

PERSONAL DEVELOPMENT 5 (PD5)

COLLEGE SURVIVAL

Fall 2013

Section 1667 T/TH 11:10 a.m. – 1:20 p.m. – GC 470

Professor: Brandy A. Robinson, M.A.
Email: robinsonpd5@gmail.com
Office Hours: T/TH 10:00-11:00 a.m.
Location: SSB 320

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9000 Overland Ave.
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“Education is the passport to the future, for tomorrow belongs to those who prepare for it today”

Transfer: CSU 2.0 Credit Hours

Required Text: *Choices for College Success 2nd Edition* by Steve Piscitelli.

Rental Information: \$25

Course Description:

We will take a journey into the field of personal development and college survival. Together we will examine the necessary skills that contribute to college survival and student success. Emphasis will be placed on making informed decisions, developing study skills, learning productive time management techniques, financial planning, and other personal skills.

Course Objective:

The course objectives are to provide you with a basic understanding about how students develop academically and interpersonally to achieve overall goals and increase personal development. Students will gain a general understanding of key theories and major concepts in the field of personal development and will develop tools for academic and personal success.

Course Topics Include:

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

Student Learning Outcome: (SLO)

At the end of this course you will be able to

- **Identify and utilize campus resources when help is needed.**

Materials and supplies required for each class session:

- *Choices for College Success* text
- A 3 ring binder containing the class syllabus, and paper for note taking.
- Student planner
- A pen and highlighter

Attendance:

- You are expected 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.*
- 3 points will be subtracted from your final grade for each absence.
- 2 points will be subtracted from your final grade for each tardy or early departure.

- 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 know you are going to be absent it is your responsibility to let me know 1 week prior.

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 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.
- 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.

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)
- On time homework will be collected only at the beginning of the class session.
- Late assignments will be accepted only up to one week after the due date.
- The maximum points possible for late assignments will be ½ of the original points.
- To avoid losing points, email work **before** class begins if you will be **absent**.

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, 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.

Midterm: Midterm will consist of multiple choice, true/false, and short answer questions. Midterm will cover chapters 5-8. **100 points**

Final Exam: Final exam will cover chapters 9-12 include mutiple choice, true/false, and short answer questions. **200 points** Please note, the final exam is mandatory, failure to show for the final will result in a negative grade

Signature Assignments: Treasure Hunt (**100 points**), Lifeline Project (**100 points**), and Goals Paper (**50 points**). Detailed information regarding each assignment will be explained on the first day of class.

Weekly Current Events: Every Tuesday you will turn in a 1 page typed summary (in your own words) about a current event issue locally, nationally, or globally. You must attach a copy of the article to your typed paper for full credit. **10 points**

Quizzes: Be prepared to explain key terms for each chapter, and be knowledgeable of overall chapter content. Each quiz is worth **25 points each**.

Homework: Please complete the Pre/Post Assessments sections of each chapter. Make sure you have read the required material prior to class. You are not required to retype the questions, but make sure your responses are typed. **120 points total**

Individual Meetings with Instructor:

I am available to meet with students 10-11 a.m. on Tuesday and Thursday SSB Room 320. In addition I am always available by email.

Class Withdrawal Deadlines:

Fall 2013: 8 Week Session #1	Session #2	
	Aug 26 - Oct 20	Oct 22 - Dec 15
DATES		
LAST DAY TO		
Apply Online		
Apply In-Person	1st Day of Class	1st Day of Class
Add Classes	Aug 25 (online) Aug 30 (in-person)	Oct 20 (online) Oct 25 (in-person)
Drop a Class w/o a Fee	Aug 30	Oct 25
Drop a Class w/o a W	Aug 30	Oct 25
Drop a Class w/a W	Oct 4	Nov 27
File Pass / No Pass	Aug 30	Oct 25
CAMPUS CLOSED	Labor day, Sept 2	Veteran's Day, Nov 11 Thanksgiving Nov 28 - Dec 1

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 maybe necessary. A revised syllabus may be issued at the discretion of the instructor.

****Grading Procedure****

Class Participations:	50 points total
Attendance:	30 points total
Homework Assignments	120 points total (10 points each assignment)
Midterm	100 points total
Signature Assignments	250 points total
Chapter Quizzes	25 points total
Final Exam	200 points total
Weekly Current Event Articles	70 points (10 points each)

****Please keep track of your points for all assignments and exams in your student planner. Please feel free to make an appointment to meet with me to discuss your point anytime during the semester.**

I will be calculating grades based on POINTS not PERCENTAGES

Course Outline and Assignments

Please note, below is a schedule for Weekly Topics and assignments that are due. In addition to this we will have guest speakers to visit the class to provide resources for you.

<u>Date</u>	<u>Topic</u>	<u>Assignments DUE this date</u>
10/22	Course Introduction	
10/24	Chapter 1	Goals Paper Due/Chapter 1 HW
10/29	Chapter 2	Chapter 2 HW
10/31	Chapter 3	Chapter 3 HW-LIFELINE PROJECT
11/5	Chapter 4	Chapter 4 HW-LIFELINE PROJECT
11/7	Chapter 5	<u>Chapter 5 HW/Quiz Chapters 1-4</u>
11/12	Chapter 6	Chapter 6 HW
11/14	Chapter 7	Chapter 7 HW
11/19	Chapter 8	Chapter 8 HW/ RESUME DUE
11/21	MIDTERM	<u>Midterm Exam-Chapters 5-8</u>
11/26	Chapter 10-12	
12/3	Treasure Hunt Assignment Presentations	<u>Treasure Hunt Assignment</u>
12/5	Treasure Hunt Assignment Presentations	<u>Treasure Hunt Assignment</u>
12/10	Final Exam Review	
12/12	Final Exam	Location/Time TBD

