

PERSONAL DEVELOPMENT 5 (PD5)
COLLEGE SURVIVAL
Fall 2015
Section 1669 Thurs. 2:00pm - 5:00pm – GC 250

Professor: Mr. Murrell Green, M.S.

Email: greenmd@wlac.edu

Office Hours: Email/Counseling Office Room 350 Walk-In Sessions

School Website: www.wlac.edu

School Address: 9000 Overland Ave. Culver City, CA 90230

Transfer: CSU 2.0 Credit Hours

Required Text: *Your College Experience: Strategies for Success*, 11th Edition. Author(s): John N. Gardner & Betsy O. Barefoot

Course Description:

This course will enable students to survive and succeed in a college program. Emphasis will be placed on making informed decisions, developing study skills, learning reductive time management techniques, financial planning, and other personal skills.

Course Objective:

The course objectives are to guide you through the process of becoming a successful college student. Students will identify their values, learning style, and techniques (time management, test taking, etc) in overcoming obstacles that may impede their academic progress. Students will also participate in social justice activities to identify how they view other cultures, how they are seen by others, and how this affects society.

Student Learning Outcome: (SLO)

- Identify and utilize campus resources when help is needed.
- Practice and implement study skills to improve academic success.

Attendance:

- You are expected to attend all class sessions and be on time. Attendance will be taken at the beginning of each class.
- 5 points will be subtracted from your final grade for each absence.
- 3 points will be subtracted from your final grade for each tardy or early departure.

Participation:

Your involvement in each class session is expected and includes: active listening, asking/answering questions, volunteering, completing in/out of class activities, completing evaluations, etc.

Classroom Guidelines:

- All cell phones, mp3 players and other electronic devices must be turned off before entering class.
- Laptops maybe used to take notes only, not used for email, web surfing, IM, or other non-class related reasons.

Classroom Discussions:

Our course will involve classroom discussion. It is important for every student to participate in these discussions. At times topics may be personal, some may be emotional. The following are guidelines that are to be used in any discussion during the course.

- Each person has a right to her or his own opinion.
- Each person has a right to be heard. **(No side conversations)**
- Each person has a right to be respected. Be aware of your own prejudices.

- Each person has a right to privacy. No one is required to comment on a given topic and if a person requests confidentiality, others agree to not repeat what was said.

Course Requirements:

As in all academic courses, this course requires that you do work outside of class. In addition you will be evaluated in the following ways: attendance and participation, a midterm, a final, signature assignments, special activities, quizzes, and journals. This is a college course and you will be held to college standards. All students must be present for the midterm and final exam

- **No late assignments will be accepted.**

Disabled Student Services & Policies:

In accordance with the Americans with Disabilities Act students requesting accommodations must register with the Office of Disabled Students Programs and Services. Please contact the DSPS office at 310-287-4450 for information and assistance. It is the student's responsibility to register with DSPS and notify the instructor at least 2 weeks in advance if he/she is planning to take the midterm and or final exams in DSPS.

Technology Requirement: The course requires you to demonstrate basic technology skills. These may include, but are not restricted to, the use of word processing, email, online search engines, and PowerPoint.

Academic Dishonesty Policy:

Academic honesty is crucial to your learning and requires you to submit work that is your original work. Forms of Academic Dishonesty include: plagiarism (using ideas from another person and not citing their work), copying or cheating by re-using work from another source or student, allowing someone else to copy your work, bringing in notes or other forms of cheating assistance to a Quiz. Any other forms of dishonesty not mentioned here would otherwise jeopardize academic integrity will have consequences enforced related to the school policy.

Signature Assignments:

Personal Statement Essay (**50 points**)

Comprehensive Student Educational Plan (SEP) (**100 points**)

Goals poster (**50 points**)

Speech (**50 points**)

Career Essay (**50 points**)

Workshop Summary 1 (**50 points**)

Workshop Summary 2 (**50 points**)

*Detailed information regarding each assignment will be explained throughout the course.

Weekly Journal: Every week you will be required to submit a journal on a particular subject (course reading, current event, discussion question, etc.). You will also be required to actively participate in classroom discussion regarding the journal topic. **10 points**

For each Journal please complete the following:

- a. What challenges did this person overcome?
- b. What attitudes or behaviors helped them improve as students?
- c. How can I apply this information to my life?

The questions and answers must be **TYPED** and turned in at the beginning of class on the due date or emailed to the instructor prior to class starting.

Daily Activities: Be prepared to complete daily in-class activities pertaining to weekly topics.

Pop quizzes: Pop quizzes may be given randomly to check for understanding. Pop quizzes will be graded for extra credit only. These points can only improve, not hurt your grade.

Midterm/Final: Your midterm and final will be group presentations. Groups will be assigned by the instructor. Groups will be different for midterm and final. The topic for the midterm presentation will be chosen by the group members (suggestion topics will be provided on the Assignment Detail sheet). The topic for the final presentation will be chosen by the instructor. **BOTH** topics **MUST** be approved by the professor by the deadline or a zero will be given to the entire group. All presentations will be graded per group (not individually). Therefore, all group members are responsible for each other. Please refer to the Assignment Detail sheet for further details.

Submitting Assignments: You have two options in submitting assignments.

1. Submit a hard copy (printed out) at the beginning of class (prior to the start of lecture)
2. Email the assignments to the professor **PRIOR** to the start of class on the due date. For example: if class starts at 2:00pm, you will need to email your assignment no later than 1:59pm. You can **ONLY** email the following assignments: Personal Statement essay, Career essay, Workshop Summary 1 & 2, and the Journals.

IF YOU WISH TO WITHDRAW FROM A CLASS **YOU** MUST COMPLETE THE WITHDRAWAL PROCESS ONLINE. DO NOT ASSUME YOUR PROFESSOR WILL DROP YOU EVEN THOUGH YOU ARE NO LONGER ATTENDING CLASS. THE CONSEQUENCE MAY BE A FAILING GRADE ON YOUR **PERMANENT** RECORD. ALSO PLEASE SEE WEST LOS ANGELES COLLEGE WEBSITE TO LEARN HOW A “W” CAN HURT YOU.

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

****Grading Procedure****

Class Participations/Attendance:	70 points total (5 points per day)
Journal Assignments	70 points total (10 points each assignment)
Signature Assignments	400 points total
Midterm	100 points total
Final	100 points total

**** Please feel free to make an appointment to meet with me or email me to discuss your points anytime during the semester.**

Course Outline and Assignments

<u>Week</u>	<u>Lecture Topic</u>	<u>Assignments DUE</u>
W1: 9/24	Course Introduction/Syllabus/Ice breaker/ Chapter 1: Why Go To College	Due Thursday: No Assignment Due

W2: 10/1	Ch. 2: Time Management/	
W3: 10/8	Ch. 3: Emotional Intelligence	Due Thursday: -Journal: Robert Schein (pg. 67)
W4: 10/15	Ch. 4: How You Learn	Due Thursday: -Workshop summary 1 -Journal: Jordan Hardy (pg. 133)
W5: 10/22	Ch. 5: Critical Thinking Ch. 5 (Complete)/Workshop	Due Thursday: -Journal: Joshua Mortin (pg. 157) -Career Essay
W6: 11/5	Ch. 6: Reading to Learn/Ch. 7: Getting the Most Out of Class	Due Thursday: -Workshop summary 2 -Journal: Kenzie Snyderman (pg. 175)
W7: 11/12	Ch. 8: Studying/ Ch. 9: Test Taking Midterm/Workshop	
W8: 11/19	Ch. 10: Information Literacy and Communication/ Ch. 11: Relationships	
W9: 11/26	No Class (Thanksgiving)	
W10: 12/3	Ch. 12: Diversity/ Speech Presentations	Due Thursday: -Speech Presentation: Future job or Mentor/Role Model Due Thursday: -Journal: Benjamin Smock (pg. 235)
W11: 12/10	Ch. 13: Wellness/Ch. 14: Money	Due Thursday: -CSEP -Journal: Dalton Eidem (pg. 271)
W12: 12/17	Final Goal Presentation	Due Thursday: -Goals Poster -Journal: Juliana Henry (pg. 296)

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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.