

**Counseling 040 “College Success Seminar” – Sponsored by DSPS  
(Transfer to UC/CSU) - 3 units**

**Location: General Classroom Building 150**

**Spring 2016 (02/08/ 2016 to 06/06/16) – Section 1673**

***Professor of Counseling:*** Nancy Brambila, M.S.

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***Office hours:*** Thursdays from 5:40 pm -6:10 pm

**On campus course -West Los Angeles College**

**School Website:** [www.wlac.edu](http://www.wlac.edu)

**Address:** 9000 Overland Ave, Culver City, CA 90230

**DESCRIPTION:** RECOMMENDED: Personal Development 005 should be taken prior to Personal Development 040. DESCRIPTION: This course will examine issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and 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.

***Required Textbook:***

**Becoming a Master Student**, Fourteenth Edition; Dave Ellis

***Required Materials:***

1 three ring binder, Paper, #2 pencils, pens, highlighters, dividers and 3 in. X 5 in. index cards

***Personal Development 040 Course SLO***

***SLO #1 - Select and apply time management techniques to save time.***

***SLO #2 – Identify and apply note-taking skills.***

**SLO #3 – Demonstrate a mastery of written communication skills in order to be successful in college level courses.**

**Course objective:**

1. Overview of academic success skills.
  - a. *Discuss and demonstrate on assignments academic success skills that students learned in Personal Development 005 “College Survival” Course.*
2. Learning Styles
  - a. *Discover How you Learn*
  - b. *Being engaged in learning*
    - i. *Listening*
    - ii. *Taking notes*
    - iii. *Participating in class*
  - c. *Reading to learn*
    - i. *Learning to remember*
  - d. *Writing and Speaking effectively*
3. *Ability to manage their time effectively to ensure college success.*
4. *Memory Techniques*
5. *Thinking Critically*
6. *Improving your Performance on Exams*
7. *Communicating effectively*
8. *Managing your Money effectively*
9. *Building relationships across cultures*

**LECTURE TOPICS**

<b>Week #1</b>	<i>(2/11/16) Introductions, Class Rules and Syllabus</i>
<b>Week #2</b>	<i>(2/81/16) Chapter 1 “First Steps”</i>
<b>Week #3</b>	<i>(2/25/16) Chapter 2 “Time”</i>
<b>Week #4</b>	<i>(3/03/16) Chapter 3 “Memory”</i>
<b>Week #5</b>	<i>(3/10/16) Chapter 4 “Reading”</i>
<b>Week #6</b>	<i>(3/17/16) Chapter 5 “Notes”</i>
<b>Week #7</b>	<i>(3/24/16) Chapter 6 “Test”</i>
<b>Week #8</b>	<i>(3/31/16) Holiday no class meeting</i>
<b>Week #9</b>	<b><i>Spring Break ---April 1, 2016 to April 8, 2016 (class does not meet)</i></b>
<b>Week #10</b>	<i>(4/14/16) Chapter 7 “Thinking”</i>
<b>Week #11</b>	<i>(4/21/16) Chapter 8 “Communicating”</i>
<b>Week #12</b>	<i>(4/28/16) Chapter 9 “Diversity”</i>
<b>Week #13</b>	<i>(5/05/16)Chapter 10 “Money”</i>

<b>Week #14</b>	(5/12/16) Chapter11
<b>Week #15</b>	(5/19/16)Chapter 12 "What's Next?"
<b>Week #16</b>	(5/26/16) Over coming challenges due to Disabilities
<b>Week #17</b>	(06/02/16) Final at 4:00pm - 6:00pm

## PERSONAL DEVELOPMENT 040 FINAL EXAM DATE

**Thursday, June 2, 2016 at 4:00pm - 6:00pm**

<i>Week</i>	<i>Activities /Assignments</i>	<i>Due Date</i>
<b>Week # 1</b> Introductions, Class Rules and Syllabus	Class Rules and Icebreaker	
<b>Week # 2</b> Chapter 1 –First Steps	Introduction one page paper Personal Reflection "Who am I?"	2/18/16
<b>Week # 3</b> Chapter 2- Time	Chapter 1 Assignment	2/25/16
<b>Week # 4</b> Chapter 3- Memory	Chapter 2 Assignment	3/3/16
<b>Week # 5</b> Chapter 4- Reading	SEP "make an appointment to see a counselor". Chapter 3 Quiz	3/10/16
<b>Week # 6</b> Chapter 5- Notes		
<b>Week # 7</b> Chapter 6-Test	Chapter 5 Quiz	3/24/16
<b>Week # 8</b> Holiday	<b>Class does not meet on</b>	<b>Class does not meet on</b>
<b>Week # 9</b> Spring Break	<b>Class does not meet on</b>	<b>Class does not meet on</b>
<b>Week # 10</b>	Chapter 7 Quiz	

<b>Week # 11</b> chapter 8- Communicating		
<b>Week # 12</b> Chapter 9- Diversity		
<b>Week # 13</b> Chapter 10- Money	Student Ed Plan  Chapter 10 Quiz	
<b>Week # 14</b> Chapter 11- Health		
<b>Week # 15</b> Chapter 12- What's Next?	<b>Chapter 11</b> Quiz	
<b>Week # 16</b> <i>Over coming challenges due to Disabilities</i>	Chapter 12 Quiz	

***Due dates and activities subject to change.***

*Assignments*

<b>1. Personal Reflection paper</b>	<b>10 points</b>
<b>2. Icebreaker Activity</b>	<b>5 points</b>
<b>3. Class Rules Activity</b>	<b>5 points</b>
<b>4. Chapter 1 Assignment</b>	<b>10 points</b>
<b>5. Chapter 2 Assignment</b> <i>One Week Log Activity and Reflective paper</i>	<b>10 points</b>
<b>6. Chapter 3 Quiz</b>	<b>10 points</b>
<b>7. Chapter 5 Quiz</b>	<b>50 points</b>
<b>8. Chapter 7 Quiz</b>	<b>10 points</b>

<b>9. Chapter 12 Quiz</b>	<b>10 points</b>
<b>10. Class attendance and participation</b>	<b>5 points</b>
<b>11. Student Educational Plan -- THIS ASSIGNMENT IS MANDATORY</b>	<b>25 points</b>
<b>12. Final is REQUIRED</b>	<b>50 points</b>

<b>Course Grades:</b>
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		<u>Percentage</u>
A	=	85% – 100%
B	=	75% – 84%
C	=	65% – 74%
D	=	55% – 64%
F	=	54% or below

		<u>Points</u>
A	=	170 – 200
B	=	150 – 169
C	=	130 – 159
D	=	110 – 129
F	=	109 or below

**\*Class participation and attendance is mandatory.**

**\*Assignments will be announced in class meetings.**

**Notice to All Students:**

In compliance with the American Disabilities Act, students with disabilities who need any assistance or accommodations should contact the instructor immediately. The instructor should be advised of these circumstances BEFORE an assignment, and within the first week of the semester. Verification must be made with the DSP&S office. They can be reached at (310) 287-4450.

**WEST LOS ANGELES COLLEGE**  
**2014-2016**  
**CATALOG** (page 41)

## **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.

\*\*\*\*\*Syllabus may be subject to change\*\*\*\*\*

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