not mentioned here would otherwise jeopardize academic integrity will have consequences enforced related to the school policy.

#### **OFFICE HOURS:**

Available online Wednesday from 8pm to 9pm

**CLASS WITHDRAWALS DEADLINES:**

Drop classes with a refund/no fee owed	February 19, 2016
Drop classes w/o a W	February 19, 2016
Drop classes w/a W	May 6, 2016
File Pass/No Pass	February 19, 2016

*IF YOU WISH TO WITHDRAW FROM A CLASS YOU MUST COMPLETE THE WITHDRAWAL PROCESS ONLINE. DO NOT ASSUME YOUR PROFESSOR WILL DROP YOU EVEN THOUGH YOU ARE NO LONGER ACTIVELY PARTICIPATING IN THE CLASS. THE CONSEQUENCE MAY BE A FAILING GRADE ON YOUR PERMANENT RECORD. ALSO PLEASE SEE WEST LOS ANGELES COLLEGE WEBSITE TO LEARN HOW A "W" CAN HURT YOU.*

**COURSE REQUIREMENTS:**

As in all academic courses, this course requires that you do work outside of the virtual classroom. In addition you will be evaluated in the following ways: online participation/group discussions, journal reflection, weekly chapter & Vocabulary assignments, a midterm, a final, and other special assignments. This is a college course and you will be held to college standards.

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- All written assignments must be typed in word document. (Times New Roman Font, size 12)
- All assignments must be submitted through **ETUDES** at the end of each week on Sunday by 5pm.
- Late assignments will be accepted only up to **ONE week** after the due date.
- The maximum points possible for late special assignments will be ½ original points.

**MIDTERM:**

Midterm will consist of multiple choice, matching & true/false. Midterm will cover chapters 1 – 7, Posted Lectures and vocabulary

**FINAL EXAM:**

Final exam will consist of multiple choice, matching, true/false. Final will cover chapters 8 - 15  
Posted Lectures and vocabulary

**ASSIGNMENTS:**

1. College Major and Career Exploration
2. Campus Resources Research and Scenarios
3. Weekly Journal Reflection
4. Weekly Group Discussion
5. Build Your Experience & Assigned Weekly Vocabulary ( each chapter )
6. Long and Short Goals Assignment

**GRADING BREAKDOWN:**

Group Discussion participation (5pt each week)	=	75 points
Journal Reflection (5pt each week)	=	75 points
“Build Your Experience & Assigned Weekly Vocabulary (10pt each week)	=	150 points
Campus Resources Research & Scenarios	=	25 points
Short Term Goal Assignment	=	15 points
Long Term Goal Assignment	=	20 points
College Major & Career Exploration Research	=	50 points
Student Educational Plan	=	10 points
Midterm	=	30 points
Final Exam	=	<u>50 points</u>
<b>TOTAL</b>	<b>=</b>	<b>500 points</b>

A = 90%-100% and indicates an outstanding and insightfully written assignments, active participation in class and group work, and perfect (on-time and present in every class) attendance.

B = 80%-89% and indicates an average understanding of the assignments, active participation in class and group work, and regular class attendance.

C = 70%-79% and indicates below average understanding of the assignments, limited participation in class and group work and irregular attendance in most of the classes.

D = 60%-69% and indicates substantially below average understanding of the assignments, below average participation in class and group work, and irregular attendance in class.

F = 50%-59% and indicates substandard understanding of the assignments, substandard participation in class and group work, and substandard attendance in classes.

### **ASSIGNMENT DESCRIPTIONS:**

#### **1. College Major and Career Exploration Research Report**

- I. This report must be 3-5 pages, paragraph format
- II. Include a title page (not counted as part of the 3-5 pages)

#### **III. College Major**

- Using the following online resources locate the list of required pre-requisite(s) and major preparation courses you will need for your chosen major at each of the following : (1) WLAC, (2) one CSU campus and (3) one UC Campus

(<http://www.wlac.edu/academics/catalog.html>, [www.assist.org](http://www.assist.org), <http://admission.universityofcalifornia.edu/transfer/index.html>, [www.csumentor.edu](http://www.csumentor.edu)) and make a list of these courses and include the report. Then review and explain the appropriate *general education* course plan needed to fulfill each of your academic majors (UC IGETC or CSU GE Sheet, or WLAC Plan A/Plan B) in your report.

o Visit <https://uctap.universityofcalifornia.edu/students/> and [www.csumentor.edu](http://www.csumentor.edu) create an account and enter the most up to date information, including any courses taken at any and all colleges or universities – print out a copy of the accounts and include in your report.

#### **IV. Career Exploration**

- o Look up your future career on <http://www.onetonline.org/> and <http://www.bls.gov/ooh/>
- o Document and analyze your findings from these two website in your report on the following: (1) Knowledge (2) Skills, (3) Education, and (4) Experience needed for your career.
- o Set-up an Eureka Account - ***Instructions will be posted on ETUDES***

You will complete **only "My Path"** - which includes Inner Heroes, How do I Learn, What are My Values, Micro-Skills, True Colors and Occ-U-Sort

**V.** Based on your research and findings, describe the steps you will take to achieve your educational and career objectives in your report.

#### **2. Campus Resources Research and Scenarios**

**I.** ***Directions and Instruction Sheet will be posted on ETUDES***

### 3. “Build Your Experience” & Assigned Weekly Vocabulary (Each Chapter)

- I. **The Build Your Experience** is found at the end of each chapter – provide your response to these sections: *1. Stay On Track, 2. One-Minute Paper & 3. Applying What You’ve Learned*.
- II. You don’t have to re-type the questions – but separate and title each of the three sections
- III. Answer each of the three sections in paragraph format and submit via ETUDES
- IV. **Assigned Weekly Vocabulary** – There will be between 5 and 10 vocabulary words each week posted on ETUDES – you will need to provide the definition for each which can be found at the back of your textbook in the Glossary.
- V. Type each term and definition then submit via ETUDES

### 4. Long and Short Goals Assignment

1. Describe your long and short-term goals in regards to your education and your career.
2. In your short-term goals include *five (5) to seven (7) strategies for managing and navigating* through the community college system
3. In your long-term goals include your plan for *(1) degree attainment, (2) transfer to 4 year institution and/or (3) other relevant life goals*

### 5. Weekly Journal Reflection

Each week a topic question (s) will be posted for you to respond to in a word document that you will submit as attachment via ETUDES by end of the week

### 6. Weekly Group Discussion

Each week a topic will be posted on the Discussion page - respond to the topic question on the Discussion Page - complete on ETUDES by the end of the week

### COUNSELING 005 Spring 2016 - TOPICAL OUTLINE AND COURSE CALENDAR

Session	Topic	Assignments Due
Week 1 2/16	Introduction Orientation to the syllabus	

	<b>Post on Discussion Page of ETUDES – Why you are taking this course</b>	
Week 2 2/22	Chapter 1: Why Go To College	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 3 2/29	Chapter 2: Time Management	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 4 3/7	Chapter 3: Emotional Intelligence	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 5 3/14	Chapter 4: How You Learn <b>*Short and Long-Term Goal Assignment Due</b>	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 6 3/21	Chapter 5: Critical Thinking	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 7 3/28	Chapter 6: Reading To Learn	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 8 4/4	Chapter 7: Getting the Most Out of Class	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 9 4/11	<b>MIDTERM</b> Chapter 8: Studying /Test Performance & Chapter 9: Test Taking	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 10 4/18	Chapter 10: Information Literacy & Communication	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 11 4/25	Chapter 11: Relationships <b>*Campus Resources Research and Scenarios Due</b>	Build Your Experience, Vocabulary, Journal Entry & Group Discussion



Week 12 5/2	Chapter 12: Diversity	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 13 5/9	Chapter 13: Wellness	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 14 5/16	Chapter 14: Money	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
Week 15 5/23	Chapter 15: Majors & Careers  <b>*Major and Career Exploration Assignment DUE</b>	Build Your Experience, Vocabulary, Journal Entry & Group Discussion
5/31-June 6	<b>FINAL EXAM</b>	

*\*\*\*Syllabus Disclaimer: This syllabus is tentative and changes may be necessary. A revised syllabus may be issued at the discretion of the instructor.*

## **STUDENT CONDUCT**

### **RULES, REGULATIONS & POLICIES**

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students. All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District. Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

## **Article VIII - Conduct on Campus**

### **Board Rule 9803.10 Willful Disobedience**

Willful disobedience to directions of College officials acting in the performance of their duties.

### **Board Rule 9803.11 Violation of College Rules and Regulations**

Violation of College rules and regulations including those concerning student organizations, the use of College facilities, or the time, place, and manner of public expression or distribution of materials.

### **Board Rule 9803.12 Dishonesty**

Dishonesty, such as cheating, or knowingly furnishing false information to the College.

### **Board Rule 9803.13 Unauthorized Entry**

Unauthorized entry to or use of the College facilities.

### **Board Rule 9803.14 College Documents**

Forgery, alteration, or misuse of College documents, records or identification.

### **Board Rule 9803.15 Disruption of Classes**

Obstruction or disruption of classes, administration, disciplinary procedures, or authorized College activities.

### **Board Rule 9803.16 Theft of or Damage to Property**

Theft of or damage to property belonging to the College, a member of the College Community, or a campus visitor.

### **Board Rule 9803.17 Interference with Peace of College**

The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.

### **Board Rule 9803.18 Assault or Battery**

Assault or battery, abuse, or any threat of force or violence directed toward any member of the College Community or campus visitor engaged in authorized activities.

### **Board Rule 9803.19 Alcohol and Drugs**

Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code Section 4230; any use of controlled substances the possession of which are prohibited by the same; or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District, or while participating in any

District or college-sponsored function or field trip. "Controlled substances" as used in this section include, but are not limited to, the following drugs and narcotics:

A. opiates, opium and opium derivatives

B. mescaline

C. hallucinogenic substances

D. peyote

E. marijuana

F. stimulants and depressants

G. cocaine

**Board Rule 9803.20 Lethal Weapons**

Possession, while on a college campus or at a college sponsored function, of any object that might be used as a lethal weapon is forbidden all persons except sworn peace officers, police officers, and other governmental employees charged with policing responsibilities