

LSK 41-I #1389 Taking charge of your life Spring 2014

Short term dates: April 22- May 15

Classroom General Classroom Building, Room 320

Days/Times Tuesday and Thursday 1:25 to 2:35 pm

Instructor Fran Israel

Office Location DSPS Office, Student Services Building, Room 320

Office hours: Tuesday 10:30-11:30 a.m.; 4:30-5:00 p.m.

Thursday 10:30 to 11-30 a.m.; 3:00 to 5:00 pm

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Textbook Instructor handout packet

Materials: 3 ring binder, paper, dividers.

Description: Organize your time and space. Take surveys to learn your learning style, personality style and personal communication style. Use the information to set goals for your career. This class combines lecture, discussion, surveys and activities.

Objectives

- a) Will be able to evaluate personal use of time
- b) Will be able to identify goals and plans of action
- c) Will be able to communicate more effectively
- d) Will identify skills, strengths and interests leading to career choice

Outcomes:

Improved communication in academic, work and family settings

Increased self-awareness/interpersonal skills

Gain experience in the use of computer for career search

Topics for the 8 class meetings

1. Introduction: Taking Charge
2. Goal Setting
3. Time management
4. Surveys: Locus of control/learning styles/personality

5. Communications/coping with emotions
6. Career; work style
7. Work and personality
8. Transferable skills/resumes/cover letters

Syllabus Change. The schedule of topics will be followed generally. Unforeseen events may lead to minor changes in schedule which will be announced.

Long term assignments:

- 1) Identify 3 Personal goals, one of them short-term, the second, intermediate term, and the third one, a long term goal.
- 2) Identify 3 possible careers and research them online in the Occupational Outlook Handbook. For each career choice, find out if jobs are easily available, the average money you would earn, how much education is needed, and where you can get the education for that job here in the Los Angeles area.

Begin work on this in the 2<sup>nd</sup> week. Completed packet due at 8<sup>th</sup> meeting.

Grading: Credit/ No credit; Non degree applicable/non transferable

You will be evaluated on

- |  |    |
|--|----|
| 1. Completion of goal identification                                     | 10 |
| 2. Regular and on-time attendance  | 30 |
| 3. Appropriate classroom participation and self - discipline /regulation | 30 |
| 4. Information printouts from the Occupational Outlook Handbook (OOH)    | 30 |

You must earn 80 points to receive a credit.

## Class Policies (The Rules):

### Attendance:

Only 1 absence allowed. After that you could be dropped. 2 times late is equal to 1 absence. **YOU SHOULD NEVER SCHEDULE A CAMPUS APPOINTMENT DURING SCHEDULED CLASS TIME.** It will count as an absence for grading.

### Walking in and out of class:

This class is not 3 hours long. You need to use the restroom and eat before coming into the room.

Walking in and out is rude, as is throwing trash away while class is in session. If you have an emergency (which would be rare), go quietly and return quietly. I will be noting frequency and deducting points. **ANYONE** who makes a habit of leaving the classroom without medical reasons known to the instructor may be asked to leave the class.

### Be prepared:

You need to start making a list the night before of materials you will need the next day. Your notebook and packet and a pencil are required at every class session. Without them you will not be able to fully participate and will lose points

### NO Technology:

Unless used to take notes with my permission. No cell phones, no texting, no talking, no music on an I-pod.

You must learn to do without these distractions here and in the workplace.

### Disruptive and Rude Behavior:

Respect for others is **RULE 1**. Swearing, vulgar language and inappropriate topics will **NOT** be tolerated in this class or on a job.

College discipline is as follows:

1st offense: A warning                      2nd offense: a 2 day suspension

Since only one absence is allowed, you will not receive credit.

### Positive Environment:

You need to listen with respect to another's questions and comments. There will be no negative comments or laughter that

shows disrespect. No questions are foolish or wrong in his room.  
Comments should be on topic and brief.

College Policies :

Student Conduct:

Discipline is based on code 9803.15; refer to your class schedule or the college catalog for more information.

Recording devices:

Before recording, the instructor and administration must be told and must agree to it (WLAC College Catalog 2010-2012).

Where to get help when you need it:

Problems you ignore just grow. See your counselor. Go to the Learning Skills Center on the first floor of the library where instructional support is available. Other campus programs such as UMOJA, EOPS and DSPS can help you or refer you to someone who can.

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The following Page allows you to let us know that you have read and understood this syllabus and gives you an opportunity to communicate any special requirements.

Please complete it and return it to your instructor.

Looking forward to learning with you this Semester!!

## Student Acknowledgement

(Please sign and return this page to your instructor)

Class Lsk 41-I

I(print), \_\_\_\_\_, have read this syllabus and understand and agree with the course requirements.

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

Below, please describe/list below any special needs or circumstances that would cause interruption of your work in this class, inability to arrive on time or requirement to regularly leave class early ( 10 minutes or less), or need to observe religious holidays.

Special circumstances or needs:

1.

2.

3