

Syllabus

Personal Development 40 (Sect:8571) (UC/CSU)

College Success Seminar

Puente Project - Fall 2013

Semester: August 26th through December 15th, 2013

Meeting Time: 11:10AM to 12:35PM – Tuesday, Room CE 201, Online



Instructor: Vidal Valle

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Office Hours: Schedule Appointment & As Listed By Counseling Department

Course Description	Student Success Seminar (Personal Development 40) is a course designed to increase the student's opportunity for success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics in this course include an overview of academic success skills, value and purpose of higher education, learning styles, time management, test anxiety, memory skills, graduation and transfer requirements, campus resources, WLAC college policies, communication skills, study techniques, diversity in higher education, educational planning and factors that influence lifelong learning.
Course Purpose	The purpose of this course is to provide an opportunity for students to learn and adopt methods to be successful in college.
Student Learning Outcomes	SLO: Select and apply time management techniques to save time. At the completion of this course the student will be able to: A. Discuss how he/she is responsible for his/her experience in college. B. Describe ways she/he can create a successful and satisfying experience in college. C. List and describe specific methods to: 1. Improve ability to recall information 2. Manage time more efficiently 3. Overcome test anxiety D. Describe and utilize a model of communication that is effective for sending and receiving information. E. Examine personal ideas and decisions regarding issues typically faced by college students, such as personal relationships, drug abuse, health related practices, and budgeting money. F. Identify resources that are available on campus and in the community that can assist students with academic and personal concerns. G. List and describe factors which determine success. H. Define the difference between graduation and transfer requirements and the UC and CSU systems. I. Identify and apply study skills techniques for improved college performance
Teaching Strategies	The objectives of this course will be achieved by lectures, small group discussions, guest speakers, group sharing, assigned readings, videos, and assignments outside of class including Online assignments.

Textbooks / Instructional Resources and Materials	<p>Instructional materials for this course include videotapes, resource people from the college and community, reference books and handouts.</p> <p>The following books/materials will be used in this course:</p> <ul style="list-style-type: none"> • Becoming a Master Student, Thirteenth Edition, by David Ellis ISBN: 978-1-4390-8174-7 • ETUDES (www.myetudes.org)
Evaluation	<p>Your grade will be based on:</p> <ul style="list-style-type: none"> • Introductory Paper: 100pts • Discovery Wheel: 25pts • Time Monitor: 20pts • Assignments (Including Text Exercises): 12@20pts ea. • Chapter Reflections: 12@10pts ea. • Assist.org: 100pts • Quizzes: 12 @ 10 pts. each • Mid Term: 60 pts. • Final: 70 pts. • Final Paper: 100 pts. • Updated SEP: 45 pts. • Extra Credit: 20 pts.* <p>Final Course Grade</p> <p>A = 900-1000+ B = 800-899 C = 700-799 D = 600-699 F = 500-599</p> <p>Points will be earned from the above evaluation methods. Extra credit may be earned by completing additional assignments during the time period in which the topic is being discussed.</p> <ul style="list-style-type: none"> • See instructor for extra credit point values and limitations. <p>In Class Assignments are DUE on the assigned date and time. Absence is NOT an excuse for late work — YOU must make arrangements to get assignments in on time. If a student misses class, he/she is required to contact Mr. Valle for the missed assignments. Every effort must be made to get work in on time. *(However, there exist occasions in which students experience extenuating circumstances- situations which are out of your control- which will affect attendance. Please, contact Mr. Valle if you will not be able to attend a class for this reason).</p> <ul style="list-style-type: none"> • Online Assignments are DUE on the assigned date and time. Once the assignment closes, it will not reopen. Every effort must be made to get work in on time. You should have plenty of time to submit your work.
Attendance	<p>Attendance is extremely important! Please contact the instructor if you must miss class to get in class assignments due next class session. NOTE: Perfect attendance means that students do not miss a significant portion (10 or more minutes) of any class during the semester (for any reason!).</p> <p>It is the student's responsibility to drop the class. The last day to drop this class without a "W" is Friday, September 5, 2013. The last day to drop this class with a "W" is Friday, November 15, 2013.</p> <p>This class is linked with Professor Leonard's English 28 (Sect: 0960). Dropping this class will affect your status in the Puente Project.</p>
Tardiness	<p>Tardiness is disruptive to the class. Please make every effort to be on time.</p>

Puente Student Field Trips	The Puente Project requires participation in educational visits to university campuses. This semester's visit includes the Puente Student Transfer Motivational Conference at UCR. Transportation will be provided. <i>This trip is a class requirement.</i> Please make arrangements in advance with your employer and/or family for this field trip. You may also take advantage of other campus tour opportunities offered by the Transfer Center, EOP&S, TRIO or other programs.
Puente Project Activities	Participation in Puente Project activities such as mentoring meetings, counseling meetings, field trips, Puente Club, etc. is required. Verification of participation will be required.
Cheating	Cheating or plagiarism will be dealt with according to the Student Code of Conduct which includes consequences ranging from reprimand to expulsion.
Cell Phones / Electronic Devices	Please turn off all cell phones, pagers and other electronic devices before entering class to reduce distractions and eliminate invading the privacy of others or the perception of <u>academic dishonesty</u> .
Counseling Appointments	Each student must meet with the Puente Counselor at least two times during the semester to develop a Student Educational Plan and assist them with personal and/or academic issues. 1 st contact (August 26 -October 18) 2 nd contact (October 21 – December 11)

PERSONAL DEVELOPMENT 40 (Fall 2013)
Hybrid: SECTION: 8571
COURSE OUTLINE/MAJOR UNITS OF INSTRUCTION
(Instructor reserves the right to modify syllabus during the semester)

WEEK	TOPIC	Assignments/Exercises
8/27/13	<ul style="list-style-type: none"> • Introduction of course • Review of Puente requirements • Review of College Requirements • Mutual Responsibility Contract • Pre-Assessment • Group Exercise: The power of groups • College Success: Avoiding Spirit Crushers 	<ul style="list-style-type: none"> • Purchase Textbook • HW: 1 pg essay on your Spirit Crushers
9/3/13	Making Transitions <ul style="list-style-type: none"> • Textbook Reconnaissance • Commitment • LABOR DAY HOLIDAY 9/2/13 	<ul style="list-style-type: none"> • Introductory Paper • Assignment/Exercise #1 • Chapter Reflection #1
9/10/13	Chapter #1: First Steps <ul style="list-style-type: none"> • Learning Styles (PPT) • The Value of Higher Education • Motivation 	<ul style="list-style-type: none"> • Assignment/Exercise #2 • The Discovery Wheel • Chapter Reflection #2 • Quiz #1 (Making Transitions) •
9/17/13	Chapter #2: Time <ul style="list-style-type: none"> • Setting and Achieving Goals • Procrastination • Time Management 	<ul style="list-style-type: none"> • Assignment/Exercise#3 • Chapter Reflection #3 • Time Monitor • Quiz #2 (Chapter #1)
9/24/13	Chapter #3: Memory <ul style="list-style-type: none"> • The Memory Jungle • Mnemonic Devices 	<ul style="list-style-type: none"> • Assignment/Exercise #4 • Chapter Reflection #4 • Quiz #3 (Chapter #2)
10/1/13	Chapter #4: Reading <ul style="list-style-type: none"> • Muscle Reading • Reading for Pleasure vs. Reading for Learning 	<ul style="list-style-type: none"> • Assignment/Exercise#5 • Chapter Reflection #5 • Quiz #4 (Chapter #3)
10/8/13	Chapter #5: Notes <ul style="list-style-type: none"> • Note Taking Methods • Concept Mapping 	<ul style="list-style-type: none"> • Assignment/Exercise #6 • Chapter Reflection #6 • Quiz #5 (Chapter #4)
10/15/13	Chapter #6: Tests <ul style="list-style-type: none"> • Test Taking Methods • Combating Test Anxiety 	<ul style="list-style-type: none"> • Assignment/Exercise#7 • Chapter Reflection #7 • Quiz #6 (Chapter #5)
10/22/13	Chapter #7: Thinking <ul style="list-style-type: none"> • Decision Making • Choosing Your Major • Mid Term (Online) (Making Transitions – Ch 6) 	<ul style="list-style-type: none"> • Assignment/Exercise #8 • Chapter Reflection #8 • Quiz #7 (Chapter #6)

10/29/13	Chapter #8: Communicating <ul style="list-style-type: none"> • Effective Communication • Emotional Intelligence • Plagiarism/Academic Integrity • Guest Speaker 	<ul style="list-style-type: none"> • Assignment/Exercise#9 • Chapter Reflection #9 • Quiz #8 (Chapter #7)
11/5/13	Chapter# 9: Diversity <ul style="list-style-type: none"> • Learning About Diversity • Communicating Across Cultures 	<ul style="list-style-type: none"> • Assignment/Exercise #10 • Chapter Reflection #10 • Quiz #9 (Chapter #8)
11/12/13	Chapter #10: Money <ul style="list-style-type: none"> • Paths to Financial Freedom • Financial Aid/Scholarships • Guest Speaker • Veteran's Day: No Class on 11/11/13 	<ul style="list-style-type: none"> • Assignment/Exercise#11 • Chapter Reflection #11 • Quiz #10 (Chapter #9)
11/19/13	Chapter #11: Health <ul style="list-style-type: none"> • Stress Management • Guest Speaker 	<ul style="list-style-type: none"> • Assignment/Exercise #12 • Chapter Reflection #12 • Quiz #11 (Chapter #10) •
11/26/13	Chapter #12: What's Next <ul style="list-style-type: none"> • Intro to Career Planning • Understanding AA/AS/CSU/UC/Private Univ. • Thanksgiving Holiday on 11/28/13-12/1/13 	<ul style="list-style-type: none"> • Quiz #12 (Chapter #11) • Assist.org Assigned
12/3/13	<ul style="list-style-type: none"> • Review of Semester • The Discovery Wheel Revisited 	<ul style="list-style-type: none"> • Study for Finals • Assist.org Due
12-10-13 12/12/13	<ul style="list-style-type: none"> • No Class on 12/10/12 (Study for Finals) • Long-Term, Updated, SEP DUE • Final Paper Due • Final Exam on 12/12/13 Chapters #7 - #12 (11:30am – 1:30pm) 	