



College and Life Management

Instructor: Elizabeth Rutledge MA, PPS
Course: Coun-53-58003 COLLEGE/LIFE MGMT
Room: Language Arts Lab, Room 2

Email: elizabeth.rutledge@reedleycollege.edu
Time: Tue 6:00-8:50PM

TEXTBOOK: On Course: Strategies to Creating Success in College and in Life 2nd ED by Skip Downing

BASIC SKILLS ADVISORIES: Eligibility for English 125, 126, and MATH 201

Course Description:

This course is designed for first-year college students. It will prepare students for college life and academic success. Topics will include personal growth and development, academic goal development, campus resources, student success strategies, diversity and cultural awareness, and maintaining a healthy lifestyle.

Course Organization and Approach:

This course uses a participatory, learner-centered, adult education approach. An adult education approach recognizes that YOU are responsible for your own learning. The instructor can only provide opportunities to learn, but cannot force you to learn. Course material is presented in readings from the text, lecture, and student-led class discussions. You are expected to work hard in this course, meaning that for every hour of class time, you should spend at least two to three hours outside of class preparing by completing required readings, assignments, studying for quizzes and exams, and thinking about the course material.

Student Learning Outcomes:

1. Articulate personal values.
2. Reflect on cultural diversity and personal educational goals.
3. Identify personal learning style.
4. Apply college policies and procedures to educational goal to increase chances for success in college.
5. Identify values and skills to help determine major and career pathway.
6. Apply strategies to a healthy lifestyle.

Student Objectives:

1. Identify personal values in relation to family, culture, education and community.
2. Examine diversity and inter-cultural barriers.
3. Identify personal learning style and practice college success strategies.
4. Learn college terms, definitions and student responsibilities.
5. Be introduced to campus and online resources.
6. Review certificate, degree and transfer requirements to develop a student education plan (SEP).
7. Complete an educational inventory to identify strengths and skills.
8. Learn the elements and application of a healthy lifestyle.

Important Dates:

Aug 28- Last day to drop a fall class for full refund

Sept 4- Last day to register for a full-term class in person, last day to drop a full-term class to avoid a "W"

Sept 7- Last day to drop a class to avoid a "W" on WebAdvisor

Sept 7- Labor Day Holiday(no classes held)

Sept 18- Last day to change to "Pass" or "No Pass"

Oct 16 -Last day to drop a full-length class

Nov 11- Veterans Day (No classes held, campus open)

Nov 26-27 Thanksgiving Holiday (no classes held, campus closed)

Dec. 14-18- Fall 2015 final **exams week**

CANCELLED CLASS POLICY:

If a class session is cancelled, I will let you know ahead of time, if possible. Furthermore, there will be an official school notice of the cancellation on the door.

Attendance:

Attendance will be taken every class period. It is **your** responsibility to make sure you are marked present. Two absences will be considered excessive and may result in being dropped from the class at the discretion of the instructor. In addition, being late to class three times will be equivalent to one absence.

Drop Policy:

It is the **student's** responsibility to officially drop a class in which he/she no longer wishes to be enrolled, although I may drop those students who miss several classes in a row. If you want to drop the class, **do not depend on me to do it!!!**

Late Assignments:

Students are responsible for turning in all assignments on or before the time and date they are due. If some emergency prevents you from turning in the assignment on time, you must notify me and get prior approval **in advance of the due date** that your assignment will be late. Otherwise, it will not be accepted. Be prepared to submit written documentation (e.g. doctor's note) when requesting an extension of the due date.

Americans with Disabilities Act

Accommodations: Students having a verifiable need for academic accommodations or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act should contact me as soon as possible.

Plagiarism and Cheating:

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is

a very serious offense and will incur serious consequences. Cheating and plagiarizing are serious academic offenses and can result in an **automatic fail** in this course.

Classroom Etiquette:

Cell phones are not to be used in class for any reason whatsoever. This includes photographing the board instead of taking notes, texting, social media, clock functions, etc. Please ask permission to audio tape class lectures and discussions. No videotaping is allowed. Students who violate this course policy may be asked to leave the class for the night and could receive a grade deduction on all assignments for that day.

Also, please do not engage in side conversations or excessive chatter while class is in session. Entering and leaving the classroom during class time is a distraction to other students and the instructor. A student's need or desire to be in contact with the outside world through electronic devices does not override basic classroom etiquette and the use of these devices is a disturbance to the learning environment. Lastly, I do not mind if people bring a drink and a snack as long as it is not disruptive and students clean up after themselves. However, if food and drink in the classroom cause any problems I may revoke this policy.

Top Ways to Succeed in this Class:

- Read the syllabus prior to contacting the instructor for questions. Most of the information you need (schedule of readings and assignments, etc) is in the syllabus.
- If you are going to miss a class follow these steps: 1) email the instructor 2) contact your classmate for notes and announcements 3) stay on track for the next session
- Make Sure to take notes: This is a discussion and lecture-based class! A large portion of the information will appear in exams and quizzes.
- Edit your papers before you turn them in. All writing errors lead to point deductions. If you have difficulties with writing, allow yourself plenty of time to work on assignments. Also, you should make an appointment with the Reedley College Tutorial Center if you are in need of additional help.
- Do the assigned reading **before** you come to class and be prepared to discuss the readings.

Grading:

Student success in this course will depend on the interest, willingness and enthusiasm that students bring to class. Students are expected to be an active participant in group activities and class discussion. Grades will be based on the completion of the following:

20 Success Journals (5 points each)	100
10 Quizzes (10 points each)	100
Homework assignments	50
Project	50
Midterm	100
Final Exam	<u>100</u>
TOTAL POINTS POSSIBLE	500

<i>Course Grades:</i>
Points
A = 450–500
B = 400–449
C = 350–399
D = 300–349
F = 299 or below

1. 20 Success Journals (100 Possible Points)

Your Success Journal provides an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in *On Course*. Although I will be reading your journals and looking through them, **write your journal for yourself**, not for me. During this semester, you will write 20 journal entries from our textbook. This assignment will be completed using a composition notebook. These entries will be written outside of class. At various times, you may have the opportunity to discuss a journal entry with one or more classmates.

Journal Evaluations: Journals are due weekly. It is not my intention to read every journal entry you write. Instead, I will look through your journal entries to verify the completion of each assignment and to give credit for a job well done. I read occasional journal entries to get a sense of the issues you are working on. With this knowledge I can be of greater assistance to you this semester. If you want my comment on a specific journal entry, please let me know with a note in your journal. A journal entry will be awarded the maximum of 5 points if it fulfills the following two criteria:

1. The entry is **complete** (all steps in the directions have been responded to), and
2. The entry is **written with high standards** (an obvious attempt has been made to **Dive Deep**). Grammar, spelling, and punctuation will NOT be factors in awarding points in this journal. You are free to express yourself without concern for Standard English conventions.

1. Quizzes (100 Possible Points)

This is a course for students who choose to be successful in college and in life. One of the most important factors of success in any endeavor is consistent and active participation. To encourage and reward your preparation for active participation at every class, 10 unannounced quizzes on the readings will be given. If you have read the assignment and completed your journal entry, you should have no trouble earning the maximum points (10) for each quiz. **No quiz may be made up.** Great success is created one small step at a time. Each time that you earn your quiz points you take an important step toward your success in this course . . . and in life!

3. Homework Assignments (50 points)

- **Scavenger Hunt (15 points)** Students need to be able to identify campus resources and complete an activity sheet by visiting various offices on Campus. More detail will be provided in class. **Due 09/01/15**
- **Student Education Plan (20 points)**
Student Education Plan prepared by a campus counselor, will serve as a guide for the student to aid in selecting classes each semester. It will ultimately help keep the student on track to accomplish their educational goal. Students must schedule an appointment with an academic counselor. A recent copy (from spring 2015 and on) will be accepted unless students change their major. **Due 10/27/15**
- **Personal Assessment (5 points)**
The personal assessment will be completed in class but must be complete as it will be graded. **Please keep in class binder. This assessment will be completed at the beginning and end of the semester.**
- **Learning Styles Assessment (5 points)** Will be completed in class. **Due 11/10/15**
- **Type Focus Career Assessment (5 points)** **Due 11/17/15**

4. Project: Academic Skills Plans (100)

You will complete a personal Academic Skills Plan for the following six topics:

Reading (Chapter 2)	Due 09/08/15
Taking Notes (Chapter 3)	Due 09/22/15
Organizing Study Materials (Chapter 4)	Due 10/06/15
Rehearsing and Memorizing Study Materials (Chapter 5)	Due 10/27/15
Taking Tests (Chapter 6)	Due 11/10/15
Writing (Chapter 7)	Due 11/17/15

The creation of each Academic Skills Plan will provide an opportunity for you to apply an effective problem-solving model to determine the most effective way for you to deepen your learning in college and beyond, not to mention raising your grades! In addition to improving your learning skills and grades, these activities will help you learn how to approach and solve virtually any problem you encounter, whether academic, personal, or professional. Each of your personalized Academic Skills Plan can earn up to 15 points; thus, all six plans will be worth a possible total of 90 points.

To complete each plan, simply follow the six-step process that you will find explained in each chapter, filling in your answer to the following questions:

1. What's my present situation?
2. How would I like my situation to be?
3. What are my possible choices?
4. What's the likely outcome of each possible choice?
5. Which choice(s) will I commit to doing?
6. When and how will I evaluate my plan?

- **Binder organizer:** You are required to keep all materials and assignments through the class, as well as maintain them in a binder. You will also be expected to have a class planner or calendar to keep track of dues dates for assignments. This will be reviewed and graded. Grade will be based on organization and completeness. Put all homework assignments, assessments and the academic skills plan into this binder. (10 points). Maintain throughout semester with all assignments and projects. **Due 12/08/15**

4. Midterm (100 Points)

5. Final Exam (100 points)

Schedule of Assignments (18-Week Course)

Week	Date	Activity	Homework
		•	
Week 1	8/18/15	<ul style="list-style-type: none"> • Go over syllabus, • (Ice breakers) meet the class (1-6 pg.53), • Ch. 1 P.P. Taking the first step • Exercise 1-1 taking the first step • Personal Assessment, • P.P. Understanding the Culture of Higher Ed. 	<ul style="list-style-type: none"> • Read Chapter 1 • Write Journal 3 • Write Journal 4

		<ul style="list-style-type: none"> Go over cultural differences between H.S. and college handout page 17 Do journal entry 1 in class 	
Week 2	8/25/15	<ul style="list-style-type: none"> Do exercise 1-3 pg 48 P.P. Becoming an Active Learner, Discuss "one students story" pg 28 P.P. Developing Self-Acceptance, TED "self-esteem" Do exercise 4-1 pg. 61 College Customs Go over course catalog Go over GPA Go over students syllabi have students put assignments on a planner 	<ul style="list-style-type: none"> Read CH. 2 Finish putting all assignments and test dates in personal planner Do the college customs exercise on page 38 Write journals 5, Write Journal 6 Complete Scavenger hunt
Week 3	9/1/15	<ul style="list-style-type: none"> Turn in Scavenger Hunt Ch. 2 Discuss the case study in critical thinking pg 40 P.P. Adopting a creator mindset, Do exercise 5-2 roleplay P.P Mastering Creator Language, Do exercise 6-1 pg.76 P.P. Making Wise choices 	
Week 4	9/8/15	<ul style="list-style-type: none"> Discuss Personal Responsibility at Work P.P. Change your inner conversation Do Exercise 7-3 maybe exercise 7-1 P.P. Reading Complete the academic skills plan for Reading pg 88 and 89 	<ul style="list-style-type: none"> Read Ch.3 Journal 9, Journal 10
Week 5	9/15/22	<ul style="list-style-type: none"> Ch. 3 P.P. Creating Inner Motivation, Exercise 9-1 pg 98 P.P. Designing a Compelling Life Plan, Focus Question page 100 P.P. Committing to your Goals and Dreams Share with a partner your Journal Entry 10 	<ul style="list-style-type: none"> Complete the academic skills plan for Taking notes Journal 12
Week 6	9/22/15	<ul style="list-style-type: none"> Self-motivation at Work Focus Question pg 114 P.P. Write a personal Affirmation Share with a classmate journal 12 exercise 12-2? P.P. Taking notes Taking notes exercise 1 pg 107 	<ul style="list-style-type: none"> Read Ch. 4 Journal 13 Journal 14 Journal 16
Week 7	9/29/15	<ul style="list-style-type: none"> Ch. 4 Case study the procrastinators. 	<ul style="list-style-type: none"> Complete the academic

		<ul style="list-style-type: none"> • P.P. Acting on Purpose • Exercise 13-1 pg. 120 • P.P. Creating a Self-Management System, • Exercise 14-2 	skills plan for Organizing study materials
Week 8	10/6/15	<ul style="list-style-type: none"> • Discuss focus question pg. 155 (Ted Talks) • P.P. Developing Self-Discipline • P.P. Developing Self-Confidence • Exercise 16-3 pg. 127 • P.P. Organizing study materials 	<ul style="list-style-type: none"> • Read Ch. 5 • Write Journal 17 • Write Journal 19 • Write Journal 20
Week 9	10/13/15	<ul style="list-style-type: none"> • Ch. 5 Discuss Case study in Critical thinking • P.P. Creating a Support System • Exercise 17-3 pg. 148 • Do exercise 17-4 pg. 151 • Study for Midterm 	<ul style="list-style-type: none"> • Complete the Academic Skills plan for Rehearsing and memorizing Study Materials • Study for Midterm • SEP needs to be complete to turn in by 10/27/15
Week 10	10/20/15	Mid-Term	Test will cover ch. 1-4
Week 11	10/27/15	<ul style="list-style-type: none"> • Turn in SEP's • P.P. Strengthening Relationships with active Listening, • Exercise 18-1 • P.P. Respecting Cultural Differences, • Exercise 19-1 • P.P. Be Assertive • Exercise 20-1 • P.P. Study Materials 	<ul style="list-style-type: none"> • Read Ch. 6 • Journal 21 • Journal 22
Week 12	11/3/15	<ul style="list-style-type: none"> • Ch. 6 • Case study pg. 236 • P.P. Recognizing When you are off course • Exercise 21-1 • P.P. Identifying Your Script • P.P. Rewriting your outdated Scripts, • Exercise 23-2 	<ul style="list-style-type: none"> • Complete the academic skills plan for Taking Tests • Read Ch. 7 • Write Journal 25 • Write Journal 28
Week 13	11/10/15	<ul style="list-style-type: none"> • P.P. Write Your own Rules, • Exercise 23-3, Exercise 24-1 pg. 189 • P.P. Taking Tests • CH. 7 • Discuss "A fish story" pg 282 • P.P. Developing a Learning Orientation to life • Complete the Learning Preference Inventory • Exercise 26-1 pg. 208 • P.P. Discovering Your Preferred ways to learn, • Exercise 26-2 	<ul style="list-style-type: none"> • Complete the academic skills plan for Writing • Complete a career assessment at home and come prepared to talk about it

Week 14	11/17/15	<ul style="list-style-type: none"> • Turn in Career assessment • P.P. Employing Critical Thinking • Discuss Lifelong learning at work pg. 302 • P.P. Developing Self-Respect, • Exercise 28-1 • P.P. Writing • Students share about their career choices 	<ul style="list-style-type: none"> • Read Ch. 8 • Write Journal 29 • Write Journal entry 30
Week 15	11/24/15	<ul style="list-style-type: none"> • Ch. 8 • P.P. Understanding Emotional Intelligence • Exercise 29-2 • P.P. Reducing Stress, • Exercise 31-1 • P.P. Creating Flow, 	
Week 16	12/1/15	<ul style="list-style-type: none"> • P.P. Develop Self-Love, • Exercise 32-1 • Exercise 32-3 • P.P. Managing money • Money activity 	Read CH. 9
Week 17	12/8/15	<ul style="list-style-type: none"> • Ch. 9 P.P. Planning Your Next Step, • Complete self-assessment again • Bring binder with all assignments, class papers and quizzes • Study for final 	Study for Final
Week 18	12/15/15	<ul style="list-style-type: none"> • Final Exam 	Test will cover Ch. 5-9

*** All assignments and journals will be due as specified in syllabus unless specifically stated by instructor in class. Class activities and discussions may be changed or postponed as needed.