

WEST LOS ANGELES COLLEGE
Counseling Division
Fall 2015
Counseling 005 - Section 1666 (2 units)
College Survival

Fridays, 9:35 p.m. to 12:25 p.m. – GC 470

INSTRUCTOR

Name	Hernandez, Marcela M.S.	Email	Hernanmv2@wlaac.com
Location	General Classroom Building	Telephone	(310) 287-7242
Office Hours	Fridays 12:30 p.m.– 1:00 p.m.		

REQUIRED TEXT

Your College Experience 11th Edition by John Gardner and Betsy Barefoot

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 OBJECTIVES

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

STUDENT LEARNING OUTCOMES:

At 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.**
- **Summarize the value and importance of an informed student educational plan.**

REQUIRED COURSE MATERIALS

1. *Your College Experience* textbook
2. West Los Angeles College Catalog
3. Journal to write weekly entries

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.*
- 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* 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 1 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, 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.

OFFICE HOURS:

I'm available to meet with students **Fridays 12:35 p.m. – 1:05 p.m.** or by appointment.

CLASS WITHDRAWALS DEADLINES:

Drop classes with a refund/no fee owed	
Drop classes w/o a W	
Drop classes w/a W	
File Pass/No Pass	

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**)
- Late assignments will be accepted only up to **ONE week** after the due date.
- 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.

MIDTERM:

Midterm will consist of multiple choice and true/false.

FINAL EXAM:

Final exam will consist of multiple choice and true/false.

ASSIGNMENTS:

1. College major and career exploration self-assessment and analysis; and UC Transfer Planner

2. Campus Resources Hunt and Scenarios
3. TrueColors
4. Inventory Wheel
5. Long and Short Goals Assignment

Grading Procedure:

Class attendance and participation	=	50 points
Assignments	=	100 points
Midterm	=	25 points
Final Exam	=	25 points
<u>TOTAL</u>	=	<u>200 points</u>

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:

1. Campus Resources Hunt and Scenarios

- I. See attached assignment sheet for directions.

2. TrueColors

- I. Assessment

3. Long and Short Goals Assignment

- I. Describe your long and short-term goals in regards to your education and your career.
- II. In your short-term goals include your strategies of surviving and navigating through the community college this academic year
- III. In your long-term goals include your plan for transfer, degree attainment and/or other relevant life goals

4. Extra Credit (optional) - Purchase West Los Angeles College attire (max points 10; 5 points per item): Hat, T-shirt, sweat shirt, or sweat pants. Must wear attire to class and show proof of receipt. Items must be purchases during current semester.

5. 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.
- II. Career Exploration
 - Look up your future career on <http://www.onetonline.org/> , <http://www.bls.gov/ooh/> , www.eureka.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. Include a title page (not counted as part of the 2 pages)
- V. 10 minute class presentation worth 20 pts

PD 005 Fall 15 - TOPICAL OUTLINE AND COURSE CALENDAR

Session	Topic	Assignments Due
Week 1 09/25	Introduction Orientation to the syllabus Chapter 1	
Week 2 10/02	Chapter 7 Getting Most out of Class Chapter 2 Time Management	
Week 3 10/09	Chapter 4 How You Learn College Hunt Assignment	
Week 4 10/16	TrueColors	
Week 5 10/23	Chapter 5 Critical Thinking	
Week 6 10/30	Chapter 6 Reading to Learn	
Week 7 11/06	No Class ☺ Special Assignment	
Week 8 11/13	Chapter 14 Money	
Week 9 11/20	Chapter 15 Major and Career	
Week 10 11/27	No Class	
Week 11 12/4	<i>Ivory Tower</i>	
Week 12 12/11	<i>Waiting for Superman</i>	
Week 13 12/18	Final	
