

West Los Angeles College
Counseling 40
College Success Seminar
Professor Alma Narez-Acosta
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310 287-4259
Office Location: SSB -330 (EOPS Office)
Office Hours: To be announced

Required Textbook: **Becoming a Master Student**, Fifteenth Edition; Dave Ellis

The mission of this course is to empower and inspire students to be successful, by their standards, in their lives (personal and professional) and in their studies by learning strategies that they can immediately and continuously apply throughout life and that enable them to leave the course with confidence, enthusiasm, and passion to succeed.

Course Requirements and Expectations:

- Students must log in to course at least once a week
- Check Announcements for course updates
- Assignments will be divided by tasks. Follow the directions and complete all required components. It is highly recommended to complete tasks in order.
- All assignments should be completed using text formatting Times New Roman size 14.
- Utilize the Discussions and Private Message feature to post course questions.
- **I prefer to be contacted by the Private Message feature on ETUDES; I usually respond within 24-48 hours excluding weekends and Holidays.**
- Late assignments will not be accepted.
- Optional Extra Credit will be available at the end of the term.
- This is a college classroom. Netiquette will be highly enforced. Please refer to the following website for proper online netiquette: The Core Rules of Netiquette:
<http://www.albion.com/netiquette/corerules.html>

Academic Honesty Policy

You are expected to submit only work that you do yourself. Plagiarized work—work that is not your own, whether it originates from someone else or from the Internet or another source—is prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, will receive a zero for the test, quiz or assignment. Academic dishonesty may result in possible dismissal from the class with a grade of “F” and disciplinary action from the college. Some examples of plagiarism and cheating are using undocumented sources, copying work verbatim from the Internet or textbook, using someone else’s work, and/or recycling work from another class.

Computer Software needed:

Microsoft PowerPoint

Course Student Learning Outcome:

1. Select and apply time management techniques to demonstrate mastery of skill.
2. Identify and apply note-taking skills.
3. Demonstrate a mastery of written communication skills in order to be successful in college level courses.

Assignments:

Assignments will be due weekly and have individual deadlines. They will also vary in points. Assignment specifics will be noted in ETUDES.

Assignment 1	Personal Reflection
Assignment 2	Introduction--Making Transitions
Assignment 3	Chapter 1; First Steps
Assignment 4	Chapter 2; Time
Assignment 5	Chapter 3; Memory
Assignment 6	Chapter 4; Reading
Assignment 7	Chapter 5; Notes;
Assignment 8	Chapter 6; Tests
Assignment 9	Chapter 7; Thinking
Assignment 10	Chapter 8; Communicating
Assignment 11	Chapter 9; Diversity
Assignment 12	Chapter 10: Money
Assignment 13	Chapter 11: Health
Assignment 14	Chapter 12 What's Next?

Student Educational Plan Assignment (20 points)

Final (worth 50 points)

Grading:

Assignments will vary in point value. I will grade on completion of assignments, utilization of proper grammar and punctuation. Abbreviated writing is not acceptable. A Master Students takes pride in all assignments that they submit.

Grading is based on a standard college scale of A, B, C, D, and F. Your letter grade will be computed by adding the number of points you have attained through completing the various course assignments (both required and optional).

Excellent	A	100 – 90%
Good	B	89 – 80%
Acceptable/Fair	C	79 – 70%
Unsatisfactory	D	69 – 60%
	Fail	59% or below

Campus Resources

If you are experiencing any problems with the course and/or need additional assistance; come and talk with me and check out some of the campus resources available to you.

Financial Aid Office

Student Services Building (SSB 210) | (310) 287-453

Financial Aid staff help students determine their eligibility for loans, grants, and scholarships from private and government sources.

Extended Opportunities Programs and Services – Cooperative Agencies Resources for Education (EOPS/CARE)

Student Services Building (SSB 330) | (310) 287-4317

EOP&S provides services to enrolled students who are economically and educationally disadvantaged. The primary goal of EOP&S is student success: college, transfer, certificate of completion or college degree. EOPS provides book vouchers, tutoring, counseling and assists students with transfer preparation.

Cooperative Agencies Resources for Education (CARE) - CARE provides assistance to students who are single parents, who are eligible for EOPS , and are currently receiving CalWORKS benefits and are head-of household. Students who qualify may receive childcare

assistance for study time, book vouchers, transportation stipends, academic and vocational counseling, and single parent workshops.

Office of Disabled Student Programs and Services (DSP&S)

SSB 320 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Counseling

SSB 340 - 310 287-4257

Meet one-on-one with a counselor. Your counseling session will help you determine your educational interests, assess your skill level, and evaluate your abilities. Meet with a counselor, develop your “Student Education Plan” and achieve your community college education goal (transfer or career).

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

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

