

WEST LOS ANGELES COLLEGE
 Counseling Division
Fall 2015
Personal Development 40 - Section 8572 (3 units)
 College Success Seminar
Thursday, 3:30 p.m. to 5:00 p.m. – GC 470

INSTRUCTOR

Name	Jones-Jamison, Tamara	Email	joneste@wlac.edu
Location	SSB 350	Telephone	(310) 287-4247
Office Hours	Thursday 3:00p.m -3:30p.m and 5:00p.m – 5:30p.m		

REQUIRED TEXT

Becoming a Master Student 15th Edition, Dave Ellis
 ISBN 978-1-2851-9389-2

COURSE DESCRIPTION

This course will examine issues related to higher education that impact student success. Topics will include and over view of academic success skills, value and purposes of higher education. Diversity in higher education, learning styles and memorization, 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 OBJECTIVES

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. Focus on transfer specific requirements for California State University and University of California systems.

COURSE TOPICS INCLUDE:

- Communication
- Goal Setting
- Time Management
- Lecture Note Taking
- Textbook Reading & Study
- Test Taking
- Critical Thinking
- Concentration/Memory
- Diversity/Relationships
- Transfer/Educational Planning
- Stress Management

STUDENT LEARNING OUTCOMES: -

At the end of this course you will be able to:

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

- Demonstrate mastery of written communication skills in order to be successful in college level courses.

ATTENDANCE:

- You are required to attend all class sessions and be on time. Attendance will be taken at the beginning of each class.
- If you are not present when your name is called, you will be marked absent. *If you arrive after the roll has been called, speak to me after class and ask to be recorded tardy- otherwise you will be recorded absent for the day.*
- You will be dropped from this class after your 2nd absence or 4th tardy/early departure. There are no excuses.
- You are responsible for all assigned work. If you are absent from a class session, contact another class member to get the assignment and other class details. You are responsible for being absent.
- If you are going to be absent it is your responsibility to let me know one-week prior.
- If you're not present for the presentations all attendance points will be removed.

PARTICIPATION:

Your involvement in each class session is expected and includes: active listening/note taking, asking/answering questions, volunteering, completing evaluations & summaries of class sessions, etc.

CLASSROOM GUIDELINES:

- All cell phones, mp3 players, ipods, and other electronic devices must be turned off before entering class.
- Laptops may be used to take notes only, not used for email, web surfing, IM, or other non-class related reasons
- No food or drinks (except water) may be consumed in class.

CLASSROOM DISCUSSIONS:

Our course will involve classroom and small group discussion. It is important for every student to participate in these discussions. At times topics may be personal, some maybe 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.

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 include, but are not restricted to, the use of word processing, email, online search engines, ETUDES and PowerPoint.

ACADEMIC DISHONESTY POLICY:

Academic honesty is crucial to your learning and requires you to submit work that is 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 form 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.

CLASS WITHDRAWALS DEADLINES;

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.

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, homework, 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.

- All written assignments must be typed. (**Times New Roman Font, size 12**)
- The maximum points possible for late assignments will be ½ original points.
- To avoid losing points, email work **before** class begins if you will be absent.

ASSIGNMENTS:

1. College major and career exploration self-assessment and analysis; and UC/CSU Transfer Planner
 - o <https://uctap.universityofcalifornia.edu/students/>
2. Campus Resources Hunt and Scenarios
Post Assessments for each chapter

Grading Procedure:

Class attendance and participation	=	10	points
Journals	=	20	points
Assignments and Quizzes	=	40	points
Research Paper and Presentation	=	30	points
<hr/> TOTAL	=	100	points
(Extra credit	=	10	points)

- A = 90%-100% and indicates an outstanding and insightfully written assignments, active participation in class and group work, and perfect (on-time and present in every class) attendance.
- B = 80%-89% and indicates an average understanding of the assignments, active participation in class and group work, and regular class attendance.
- C = 70%-79% and indicates below average understanding of the assignments, limited participation in class and group work and irregular attendance in most of the classes.
- D = 60%-69% and indicates substantially below average understanding of the assignments, below average participation in class and group work, and irregular attendance in class.
- F = 50%-59% and indicates substandard understanding of the assignments, substandard participation in class and group work, and substandard attendance in classes.

ASSIGNMENT DESCRIPTIONS:

Assignments are subject to change at the discretion of instructor.

1. Research paper:

College major and career exploration self-assessment and analysis; and UC/CSU Transfer Planner

- I. College Major
 - Look up your major using online resources (assist.org, college/university website), list the pre-requisite courses needed for your major, explain the courses you will need for your major and the appropriate general education course plan needed (i.e. UC IGETC or CSU GE Sheet, or WLAC Plan A/Plan B)
 - Visit <https://uctap.universityofcalifornia.edu/students/> create an account and enter the most up to date information, including any courses taken at any and all colleges or universities.
 - Visit www.csumentor.edu create an account and enter the most up to date information, including **all** college courses.
- II. Career Exploration
 - Look up your future career on <http://www.onetonline.org/> , <http://www.bls.gov/ooh/> , www.eureka.org , www.assist.org.
 - Discuss your findings, analyze your findings
- III. Based on your research and findings, describe the steps you will take to achieve your educational and career objectives
- IV. Assignment must be 3-5 pages, paragraph format
- V. Include a title page (not counted as part of the 3-5 pages)
- VI. 5-8 minute class presentation

2. Chapter Reviews/Lecture reviews. TBA

3. Weekly Journals submitted on ETUDES

- I. Each entry must be 150-200 words written in complete sentences.

4. Complete a Comprehensive Student Educational Plan (CSEP)

PD 040 - TOPICAL OUTLINE AND COURSE CALENDAR

Session	Topic	Assignments Due
Week 1	CHAPTER 1 INTRODUCTION SYLLABUS	
Week 2	CHAPTER 2	TBA
Week 3	CHAPTER 3 AND CHAPTER 4	TBA
Week 4	CHAPTER 5 AND CHAPTER 6	TBA
Week 5	CHAPTER 7	TBA
Week 6	CHAPTER 8	TBA
Week 7	CHAPTER 9 AND CHAPTER 11	TBA
Week 8	CHAPTER 10	TBA
Week 9	PRESENTATIONS	TBA
Week10	PRESENTATIONS	TBA