



Division: Free College

Course name: Basic Skills 005CE: Academic Guidance 0- units

Section: 8703/8704/8708 **Semester& Year:** Summer 2017

Class Dates: 6/12/2017 to 7/11/2017
Class Location: West Los Angeles College

Class Days/Times: M/T/W/Thurs 9:00-10:50
Classroom: CE 222

Instructor Name:
Charles Flemings /Danielle Sheppard
Instructor Phone #: (310) 287- 4439

Instructor E-mail:
fleminc@WLAC.edu / Gruendl@WLAC.edu
Instructor or Division Office: SSB 320 J

Course Description:

Student success begins with understanding one's current basic skill levels, post-secondary education opportunities, educational and career goals and requirements, developing a strategy for gaining the necessary knowledge and skills to transition into and complete college credit courses with good grades, and completing one's educational goal of earning a certificate, degree, transferring to a four-year university, or starting their career. Students will research and document their educational and career goals and requirements, develop an action plan to achieve them in a specific timeframe, and learn to self-evaluate and reevaluate their progress in implementing their action plan and achieving their goals.

FREE College Philosophy:

West's Free College welcomes everyone who wants to start or re-start college. Our classes are open-entry, open-exit, so students can start anytime and leave for another class or job if they need to. However, all students are STRONGLY ENCOURAGED to attend every class session so they can receive the information, knowledge, and skills needed to help them advance in their academic and career/employment goals. There are no tuition or fees for noncredit courses. The instructors usually provide instructional materials free of charge. However, there are some courses where students are required to bring or pay for required materials/books.

Course Objectives:

Upon successful completion of this course, students will be able to:

- A. Identify and discuss the different opportunities and benefits of post-secondary education and training
- B. Compare and contrast salary and household asset differences based on education levels
- C. Formulate questions and gather information on the academic programs, majors, job training programs offered at targeted post-secondary institutions
- D. Discuss and highlight careers students are interested in pursuing
- E. Identify educational requirements and majors that are related to or support their desired careers
- F. Compare education level requirements for different careers
- G. Demonstrate an understanding of old habits of mind that sabotage success

- H. Learn tools and perspectives on how to manage the stress of tests
- I. Identify the purpose of the standardized test to assist in the assessment of one's knowledge and skills
- J. Identify and discuss personal values, attitudes and behavior that help and hinder college readiness and success
- K. Formulate strategies and individual and family practices that encourage college-going culture, growth mindset, and student success
- L. Identify and examine how individuals deal with stress, formulate healthy strategies to reduce stress
- M. Identify and evaluate financial aid opportunities, requirements and costs
- N. Compile projected college costs and expenses
- O. Demonstrate an understanding of how to access financial support through the FAFSA
- P. Estimate projected financial aid packages
- Q. Identify various sources for scholarships and sponsorships that are appropriate to students' life experience and relevant to their goals.
- R. Understand types of goals, steps in goal setting planning, implementation phases, and assessing goal achievement.
- S. Develop goals in a relevant timeline to overcome barriers of success such as basic skills gaps, lack of GED or HS diploma, etc.
- T. Rate self against the college preparation checklist
- U. Formulate personal action plan for college readiness and success
- V. Navigate and utilize college online registration, email and financial aid systems and tools

Student Learning Outcomes (SLO)

At the end of the course, students will:

- 1) Evaluate the various levels of post-secondary education and document their educational and career goals
- 2) Analyze high-demand careers, career pathways and their requisite educational requirements and evaluate them against their own interests.
- 3) Evaluate their values, attitudes and behaviors related to test-taking and academic performance and utilize healthy strategies to reduce stress and improve their success.
- 4) Navigate the college campus and effectively utilize the college website, college email, student portal, and access student services.
- 5) Develop an action plan with timelines to strengthen/refresh their basic skills, complete the placement test, research and select their major, register for classes, and submit their FAFSA and scholarship applications.

Required Texts and Materials

- Pens, pencils, eraser and highlighter
- Lined paper for note taking
- Binder with dividers
- USB/ Flash drive to store documents

Course Requirements and Assignment Guidelines

Students will conduct online research of high-demand careers, career pathways, and post-secondary educational institutions based on their interests. Students will compare specializations and educational requirements for the different levels of degrees. Students will also identify and research at least three employers in their chosen field and evaluate job descriptions and educational requirements for entry-level jobs.

Students will be required to document their observations, feelings, and self-assessments of their academic habits, research, and navigation of their college to identify gaps, needs, strengths and inform their action plan. Students will

learn to use the college email system and student portal for financial aid and online registration. Students will learn to navigate the college website and utilize the online college catalog and schedules. Students will use the course management platform to access course materials online. Students will identify and understand accurate information about institutional policies, procedures, resources, and programs to more effectively navigate the college and utilize their various options. Students may be asked to use library resources. Methods of instruction include discussion and activity.

Grading

Assignment Category	# of Assign.	Points Per Assignment	Total Points	% of Total Grade
Worksheet	8	10	80	80
Schedule Review/ Revisions	2	20	20	20
Grand Total	10		100	100%
70-100 = Pass		40 - 69 = Satisfactory Progress		0 - 39 = No Pass

Noncredit course grades are Pass, Satisfactory Progress, and No Pass. Students can also receive an NGG (no grade given). Noncredit course grades are NOT calculated into one’s grade point average and do NOT affect one’s financial aid since they have no unit value.

This course is a required course of the Foundation for Academic Success II Certificate of Competency. See the online catalog for more information on how to earn this certificate at <http://www.wlac.edu/Academic/College-Catalog.aspx>

Class Policies

Attendance and Sign-In Sheet

All students MUST sign in on the sign-in sheet BEFORE they sit down. We are required to account for every person who attends a class session. Because class discussions and group work are an integral part of this course, attendance is mandatory. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period.

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 (or hand me a note before you leave).

Preparedness

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

Cell Phones and Personal Electronics

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, or listening to your iPod, for a little over an hour. 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. **You will be asked to leave if this occurs.**

“Civilogue”

This semester, you will engage in discussions about various topics related to the class and the world around us. The term “civilogue” is a combination of the words civil and dialogue. Both terms, as well as the words used to create them, are essential to the class. You may not agree with the views and opinions expressed by your peers, but you don’t have the right to be disrespectful. Personal attacks, profanity, vulgarity and comments that are not productive additions to the conversation will be deleted and you will not receive credit for the assignment.

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. **If you have a problem, do not let it snowball. Contact me immediately.** Students are expected to ask questions and obtain help from instructor via email and/or before or after class.

College Policies:

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** 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 or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

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_Catalog_Policies.pdf

Campus Resources

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

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

Student Services Building (SSB) 320 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity 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 and assistive technology (WLAC College Catalog).

Instructional Support (Tutoring) & Learning Skills Center

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

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 (WLAC College Catalog).

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).

For more information, refer to attached

link:http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

Campus Sherriff's Office (Emergency Preparedness)

C3 Building, Parking Lot 5 | (310) 287-4311 & (310) 287-4314 ***For more information, refer to attached***

link:<http://www.wlac.edu/Sheriff/Index.aspx>

The Sherriff's Office website includes information about drill or emergency building evacuations, Title IX resources (if you have been the victim of Sexual Harassment; Sexual Violence and/or Gender-Based Discrimination), and what do to in the event of a lock-down or active shooter situation.

Class Schedule – Subject to Change

Session	Date (Week of)	Course topics	Assignment
		SECTION 8703 BEGINS	
1	6/12	Campus Life Orientation	Schedule Review/ Revisions (20 points)
2	6/13	Discuss Internships	Worksheet Application (20 points)
3	6/14	How to avoid staying unemployed	Worksheet Follow along (20 points)
4	6/15	Continued...	
5	6/19	How to Avoid Irritating your co-workers	Worksheet Follow along (20 points)
6	6/20	Continued...	
7	6/21	How to avoid irritating your boss	Worksheet Follow along (20 points)
8	6/22	Continued...	
		SECTION 8704 BEGINS	
9	6/26	Interview Role Play	
10	6/27	Interview Role Play	Schedule Review/ Revisions (20 points)
11	6/28	Discuss Internships	Worksheet Application (20 points)
12	6/29	Continued...	
13	7/3	Time management	
14	7/5	Work place Do's and Don'ts	Worksheet Follow along (20 points)
15	7/6	Online applications	
16	7/10	Interviewing Do's and Don'ts	Worksheet Follow along (20 points)
17	7/11	Interviewing Do's and Don'ts	Worksheet Follow along (20 points)
		SECTION 8708 BEGINS	
18	7/12	Communication in college & work	Schedule Review/ Revisions (20 points)
19	7/13	Continued...	Worksheet Application (20 points)
20	7/17	Non-Verbal Communication & Body Language	Worksheet Follow along (20 points)
21	7/18	Communication Continued...	
22	7/19	Attitude and Enthusiasm in College/Work	Worksheet Follow along (20 points)
23	7/20	Continued...	
24	7/24	Conflict Resolution	
25	7/25	Professionalism/Soft Skills	Worksheet Follow along (20 points)
26	7/26	Study Skills	
27	7/27	Study Skills Continued...	