

## Personal Development 040 - Course Syllabus

Online Course - West Los Angeles College

Spring 2016 - Section # 8135

02/08/2016 to 03/30/2016

Post Secondary Education: The Scope of Career Planning - College Success Seminar

(UC:CSU) - 3 Units

DESCRIPTION: 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.

Section #8135 (online)

Instructor: **Professor Sherron A. Rouzan**

Email: [RouzanST@WLAC.EDU](mailto:RouzanST@WLAC.EDU) - **after** the course has begun, all communication should be done through the Etudes-Private Message tool.

Virtual Office hours: **Instructor will be online each Sunday 7-9pm during the Spring Session.**

Materials Needed: Class textbook. Outside reading resources will be used and assigned to complete career research assignments.

Textbook: Becoming A Master Student -15th edition - ISBN 978-1-285-19389-2, Dave Ellis, Doug Toft contributing editor Cengage Learning

Houghton Mifflin Company, textbook can be purchased through the WLAC bookstore or online sources (student's should verify the ISBN with the online WLAC booklist). Feel free to search outside resources to purchase the course textbook, [www.half.com](http://www.half.com), [www.text.com](http://www.text.com), [www.amazon.com](http://www.amazon.com) - the text can also be rented through the WLAC Bookstore.

Course Online Locations: <http://etudes-ng.fhda.edu/portal>

***Course Layout: The goal of the text is to provide you with comprehensive skills to successfully guide you through higher education. These skills will also serve to benefit the decisions that you make throughout life. The course will follow the text as presented in twelve chapters and outside resources will be integrated to reiterate the text.***

Be sure to check the Announcements section daily and often as this will be my main form of contact to you throughout the course. This section will post when assignments are ready to be accessed and due-dates as well as other pertinent information about the class, date changes, assignment corrections, etc.

**You will be responsible for reading and understanding twelve chapters, midterm/final and 08 weeks of course instruction. This means students should expect to cover 1-2 chapters of reading, and written**

assignments each week. The final grade will be based on student's performance on all assignments, each assignment should be a well-written, thought-provoking reflections. A midterm and a final exam will be used to determine the students detail career research and exploration skills. Chapter reading should enhance research skills and writing assignments. The final assignment is required in order to pass the course; no incomplete grades will be assigned for students who fail to complete the final.

**Course Requirements:**

The primary contact for me is via the Private Messages section in Etudes.ng. As a back-up, messages can be sent directly to my email at [RouzanST@WLAC.EDU](mailto:RouzanST@WLAC.EDU).

**Dropping the Class:**

It is the students' responsibility to drop a class. Students can drop courses by accessing the online enrollment system. The college admissions office sets all deadlines. Please carefully review the college Spring 2016 schedule for important dates.

**Academic Standards:**

The best way to receive the maximum benefit from this class is to log on daily, read the text, complete and turn-in assignments according to schedule, and participate in the discussion assignment-oriented forums when assigned. Students stand to benefit most when assignments are well written and care is reflected in the work submitted. Although the class is online, work is expected to be written legibly, concisely, and follow the rules of Standard English grammar, spelling, and punctuation. All university rules of plagiarism apply to all of your assignments. **The ability to read and write well is indicators of a well-educated mind and subsequent success in the world. As such, the instructor is very interested in your ability to reflect critical thinking skills in your writing. Be advised you will be graded on the comprehension of the material (as evidenced in your ability to answer the questions asked), your ability to communicate your ideas in a structured and orderly format, and the ability to clearly communicate your thoughts, insights, and opinions. Be sure to proofread your work prior to final submission to be assured of the score you feel you've earned.**

**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.

**Assignments:**

Students are responsible for completing and submitting all assignments promptly. Assignments and exams not taken will receive a failing grade. There are no late assignments or make-ups.

Weekly Assignments		20-40 points each 200 points

Mid Term - Research Project	100	100
Final	100	100
Total Points	<b>400</b>	A= 360 + points B= 359- 320 points C= 319- 280 points D= 279 -240 points F = below 239 points

The instructor will conduct this course with these goals expressed within the ***Student Learning Outcomes (SLO's)***:

***Course Student Learning Outcomes (SLO)***

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.

Each student should be successful in each area:

***Critical Thinking:*** We will engage our individual and collective intellect with powers of observation and examination to deepen our understanding of real estate finance. ***"Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences."***

***Communication:*** We will use various forms of communication such as written online chapter exercises and discussion assignments to convey an understanding of issues germane to many aspects of the subject matter. ***"Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings."***

***Civic Responsibility:*** We will promote a consciousness of connectedness with our existing and potential clients in order to acknowledge and learn to

***Respect the sensitive and personal nature of finances.*** We will accomplish this by becoming informed, educated, and excited to ***do good and do well.*** ***"Apply the principles of civility to situations in the contexts of work, family, community, and the global world."***

***Cultural Diversity:*** We will be open and engaging with each other and increase our awareness of inter-relatedness as we are all members of the human family. ***"Respectfully engage with other cultures in an effort to understand them" and ourselves.***

**Ethics:** We will hold ourselves accountable to being exemplary of all values virtuous regardless if we're being observed or not. We will learn to accept responsibility for how we communicate the details of all transactions to our clients and if we don't know the answer, we will be honest and endeavor to find the answer for our clients. Pointedly, all students will use their own words to validate one's understanding of the subject matter. ***"Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work."***

It is critical that all students communicate with an Academic Counselor. Communicating with a Counselor insures your success to reach your academic and career goals. If you are unable to visit the Counseling Center on the campus of WEST - Login into the Online Counseling website.

### **Online Academic Counseling**

**If you would like to receive academic counseling online, you have the following options available to you:**

[Send Email to an Academic Counselor](#)

\_\_\_([onlinecounseling@wlac.edu](mailto:onlinecounseling@wlac.edu))

In order to use this feature you must be currently enrolled at WLAC and have questions of a more personal sort. Be sure your email includes the following items:

Full Name

Email Address

Student Eight Digit ID (#88-----)

Phone Number

Expect a reply in 24 to 48 hours.

[Visit the Online Counseling Discussion Board](http://library.wlac.edu:8080/cforum/forums/list.page) \_\_\_(<http://library.wlac.edu:8080/cforum/forums/list.page>)

This feature is designed for new, current and perspective students with general questions. This site is public and can be seen by others. (Remember to check the FAQ's first!)

Expect a reply in 24 to 48 hours.

[Read the Frequently Asked Questions](#)

\_\_\_(<http://www.wlac.edu/online/counselingfaq.htm>)

The most commonly asked questions have been provided here. Simply click on the question for your answer.

[Academic Counseling Home](#)

[Steps to Success](#)

[WLAC Online Courses Website](#)