



**Counseling 53-57599: College and Life Management
Course Syllabus
FALL 2016**

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Course Days/Times: T/TH 12-12:50 PM

Office Hours: Tuesday & Thursday

Counseling Department Office Phone: (559) 638-0300

Lecture Room: Music, Room 170

Textbook: ISBN – 10: 1305397487/ISBN – 13: 9781305397484

On Course: Strategies for Creating Success in College and in Life 3rd Edition By Skip Downing

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. ADVISORIES: Eligibility for English 125, 126, and Mathematics 201. (A, CSU-GE)

Student Learning Outcomes:

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

1. Articulate their own 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.

Objectives:

In the process of completing this course, students will:

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.

Lecture Content:

A. Personal Growth and Development

1. Self-awareness, identity and values
2. Transition from high school to college

3. Academic values and beliefs
4. Assertiveness
6. Learning styles
7. Money management
8. Relationships and conflict resolution
9. Campus and community involvement

B. Academic Goal Development

1. College terms and definitions
2. Degree and certificate requirements
3. Transfer requirements
4. Student Education Plan
5. Major and career exploration

C. Campus Resources

1. Accessing campus resources
2. Web resources
3. Library resources

D. Academic Success Strategies

1. Note taking skills
2. Test taking strategies
3. Organizational skills
4. Time management strategies
5. Academic and personal integrity

E. Healthy Lifestyle

1. Nutrition and exercise
2. Substance abuse
3. Stress management
4. Sexual responsibility
5. Emotional health

F. Diversity and cultural awareness

1. Cross-cultural communication
2. Stereotypes and discrimination

Cancelled Class Policy:

If a class session is cancelled, I will let you know ahead of time, if possible via Canvas Announcements. Additionally, 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 (2) 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 (3) times will be equivalent to one (1) absence. Additionally, online participation through canvas online discussion boards, assignments, and journals will factor into the attendance policy.

Drop Policy:

It is the **student's** responsibility to officially drop a class in which he/she no longer wishes to be enrolled, however the instructor may drop those students who have missed several classes in a row.

Note: October 14th – Last day to drop a full-length class with a "W".

Late Assignments:

Students are responsible for turning in all assignments by 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 (i.e. doctor's note) when requesting an extension of the due date.

Americans with Disabilities Act:

Accommodations: Students having a verifiable need for academic accommodations and/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. Accommodations forms must be submitted to the instructor, preferably within the first two weeks of the semester, and may be obtained from the DSPS office. Please contact them at (559) 638-364.

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 of 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 video tapping is allowed.

Zero Tolerance Policy for Disruptive Conduct in the Classroom and/or through Canvas.

- The instructor has primary responsibility for the control over classroom and online 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.**

Course Rules for Success:

To create the very best environment for supporting your success and the success of your classmates, this course has three important rules. The more challenging these rules are for you, the more value you will experience by adopting them. By choosing to follow these three rules, you are choosing to be successful not only in this course but in your life. These rules will support your success in every goal you pursue!

1. **Show up!**
2. **Do the work!**
3. **Participate actively!**

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 discussions. Grades will be based on completion of the following:

14 Read & Respond (5pts. Each)	70 Pts.
10 Journals (10pts. each)	100
4 Quizzes (5pts. each)	20
Classroom Assignments	10
Campus Community Activity	30
Pre/post Assessments (10pts. Each)	40
Midterm	35
Project	30
Final	<u>35</u>
TOTAL POINTS POSSIBLE	370

- A = 340-370 Points
- B = 309-339
- C = 278-308
- D = 247-277
- F = 246 or below

Assignment Descriptions:

The syllabus provides a general plan for the course. Deviation from this plan may be necessary.

Read & Respond (70 Possible Points)

Assigned readings, viewings, or discussions will be posted onto Canvas. Responses will be recorded and graded for completion and depth. On average, you will respond to 1 reading per week for a total of 14 responses overall during the semester. Keep a copy of each response in your binders

Pre/post Assessments (40 Possible Points)

Take the Study Skills & Self-Assessments and report your scores on canvas. Each assessment report will be awarded 10 points for a total of 40 possible points. Keep a copy of your submitted results in your binders.

Note: You will be asked to write a response to compare your pre/post assessment results.

Journals (100 Possible Points)

During this semester, you will write 10 journal entries and awarded up to 10 points each. Journaling provides an opportunity to explore your thoughts and feelings as we learn study strategies and course topics. By carefully examining and reflecting in your journal, you will discover strategies that will assist you to create a rich, personally fulfilling life.

Note: All entries must be submitted online through Canvas. Grammar, spelling, and punctuation will be a factor in awarding points. Therefore, please re-read and correct your entries before submitting them online.

Journal entries and Read/View & Respond entries will be awarded the maximum number of points if they fulfill 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).

Quizzes (20 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 consistency and active participation. If you have read the assigned text and completed your journal entry, you should have no trouble earning the maximum points (5) for each quiz.

Campus Community Activity (30 Possible Points)

This assignment will be a scavenger hunt to find resources and locations of on campus student services. Students will need to visit each resource to obtain the required information. Full points will be given for fully completed worksheets.

Classroom Activity (10 Possible Points)

Students are expected to complete the assigned classroom activity. Points will be given when the assignment is complete and turned in.

Midterm (35 Possible Points)

A midterm will be given in class that will consist of questions regarding material covered in class and throughout the text readings.

Project (30 Possible Points)

The class project will involve a portfolio in which there will exist components of personal reflections, personal goals, a personal essay, and a short presentation. Detailed instructions will be handed out in class.

Final (35 Possible Points)

A final will be given, which will consist of questions regarding material covered in class and throughout the text readings, as well as a short essay.