

West Los Angeles College  
Personal Development 40  
College Success Seminar  
Professor Murrell Green  
[greenmd@wlaac.edu](mailto:greenmd@wlaac.edu)

310 287-4429

Office Location: SSB -350 (Counseling Office)

Recommended 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 a passion to succeed.

This course will examine issues related to higher education that impact student success. Topics will include an overview of the transfer process, academic success skills, value and the purpose of higher education, diversity in higher education, learning styles and memory, WLAC college policies and resources, health and wellness issues, decision making, factors that impact lifelong learning, effective oral, interpersonal and written communication strategies, critical thinking, career exploration and educational planning.

### **Course Requirements and Expectations:**

- Students must log in to course at least once a week and check for Messages/Announcements every time you log in
- Once you check for Messages/Announcements proceed to Assignments
- Utilize the Discussions and Private Message feature to contact me or email me at [greenmd@wlaac.edu](mailto:greenmd@wlaac.edu) (I usually respond within 24-48 hours excluding weekends and Holidays.)
- Complete weekly assignments by deadlines. **Please be advised that assignments will only be accessible for the week that they are assigned.**
- Every Monday a new assignment will be made active and will remain active until the following Monday.
- Late assignments will not be accepted.
- You will have seven days to complete weekly assignments unless otherwise noted.
- Quizzes will only be accessible for the week that they are assigned.
- Incomplete assignments will be returned with no credit given.
- Optional Extra Credit will be available at the end of the semester.
- 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>

**Course Student Learning Outcome:**

1. Select and apply time management techniques to demonstrate mastery of skill.
2. Identify and apply note-taking skills.

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:**

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).

A	100 – 90%
B	89 – 80%
C	79 – 70%
D	69 – 60%
F	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. **Cooperative Agencies Resources for Education (CARE) - CARE** provides assistance to students who are single parents and head-of household. Students who qualify may receive childcare assistance, 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.

