Reedley Community College

COUNSELING 264: First Year Orientation

FALL 2016

**Instructor: Maricela Gutierrez**

**Office Hours: By appointment on Tuesday, Wednesday or Thursdays**

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**Course Description:** A course to assist new students in obtaining the knowledge and skills necessary to achieve their educational objectives. Strategies for effective college transition and basic survival skills will be explored. Topics will include: motivation and discipline, time management, interpersonal communication skills, learning resources, educational planning, and decision making. Note: Students who have completed Counseling 53 with a “C” or better are not eligible for this course.

**Course Objectives**:

In the process of completing this course, students will:

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| 1. Learn and become familiar with college campus student supportive services and library resources.
2. Utilize SCCCD email, Web Advisor, and Blackboard for academic purposes.
3. Identify admissions and registration procedures.
4. Identify academic regulations and administration policies.
5. Explore college life and recognize issues affecting student success.
6. Recognize personal and academic goals.
7. Understand and utilize strategies for time management, memory, and decision-making.
8. Explore career technical education programs available at the community college campus.
9. Understand certificate, degree, and transfer requirements.
10. Understand the importance of a Student Education Plan (SEP).
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**Course Outcomes**:

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

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| 1. Identify, locate, and utilize student services and campus resources.
2. Demonstrate an understanding of academic regulation and administrative policies.
3. Learn and apply time management techniques and decision-making methods to resolve academic and/or personal issues.
4. Create a personal career or academic plan.
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**Americans with Disabilities Act:** RC complies with the Americans with Disabilities Act. If you would like to request any accommodation for this course, please contact the Coordinator of Disabilities at (559) 638-3641 (**DSP&S**: <http://www.reedleycollege.edu/index.aspx?page=260>). A copy of the appropriate form, Notification of Authorized Services, needs to be submitted to the instructor – preferably within the first two weeks of the semester.

**Zero tolerance policy for Disruptive conduct in the classroom**

* The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity.
* He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College.
* Disruptive behavior in the classroom that obstructs or disrupts the learning environment is defined as:
	+ **Offensive language;**
	+ **Harassment of students or professors;**
	+ **Repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught;**
	+ **Failure to cooperate in maintaining classroom decorum; and**
	+ **Continued use of any electronic or other noise or light emitting device which disturbs others: beepers, cell phones, palm pilots, lap-top computers, games, etc.**
* Students who are removed from class for disruptive behavior will not be allowed to return until the issue is resolved and may be administratively withdrawn from the course or the college.

**Academic Integrity Statement**

* Students guilty of academic dishonesty, either directly or indirectly through participation or assistance, are responsible to the instructor of the class. Academic dishonesty is defined as but not limited to plagiarism and cheating.
* At the discretion of the instructor, students who cheat or steal work from another source will either (1) be dismissed from class with a grade of “F” or (2) receive a grade of “F” for the assignment/test. Some examples of plagiarism and cheating are using undocumented sources, copying work verbatim from the Internet, using someone else’s work, recycling work from another class, using unauthorized notes during an exam, and/or looking on a classmate’s test/paper.
* Additional disciplinary sanctions may be imposed through the regular institutional procedures as a result of academic misconduct.

**Required Text and Materials**: Class Schedule for the 2016-2017 Academic Year & College Catalog.

**Late assignments will NOT be accepted**.

1. ***Exams:*** There will be a total of two exams the mid-term exam and the final exam.

covering the following weeks:

 Mid-term Exam will cover weeks 1-8

 Final Exam will cover weeks 9-18th.

 (Refer to study guide to study for midterm and final exam. A study

 guide will be provided).

 **NOTE**: **Last day to drop a full term class to avoid a “W” is September 2nd, 2016**

 **(you may drop course in Web advisor or go to the admissions office).**

 **Last day to drop course with a “W” is October 14th 2016. Grades will be**

 **assigned after this date.**

**Grading Criteria/Scale:**

1. 10 Activities worth 5 points each 50 points A=100-90%=200-179 pts.
2. Midterm 75 points B=89-80%=178-159 pts.
3. Final 75 points C=79-70%=158-139 pts.

 TOTAL 200 points D=69-60%=138-119 pts.

 F=below 60%=118 & below

Note: Mid=term exam will have 25 total questions worth 3 points each.

 Final Exam will have 25 questions worth 3 points each.

NOTE: A total of 5 activities will be available for weeks 1-8th worth 5 points each AND a total of 5 activities will be available for weeks 9-18th worth 5 points each. **Buy a portfolio to organize all activities that will be completed in class.**

**Attendance and Tardiness Policies:**

 Students are expected to attend all class meetings. Excessive absences, 3 or more unexcused, may result in the student being dropped. Students who miss a single class in the first two weeks of school, will be dropped, unless the instructor is notified. Ultimately, it is the student’s responsibility to officially drop a class in which he/she no longer wishes to be enrolled.

**Course & Homework Schedule:**

**Important Note**: The syllabus provides a general plan for the course. *Changes from this plan may be necessary.*

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| **Week/Chapter** | **Topic/Activity** |
| **WEEK 1** **Wednesday AUGUST 17th 2016**INTRODUCTION&**Thursday AUGUST 18th 2016** | **WEEKS 1-8****TOPICS**Introduction to First Year Experience Course/Counseling 264.  - (Go over syllabus).**\*\*\*\*\*\*Homework/Activity #1\*\*\*\*\*\***Carefully read syllabus at home and come to class with two written question you may have about syllabus (this will count as an activity worth 5 points). Also, on the same page where you will write down the two questions write one paragraph on what a syllabus is. Assignment needs to be typed and doubled spaced. Activity is due next class session, Thursday August 18th 2016.  |
| **TOPICS****ICEBREAKER/ACTIVITY (Network)****Forum:** Introduce yourself – What is your name? Academic major? Why are you taking this course? What would you like to accomplish in this course? Is there anything else you’d like to share about yourself?  |
| **WEEK 2****Wednesday AUGUST 24rd 2016****THURSDAY AUGUST 25th 2016** | **TOPICS****-Go over log ins for Reedley College Email, Web advisor and Canvas (previously called Blackboard) account.**  -NOTE: A hand out with log ins will be handed in class. |
| **TOPICS****-Continue with account log in information.** **\*\*\*\*\*\*Homework/Activity #2\*\*\*\*\*\*****-Write one page, doubled spaced on why is it important to learn how to use WebAdvisor, Reedley College Email Account and Blackboard/Canvas account?** Assignment needs to be typed and doubled spaced.-Activity is due next class session August 31st 2016.  |
| **Week 3****Wednesday AUGUST 31st 2016****&****THURSDAY SEPTEMBER 1ST 2016** | **TOPICS****\*\*\*\*\*\*Homework/Activity #3\*\*\*\*\*\*****--Scavenger Hunt Activity (worksheet will be handed in class).** Note: Activity is due next class session for a grade (Thursday September 1st 2016).  |
| **TOPICS****-Go over scavenger Hunt Activity (class session open for discussion).**  |
| **Week 4****Wednesday SEPTEMBER 7TH 2016***&***THURSDAY SEPTEMBER 8TH 2016** | **TOPICS****-Go over college Catalog, schedule of classes and academic**  **calendar.** **-Homework-Read the first 10 pages of Reedley College catalog.** |
| **TOPICS****-Continue to go over** **college Catalog, schedule of classes and academic calendar.** **-Homework: continue to read Reedley college Catalog pages 11-20.** **\*\*\*\*\*\*Homework/Activity # 4\*\*\*\*\*\*****-In one page, doubled spaced write down what you learned about college catalog, schedule of classes and academic calendar? Also, what is the difference between a college catalog and a schedule of classes?** **-Activity is due next class session September 14th 2016.**  |
| **Week 5****Wednesday SEPTEMBER 14TH 2016**&**Thursday September 15th 2016** | **TOPICS****Financial Aid information/power point:**-What is financial aid? -Different types of financial aid -Who qualifies for financial aid? -Financial aid application deadlines -official FAFSA website [www.fafsa.gov](http://www.fafsa.gov)  |
| **TOPICS****Grading System (classroom instruction).**-GPA Calculation  - Course load: Full-Time, part-time, units allowed, study  hours per unit. |
| **Week 6****Wednesday SEPTEMBER 21st 2016****&****THURSDAY SEPTEMBER 22ND 2016** | **TOPICS****Probation and Dismissal (classroom instruction).** **-Types of Probation: Academic and Progress probation (A1, A2, DQ1, P1, P2, DQ1,).****(Probation may affect your financial aid benefits, special program benefits).**  |
| **TOPICS****Student Conduct Standards/Rights & grievance process (power point presentation in class).** |
| **Week 7****Wednesday SEPTEMBER 28TH 2016**&**THURSDAY SEPTEMBER 29TH 2016** | **TOPICS** **Student Success & Survival Checklist (power point).** **-**Tutorial Center -Writing Center -Math Center  -How to schedule a counseling appointment  -Use instructors office hours  -Network -Join Clubs/Multicultural Club |
| **TOPICS****Students Responsibility & Maintain Good Academic Standing (classroom discussion).** -Email instructors with homework questions. - Email Instructor if you will be absent for class session. - If comfortable share phone numbers and or email address with  other students/network. -Add/drop classes/be aware of drop deadlines. \*\*\*\*\*\***Homework/Activity #5\*\*\*\*\*\*** -send instructor an email using your Reedley College email. On  email write down how your semester is going and or any  questions you may have about counseling 264 class. -Email needs to be sent to instructor before October 5th 2016.  |
| **Week 8****Wednesday OCTOBER 5TH 2016**&**THURSDAY OCTOBER 6TH 2016** | **TOPICS****As a class study for Midterm Exam (SEE study guide Weeks 1-8 and review study guide).**-Buy correct scantron 889-E |
| **TOPICS**Mid-Term Exam weeks 1-8  |
| **WEEK 9****Wednesday OCTOBER 12TH 2016**&**THURSDAY OCTOBER 13TH 2016** | **WEEKS 9-18th****TOPICS****Staying Motivated to Succeed (power point).**-What is Motivation?-Two Types of Motivation?-Factors that Influence Motivation? -Goals -Self-Efficacy  - Effort \*\*\*\*\*\***Homework/Activity #1**\*\*\*\*\*\*-Write one page, doubled spaced on what is your motivation in order to succeed in college? Note: Asking yourself why you want to complete a particular academic task actually helps you increase your MOTIVATION to do it. Try it!-Activity is due next class session October 13th 2016.  |
| **TOPICS****Developing Personal and Academic Goals (power point)** -What are goals?- Characteristics of goals -self-chosen, moderately challenging, realistic, measurable,  specific, finite and positive. -Types of Goals -Long and Short term goals, Academic Goals (study goals),  personal Goals. |
| **WEEK 10****Wednesday OCTOBER 19TH 2016****&****THURSDAY OCTOBER 20TH 2016** | **TOPICS****Continue with lecture on developing personal and academic goals****\*\*\*\*\*\*Homework/Activity** **#2\*\*\*\*\*\***-Write a list of what your academic goals, short term and long term goals are for FALL 2016 semester? -An activity sheet “The Five Step Approach to Setting Goals Form” will be provided in class. Activity is due next class session October 20th 2016.**-Go over Registration dates for Spring 2017 semester.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**TOPICS****-Special programs and program eligibility requirements (power point).**  -EOP&S -SSS Program -DSP&S  -CalWorks |
| **WEEK 11****Wednesday OCTOBER 26TH 2016****&****THURSDAY OCTOBER 27TH 2016** | **TOPICS****Time Management (PowerPoint)** * Why is time management important?
* How do you manage your time now?
* Identify time need for study.
* Organize your study time.
* Use time management strategies to stay motivated.
* Reduce procrastination
* Strategies for overcoming procrastination
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| **TOPICS****\*\*\*\*\*\*Activity #3 In Class\*\*\*\*\*\*****-Time Management Activity in Class** **-Note: If you do not complete activity in class, it is due next**  **class session, November 2nd, 2016.**   |
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| **WEEK 12****Wednesday NOVEMBER 2nd 2016****&****THURSDAY NOVEMBER 3RD 2016** | **TOPICS****Career Exploration** -Career Café Website/Type Focus Assessment-Guest speaker/Career Counselor, Kristine Hodges -Example: Observations/volunteer work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**TOPICS****Selecting a Major**-Go over Education Pyramid **\*\*\*\*\*\*Homework/Activity #4\*\*\*\*\*\*****-Write down one page, doubled spaced on what your major is and why are you interested in this major?** **-Activity is due next class session, November 9th, 2016.** |
| **WEEK 13****Wednesday NOVEMBER 9TH 2016****&****THURSDAY NOVEMBER 10TH 2016** | **TOPICS****Information on Certificates of Completion or Achievement, AA/AS Degree, AA-T/AS-T Degree for Transfer** **-**Use [www.reedleycollege.edu](http://www.reedleycollege.edu) website to go over above  Information. |
| **TOPICS****Differences between Certificates and Degree Requirements** -Use [www.reedleycollege.edu](http://www.reedleycollege.edu) -Hand out copy of a major sheet and certificate sheet |
| **WEEK 14****Wednesday NOVEMBER 16TH 2016****&****THURSDAY NOVEMEBR 17TH 2016** | **TOPICS****What is a Student Educational Plan (SEP)?****Develop a Student Educational Plan** -Student educational Plan (SEP) Template**\*\*\*\*\*\*Homework/Activity # 5\*\*\*\*\*\***-**Submit a copy of your SEP (if you do not have an SEP, make a counseling appointment).**  **-Copy of SEP is due next class session. If you do not have an**  **SEP, the deadline to turn in SEP activity will be extended**  **(make a counseling appointment).** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**TOPICS****What is Diversity?** -PowerPoint presentation in class.  |
| **WEEK 15****Wednesday NOVEMBER 23rd 2016****&** **THURSDAY NOVEMBER 24TH 2016** | **TOPICS**Guest speaker, Sergio Lemus, “Path to Success” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Thanksgiving Holiday! No class!  |
| **WEEK 16****Wednesday NOVEMBER 30TH 2016****&** **THURSDAY DECEMBER 1ST 2016** | **TOPICS****-Library Tour** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**TOPICS****Open class session to discuss progress/grades.** |
| **WEEK 17** **Wednesday DECEMBER 7TH 2016****&****THURSDAY DECEMBER 8TH 2016** | **TOPICS**Create a study group of 4 and study for final exam weeks 9-18th (see study guide). No class session! Refer to study guide weeks 9-18th.  |
| **TOPICS****Jeopardy Game in class to review for Final exam Weeks 9-18th.**  -Buy correct scantron for Final Exam 889-E |
| **WEEK 18****Wednesday DECEMBER 14TH 2016**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | FINAL EXAM (covering weeks 9-18th)! |