

**West Los Angeles College
Personal Development 5
College Survival Skills**

**Class Section Number 1669
Starting 4/14/2014 Ending 6/8/2014
Office Hours Immediately Following Class
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Professor of Counseling
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College and Course Description

By enrolling in this course, you will be introduced to informational topics that can contribute to student success. In the college catalog, this course is described as follows: “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 productive study skills, learning productive time management techniques, financial planning, and other personal skills”.

Text Book

The text book is Learning Success, Being Your Best at College and Life, 3rd Edition by Carl Wahlstrom and Brian Williams. Supplement booklet is optional.

Instructional Methods and Course Requirements:

- Carefully review Course Outline that will be distributed during the first day of class.
- It is most effective to read the Chapter material identified in the Course Outline prior to my lecture on the Chapter.
- Class success is based upon reading the text book assignments in a timely manner, so that you can successfully prepare for the exams.

Student Learning Outcomes

At the end of the course the successful student will be able to identify and utilize campus resources and be able to assist him or herself when needed.

Student Evaluation

The mid-term exam and the final exam will total 100 points each. The final scores will be divided by two to arrive at a final grade.

Grade:	A	90 to 100
	B	80 to 89
	C	70 to 79
	D	60 to 69
	F	59 and Below

College Policies

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.**

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Office of Disabled Student Programs and Services (DSP&S)

Student Services Building (SSB) 320 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration

assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Attendance

Because class discussions and group work are an integral part of this course, attendance is mandatory. Up to 3 absences are allowed. After that, you could be dropped. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period.

Excessive absenteeism will lower your grade, as well as walking in and out of class. 3 tardies = 1 absence. Students may be dropped from class for excessive tardiness, or for failure to attend class the first day or during the entire first week of the class.

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