

# Puente Project

## Hybrid Puente Counseling 20 (Sect:8571)

Hybrid  
Spring 2016



Class Meets: 2/9/16 – 6/6/16  
Meeting Time: 11:10AM to 12:35PM - Tuesday - Room CE 222/Online  
Instructor: Vidal Valle  
Office: SSB 350  
Telephone: (310)287-4210  
E-mail: vallev@wlac.edu  
Office Hours: Schedule Appointment or use Walk-in hours

<b>Course Description</b>	<p>This course provides students with the tools necessary to make appropriate educational, career and lifestyle choices. Topics examined include educational programs and their requirements, career resources and the career decision-making process, career planning, personal assessment, steps for success, values clarification, exploring personality and interests, skills assessment, the world of work, career options, job search strategies, preparing a winning resume, interviewing skills, and strategies for managing a career.</p>
<b>Course Purpose</b>	<p>The purpose of this course is to provide an opportunity for students to <b>learn and adopt</b> methods to successfully manage their own college education and careers.</p>
<b>Student Learning Outcomes</b>	<p><b>At the completion of this course the student will be able to:</b></p> <ol style="list-style-type: none"> <li><b>1. Analyze and describe personal talents and preferences to select a college major.</b></li> <li><b>2. Examine and differentiate between certificates, Associate Degrees and transfer options.</b></li> <li><b>3. Develop a resume which reflects their desired job or career.</b></li> </ol>
<b>Teaching Strategies</b>	<p>The objectives of this course will be achieved by lectures, small group discussions, guest speakers, group sharing, assigned readings, videos, assignments outside of class, and via online assignments.</p>
<b>Textbooks / Instructional Resources and Materials</b>	<p>Instructional materials for this course include videotapes, resource people from the college and community (Mentors), reference books and handouts.</p> <p>The following books/materials will be used in this course:</p> <ul style="list-style-type: none"> <li>• <b>Career Directions: New Paths to Your Ideal Career, 6<sup>th</sup> edition, Donna J. Yenna</b></li> <li>• <b>ISBN: 978-0073522500</b></li> </ul>
<b>Evaluation</b>	<p><b>Your grade will be based on:</b></p> <ul style="list-style-type: none"> <li>• <b>Assignments 25%</b></li> <li>• <b>Mentor/Informational Interviews 20%</b></li> <li>• <b>Mock Job Interview 10%</b></li> <li>• <b>Career Portfolio 10%</b></li> <li>• <b>Tests 15%</b></li> <li>• <b>Final 20%</b></li> </ul>

<p><b>Final Course Grade</b></p>	<p>A= 90 - 100%  B= 79 - 89.99%  C= 69 - 78.99%  D= 59 - 68.99%  F= 0 – 58.99%</p> <p>Points will be earned from the above evaluation methods. Extra credit may be earned by completing additional assignments during the time period in which the topic is being discussed.</p> <ul style="list-style-type: none"> <li>See instructor for extra credit point values and limitations</li> </ul> <p>In Class assignments are DUE on the assigned date and time. Absence is NOT an excuse for late work—YOU must make arrangements to get assignments in on time.</p> <p>If a student misses class, he/she is required to contact Mr. Valle for the missed assignments. Every effort must be made to get work in on time. *(However, there exist occasions in which students experience extenuating circumstances- situations which are out of your control- which will affect attendance. Please, contact Mr. Valle if you will not be able to attend a class for this reason).</p> <ul style="list-style-type: none"> <li>Online Assignments are DUE on the assigned date and time. Once the assignment closes, it will not reopen. Every effort must be made to get work in on time. You should have plenty of time to submit your work.</li> </ul>
<p><b>Attendance/Participation</b></p>	<p><b>Attendance and participation is extremely important!</b> Please contact the instructor if you must miss class to get assignments due next class session. <b>NOTE:</b> Perfect attendance means that students do not miss a significant portion (10 or more minutes) of <b>any</b> class during the semester (for any reason!).</p> <p>It is the student's responsibility to drop the class. <b>The last day to drop this class without a "W" is Friday, February 19, 2016. The last day to drop this class with a "W" is Friday May 6, 2016.</b></p> <p>This class is linked with <b>English 101 (Sect: 0993 )</b> taught by Professor Leonard. Dropping either class may affect your status in the Puente Project.</p>
<p><b>Tardiness</b></p>	<p>Tardiness will be noted. Final grade will be impacted by excessive tardiness.</p>
<p><b>Puente Student Field Trips</b></p>	<p>An integral part of the Puente Project involves educational campus visits to university campuses. This semester we will be visiting two California Universities ( Date and Time TBA). Transportation will be provided. <b><i>This trip is a class requirement.</i></b> Please make arrangements in advance with your employer and/or family for this field trip.</p> <p>You may also take advantage of other campus tour opportunities offered by the Transfer Center, EOP&amp;S, TRIO or other programs.</p>
<p><b>Puente Project Activities</b></p>	<p>Participation in Puente Project activities such as mentoring meetings, counseling meetings, field trips, Puente Club (When Applicable), etc. is required. Verification of participation will be required.</p>
<p><b>Plagiarism</b></p>	<p>Cheating or plagiarism will be dealt with according to the Student Code of Conduct which includes consequences ranging from reprimand to expulsion.</p>
<p><b>Cell Phones / Electronic Devices</b></p>	<p>Please turn off all cell phones, pagers and other electronic devices before entering class to reduce distractions and eliminate invading the privacy of others or the perception of <u>academic dishonesty</u>.</p>
<p><b>Counseling Appointments</b></p>	<p>Each student must meet with the Puente Counselor at least two <b>times per month</b> during the semester (8 times in the semester) to develop/update a Student Educational Plan and assist them with personal and/or academic related matters. Appointments periods <b>begin on February 9, 2016 and end on June 5, 2016.</b> Please, make your appointment at the counseling center or with Mr. Valle.</p>

**Hybrid Puente Counseling 20 (Spring 2016)**  
**SECTION: 8571**  
**COURSE OUTLINE/MAJOR UNITS OF INSTRUCTION**  
(Instructor reserves the right to modify syllabus during the semester)

WEEK	TOPIC	Assignments/Exercises
2/9/16	<ul style="list-style-type: none"> <li>• Introduction of course/Goals</li> <li>• Review of requirements</li> <li>• College/Puente Orientation (New Puentistas)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Purchase Textbook</b></li> <li>• Online</li> </ul>
2/16/16	<b>Chapter #1: Connecting To Today's Workplace</b> <ul style="list-style-type: none"> <li>• Trend's affecting you in the workplace</li> <li>• 21<sup>st</sup> Century Skills Important to Employers</li> </ul>	<ul style="list-style-type: none"> <li>• In Class Assignment</li> <li>• Online</li> </ul>
2/23/16	<b>Chapter #2: Self Assessment</b> <ul style="list-style-type: none"> <li>• Understanding Yourself</li> <li>• Emotional Intelligence</li> </ul>	<ul style="list-style-type: none"> <li>• In Class Assignment</li> <li>• Online</li> </ul>
3/1/16	<b>Chapter #3: Goal Setting &amp; Career Decision Making</b> <ul style="list-style-type: none"> <li>• Career Success</li> <li>• SMART Goals</li> <li>• Career Decision Making Skills</li> </ul>	<ul style="list-style-type: none"> <li>• In Class Assignment</li> <li>• <b>Mentor Interview Assigned</b></li> <li>• Online</li> </ul>
3/8/16	<b>Chapter #4: Personal Development</b> <ul style="list-style-type: none"> <li>• Review</li> <li>• Guest Speaker</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Test #1: Chapters 1-3</b></li> <li>• In Class Assignment</li> <li>• Online</li> </ul>
3/15/16	<b>Chapter #5: Career Job Research Tools</b> <ul style="list-style-type: none"> <li>• Career Paths</li> <li>• Job Versus Career</li> <li>• Where the Jobs Are</li> </ul>	<ul style="list-style-type: none"> <li>• In Class Assignment</li> <li>• Online</li> </ul>
3/22/16	<b>Chapter #6: Your Career Portfolio</b> <ul style="list-style-type: none"> <li>• Skills Valued by Employers</li> <li>• Developing Portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• In Class Assignment</li> <li>• <b>Career Portfolio Assigned</b></li> <li>• Online</li> </ul>
3/29/16	<b>No On Campus Class/ Online work only</b> <b>Chapter #7: Social Media Profiles</b> <ul style="list-style-type: none"> <li>• Professional Social Media Etiquette</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Test #2: Chapters 4-6</b></li> <li>• Online</li> </ul>
4/1/16-4/8/16	<b>SPRING BREAK</b>	
4/5/16	<b>Chapter #8: Career Networking</b> <ul style="list-style-type: none"> <li>• Career Networking Skills</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• In Class Assignment</li> <li>• Online</li> </ul>
4/12/16	<b>Chapter #9: Internships and Coop Programs</b> <ul style="list-style-type: none"> <li>• <b>Value of</b></li> <li>• <b>Evaluation of</b></li> </ul>	<ul style="list-style-type: none"> <li>• In Class Assignment</li> <li>• Online</li> </ul>
4/19/16	<b>Chapter# 10: Resumes and Job Applications</b> <ul style="list-style-type: none"> <li>• Resume Styles</li> <li>• Types of Resumes</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Test #3: Chapters 7-9</b></li> <li>• In Class Assignment</li> <li>• Online</li> </ul>

4/26/16	<b>Chapter #11: Job Search Letters</b> <ul style="list-style-type: none"> <li>• Job Search Letter Writing Guidelines</li> <li>• Guest Speaker</li> </ul>	<ul style="list-style-type: none"> <li>• In Class Assignment</li> <li>• Online</li> </ul>
5/3/16	<b>Chapter #12: Successful Interviews</b> <ul style="list-style-type: none"> <li>• Preparation for Interviews</li> <li>• Types of Interviews</li> <li>• Guest Speaker</li> </ul>	<ul style="list-style-type: none"> <li>• In Class Assignment</li> <li>• Online</li> </ul>
5/10/16  5/17/16	<b>Chapter #13 Accepting/Rejecting a Job</b> <ul style="list-style-type: none"> <li>• What You Offer The Employer</li> <li>• What The Employer Offers You</li> </ul> <b>Chapter #14 Growing Your Career</b> <ul style="list-style-type: none"> <li>• Improving Your Effectiveness</li> <li>• Recession Proofing Your Job</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Test #4: Chapters 10-14</b></li> <li>• In Class Assignment</li> <li>• Online</li> </ul>
5/24/16	<b>Chapter #15: Contemporary Issues in the Workplace</b> <ul style="list-style-type: none"> <li>• Employee Assistance Programs</li> <li>• Health Related</li> <li>• Family Care</li> <li>• Ethics</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mock Interviews</b></li> <li>• Online</li> </ul>
5/31/16  6/2/16	<ul style="list-style-type: none"> <li>• No Class on 5/31/16 (Study for Finals)</li> <li>• <b>Mock Interviews</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>Career Portfolio Due</b></li> <li>• <b>Mock Interviews</b></li> <li>• <b>Final Exam on 6/2/16)</b>  <b>Chapters: Cum</b>  <b>(11:30am – 1:30pm)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Study for Finals including Chapter #15</li> <li>• Online</li> <li>• Mock Interviews</li> </ul>