

LSK 41-I #1389 Taking charge of your life Fall 2013

Short term dates: November 5 to November 26.

Classroom General Classroom Building, Room 320  
Days/Times Tuesday and Thursday 1:25 to 2:35 pm  
Instructor Fran Israel  
Office Location DSPS in the Student Services Building, Room 320  
Office hours: Tuesday/Thursday 10:30 to 11:30 and 3:00 to 5:00 pm  
Phone 310 287-4450 Fax: 310 287-4417  
Email [israelf@wlac.edu](mailto:israelf@wlac.edu)  
Textbook Handout packet  
Materials: 3 ring notebook, paper

Description: Organize your time and space Take surveys to learn your learning style, personality style and personal communication style. Class combine lecture discussion, and activities. This class is graded credit/no credit, is non degree applicable and non-transferable

Outcomes

- a) Will be able to analyze use of time
- b) Will be able to identify your goals and plan of action
- c) Will be able to communicate effectively
- d) Will identify skills, strengths and interests leading to career choice

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

Long term assignment: Use the computer to look up 2 careers that interest you in the occupational Outlook Handbook at [www.bls.gov](http://www.bls.gov). Write/print out information.

Grading: Credit/ No credit; You will be evaluated on

1. Completion of long term reading plan
2. Regular and on-time attendance
3. Appropriate classroom participation
4. Notebook organization and completeness

This class meets only 8 times; you cannot learn if you are not in class...on time!

1 absence is allowed; 2 times late =1 absence.

If you have 2 unexcused absences (other than emergency) or repeated inappropriate class participation, I will drop you from the roster so you can add another credit class

The Rules:

1. Respect for others is the #1 requirement in this class. Talking; texting, passing messages, ringing phones and getting up to answer phones/pagers in middle of class are disruptive, rude behaviors that lead others to believe that you believe that no one else's time is as valuable as your own. In college, professors are not required by law to keep anyone in class who has a negative effect in the classroom. College is not a Right; It is a Privilege .

2. Everyone needs to listen with respect to other's questions and comments. There will be no negative comments or laughter that shows disrespect for others. There are no foolish questions in this classroom. Your comments should be polite and positive at all times.

This class is offered to help you to learn better, improve your grades and reach the goals in life that you have chosen, both in college and the world of work.

## Student Acknowledgement

Please sign this page and return it to your instructor

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

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.

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

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

Special circumstances or needs:

1.

2.

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