



**PERSONAL DEVELOPMENT 5
COLLEGE SURVIVAL SKILLS, Section 8582, Summer 2014
FRIDAYS – 9:00AM to 12:25PM, Online
Location: Brotherhood Crusade**

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Office Hours: Mondays and Tuesdays from 8:30 a.m. to 5:00p.m.

Office Location: SSB 340D or PECN 127

**Course Description: Personal Development 5 College Survival (2 Units) CSU Transferrable
(From the West Los Angeles College 2012-14 Catalog)**

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 time management techniques, financial planning, and other personal skills.

Additionally, students will learn about the opportunities and resources available at West Los Angeles College and the Los Angeles Community College District. Through instruction and practice, we will cover the following topics critical to student success:

- Why Go to College?
- Motivation
- Time Management
- Major/Career Exploration
- Educational Planning
- Goal Setting
- Critical Thinking
- Study Skills
- Information Literacy and Communication
- Lecture/Note-Taking
- How to Learn
- Emotional Intelligence
- Critical Thinking
- Money/Financial Literacy
- Relationships
- Campus/District Programs and Policies
- Health and Wellness
- Diversity

STUDENT LEARNING OUTCOMES (SLO's)

By the end of this course, you will be able to:

- *Identify and utilize campus resources when help is needed.*
- *Practice and implement study skills to improve academic success.*
- *Make more informed decisions about the future.*
- *Recognize the demands of the college environment in relation to the need for effective time management strategies.*
- *Identify potential areas for self-improvement.*
- *Set achievable short-term and long-term goals*
- *Understand the value of an education and their personal strengths*
- *Identify and work through potential areas of weakness or roadblocks to success.*
- *Appropriately apply educational planning skills.*

REQUIRED RESOURCES (BRING TO EACH CLASS SESSION):

1. Textbook: *Your College Experience: Strategies for Success, Eleventh Edition*
2. West Los Angeles College 2012-2014 Catalog
3. West Los Angeles College Summer and Fall 2014 Schedule of Classes
4. A 3-ring binder containing the class syllabus, and lined paper for note-taking
5. Two different color highlighters, two ink pens/pencils, and 3 x 5 note cards

Grading Scale

Assignment Category	# of Assign.	Points Per Assignment	Total Points	% of Total Grade
Quizzes	2	50	100	20%
Attendance/Class Participation	5	10	50	10%
In-Class Assignments/Activities	5	10	50	10%
Homework	5	20	100	20%
Mid-Term	1	100	100	20%
Final	1	100	100	20%
Grand Total	34	-	500	100%
400 - 500 = A	300 - 399 = B	200 - 299 = C	100 - 199 = D	99 and below = F

Class Policies

Attendance/Participation

As this course is a seminar, your participation in each class session is critical to your learning. Also, class attendance and being on time is part of the self-discipline necessary for student success. Therefore, you are expected to attend every class meeting, be on time, and remain in class until the end of class. In the event you are unable to make it to class, please inform me in advance of the class meeting via email or by office phone.

Walking In and Out of Class

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance.

Preparedness

You are expected to arrive on time. You will come to each class session prepared. You will have your books, binder, pens/pencils, any work that is due, and you will be prepared to discuss all readings/assignments.

Cell Phones, iPods, etc.

Turn them off and put them away when class begins! Although it may not seem possible, you can survive without talking and texting on your cell phone. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions.

Contacting Me

E-mail is the best and quickest way to contact me. Thanks to modern technology, my e-mail is linked to my phone. Therefore, excuses will not work. **If you have a problem, do not let it snowball.**

Contact me immediately. Students are expected to ask questions and obtain help from the instructor via email and/or during office hours.

College Policies:

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this course.** 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 and/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.**

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.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

Campus Resources

See example below:

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me and explore some of the campus resources available to you.

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

Student Services Building (SSB) 420, (310) 287-4450

West Los Angeles College recognizes and welcomes its responsibility to provide equal educational opportunities 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, accommodation letters, and assistive technology.

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4324

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects.

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

Personal Development 5 Class Schedule – Summer 2014

Fridays 9:00 a.m. – 12:25 p.m./Online

NOTE: This syllabus and class schedule is subject to change if circumstances warrant it (e.g. student performance, etc.). Expect revisions and divergences.

Week	Date	Course topics	Assignment (Due Next Class Meeting)
The Way We Speak v. Formal Writing			
1	Friday July 11	<ul style="list-style-type: none"> Welcome & introduction Review syllabus and course policies Goals, Purpose and Motivation Chapter 1 - Why Go to College? Activity: SMART Goals Chapter 2 - Time Management Activity: What are your priorities? Chapter 3 - Emotional Intelligence Activity: Complete the E.I. Questionnaire 	<ul style="list-style-type: none"> Purchase books and materials Read Chapters 1, 2 and 3 Track every hour of your time for four days: Monday through Thursday - Bring in your results to the next class meeting
2	Friday July 18 Books Needed Today!	<ul style="list-style-type: none"> Review of Chapters 1, 2 and 3 Quiz #1 Chapter 4 - How you Learn (MBTI) Activity - Complete the VARK and Multiple Intelligences Inventory Chapter 5 - Critical Thinking Chapter 6 & 7 - Reading , Note Taking, Listening and Participating Activity – Study Strategies and College Tests 	<ul style="list-style-type: none"> Read Chapters 4, 5, 6 and 7 Sample of Notes (Based on Lecture or Reading) Rate Your Critical Thinking Skills Exercise
3	Friday July 25	<ul style="list-style-type: none"> Review of Chapters 4, 5, 6 and 7 Quiz #2 Chapter 8 - Studying (Online) Chapter 9 - Test Taking (Online) Chapter 10 – Information Lit. and Communication Activity - 	<ul style="list-style-type: none"> Read Chapters 8, 9 and 10 Sample of Notes (Based on Lecture or Reading) Schedule an Appointment for Educational Planning Instructor Interview Assignment
4	Friday Aug. 1	<ul style="list-style-type: none"> Review of Chapters 1 through 10 Midterm 	<ul style="list-style-type: none"> Read Chapters 11, 12, 13, 14 and 15 Sample of Notes (Based on Lecture or Reading)
5	Friday Aug. 8	<ul style="list-style-type: none"> Chapter 11 – Relationships Chapter 12 – Diversity Chapter 13 – Health and Wellness Chapter 14 and 15 – Money, Majors and Careers 	<ul style="list-style-type: none"> Career Interviews
6	Friday Aug.15	<ul style="list-style-type: none"> Review of Chapters 1 through 15 Final Exam 	

Student Acknowledgment

(Please return this sheet to the instructor)

“I _____, have completely read this syllabus and understand and agree to the course requirements.”

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, etc..

Special needs or circumstances:

Student Signature

Date