**Counseling 53: *College and Life Management***

**Course Syllabus**

**Reedley College – Fall 2016**

**INSTRUCTOR**: Dilia Gutierrez **SCHEDULE NO**: 57604

**MAILBOX: 559-638-0337** **DAY/TIME**: MW 2:00-3:15 PM

**EMAIL**: [dilia.gutierrez@reedleycollege.edu](mailto:dilia.gutierrez@reedleycollege.edu) **COURSE** **TERM:** 08/15-12/16

**AVAILABILITY**: By appointment **ROOM:**  Music

or by phone. Room 170

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

Basic Skills Advisories: Eligibility for English 125, 126, and Mathematics 201. (A, CSU)

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| **COURSE OUTCOMES:** |
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| *Upon completion of this course, students will be able to:* |
| 1. Articulate own personal values. 2. Reflect on cultural diversity and personal educational goals. 3. Identify their own 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. |
| **COURSE OBJECTIVES:** |
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| *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. |

**Note: Cellular Phone responsibility** Any disruption by a student using his/her cellular phone during class time will be asked to leave class for that day. 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. Cell Phones will be used for class purposes at the discretion of the instructor.

**REQUIRED TEXT:** On Course, By Skip Downing, 3rd edition

**SUPPLIES:**  (2) 882-E Scantron

**NO LATE ASSIGMENTS ARE ACCEPTED:** All work must be turned in the day is due at

the beginning of class. **NO EXCEPTIONS.**

**ATTENDANCE:** Students are expected to attend all class meetings. Excessive absences, **3 or more**, may result in the student being **dropped** from this class. Ultimately, it is the student’s responsibility to officially drop a class in which he/she no longer wishes to be enrolled. Three tardies to class may be counted as an absence.

**CHEATING & PLAGIARISM: “…**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” (Reedley College Catalog, 2015-2016).

**ACCOMMODATIONS:** Reedley College is committed to providing reasonable accommodations to students with disabilities. Disabled Student Programs & Services **(DSP&S)** provides the campus with academic support services and specialized assistance to students with disabilities. Individuals with physical, perceptual, or learning disabilities as addressed by the Americans with Disabilities Act should contact DSP&S for information regarding accommodations. Please notify the instructor so that reasonable efforts can be made.

**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 active participants in group activities and class discussions. Grades will be based on completion of the following:

Final Exam 60 pts. A=90-100% 300-270 pts.

Quizzes 60 pts. B=80-89% 269-240 pts.

Journals 45 pts. C=70-79% 239-210 pts.

SEP 15 pts. D=60-69% 209-180 pts.

Mid Term 60pts. F=59-0% 179 & below

Campus Resources 15pts. Total: 300 Pts.

Written Assignment 15pts.

Group Presentation 30pts.

**QUIZZES:** There will be a quiz on campus policies and services (worth 10pts). In addition,

upon the **conclusion of each chapter,** students will take a quiz consisting of five questions each. There will be a total of nine chapter quizzes *worth five points each,* with the exception of Chapter nine quiz counting for 10 points.

**JOURNALS:** Students will complete a **typed** journal entry for each chapter. Students must thoroughly (to receive full credit) complete each journal by responding to the question in paragraph form with original complete sentences(copy the question into your journal in **BOLD** letters before answering the questions). Further instructions will be discussed in class. Journal entries will be collected at the end of each chapter **.** *Journal entries are worth 5pts.*

**SEP:** Student Educational Plan prepared by a campus counselor which serves as a guide for a student to assist him/her in keeping them on track to accomplish their educational goal. Students must schedule an appointment with an academic counselor using eSARS on RC home page to create an SEP if they don’t already have one. A recent SEP copy (from Spring 2016 and on) will be accepted unless students changed their major.

**MIDTERM:** Students will take a midterm exam of 30 questions worth (2 point each). The midterm exam will consist of chapters 1-5.

**CAMPUS RESOURCES:** Students will need to be able to identify campus resources and complete an activity sheet by attending various offices on campus. More details will be provided in class.

**WRITTEN ASSIGMENT:** Further instructions will be given in class.

**GROUP PROJECT:** Further instructions will be given in class.

**FINAL:** The final will be **100 % comprehensive**. There will be a total of *60 questions-* questions *worth 1 point each*. An **882E scantron** is required.

NOTE: Changes are subject to occur within the course schedule, if need be.

**COURSE OUTLINE**

**Week 1**

**8-15-2016** Review Syllabus and course

**8-17-2016** In Class Activity (Ice Breaker)

**Week 2**

**8/22/2016 eSARS-Student Email-WebAdvisor**

**Go over CSU-GE &RC GE**

**8/24/2016** Campus Resources (Scavenger Hunt Activity)

**Education Pyramid**

**Week 3**

**8/29/2016**  Campus Policies & Services, Schedule of Classes & Catalog

1. Academic Calendar SC pg.3 – identify the following important dates: drop, refund & exam dates

2. My classes this semester are the following: (week calendar)

**Homework:** Read Chapter 1

**8/31/2016 QUIZ 1** On Campus Policies & Services, Schedule of Classes & Catalog

**Chapter 1:** *Getting On Course to Your Success*

Discuss Journal #1 (Journal Entry 2-pg.28) **Due:9-07-16**

**Week 4**

**9/05/2016**  **Labor Day Holiday (no classes held, campus closed)**

**9/07/2016** Chapter 1 Continued

**Quiz 2** On Chapter 1

**Journal #1 Due**

**Homework:** Read Chapter 2 *Accepting Personal Responsibility*

**Week 5**

**9/12/2016**  **Chapter 2:** *Accepting Personal Responsibility*

Discuss Journal #2 (Journal Entry 4-pg.48) **Due: 9-14-16**

\*\*Schedule an appointment with a counselor using eSARS on RC Homepage to complete a Student Education Plan (SEP) if you don’t have one.

**SEP DUE: -11-2-2016**

**9/14/2016** Chapter 2 Continued

**Journal #2 Due (**Group Discussion)

**Homework:** Read / **Chapter 3**: *Discovering Self-Motivation*

**Quiz 3** On Chapter 2

**WEEK 6**

**9/19/2016** **Chapter 3:** *Discovering Self-Motivation*

Discuss Journal #3 (Journal Entry 9-pg.86) **Due: 9-21-16**

**9/21/2016 Chapter 3 Continued:** *Discovering Self-Motivation*

**Journal #3 Due** (Group Discussion)

**Quiz 4** On Chapter 3

**Week 7**

**9/26/2016**  **Chapter 4:** *Mastering Self-Management*

Discuss Journal # 4 (Journal Entry 12 pg.106) **Due: 9-28-16**

**9/28/2016** Chapter 4 Continued

**Journal # 4 Due** (Group Discussion)

**Quiz 5** On Chapter 4

**Homework:** Read/ Chapter 5 *Employing Interdependence*

**Week 8**

**10/03/2016** **Chapter 5:** *Employing Interdependence*

Discuss Journal # 5 (Journal Entry 16 Pg.143) **Due: 10-05-16**

**10/05/2016** Chapter 5 Continued

**Journal # 5 Due** (Group Discussion)

**Quiz 6** On Chapter 5

**Homework:** Read/ Chapter 6 *Gaining Self-Awareness*

**Week 9**

**10/10/2016**  **Chapter 6:** *Gaining Self-Awareness*

Discuss Journal # 6 (Journal Entry 23 Pg. 186) **Due: 10-12-16**

**10/12/2016** Chapter 6 Continued

**Journal # 6 Due** (Group Discussion

**Quiz 7** On Chapter 6

**Week 10**

**10/17/2016** **Review for Mid-Term Exam**

**10/19/2016 Mid-Term Exam (In Class)**

**Week 11**

**10/24/2016 Reedley Library Research Instruction (Tour)**

**10/26/2016**  \*\*Go over Grades

**Homework:** Read/Chapter 7 *Adopting Lifelong Learning*

**Week 12**

**10/31/2016**  **Chapter 7:** *Adopting Lifelong Learning*

Discuss Journal # 7 (Journal Entry 24 Pg. 2195) **Due: 10-26-16**

**11/02/2016** Chapter 7 Continued

**Journal # 7 Due (**Group Discussion)

**Quiz 8** On Chapter 7

**Homework:** Read/ Chapter 8 *Developing Emotional Intelligence*

**Week 13**

**11/07/2016 Chapter 8:** *Developing Emotional Intelligence*

Discuss Journal # 8 (Journal Entry 30 Pg.239) **DUE: 11-09-16**

**11/09/2016** Chapter 8 Continued

**Journal # 8 Due (**Group Discussion)

**Quiz 9** On Chapter 8

**Homework:** Read/ Chapter 9 *Staying On Course to Your Success*

**Week 14**

**11/14/2016 Chapter 9:** *Staying On Course to Your Success*

Discuss Journal # 9 (Journal Entry 32-pg.253) ^^Journal 9 is combined with Quiz #10 **DUE: 11-16-16**

++**SEP DUE**

**11/16/2016** Chapter 9 Continued/Class Discussion

**Journal # 9 Due** (Group Discussion)

**Quiz 10** On Chapter 9 (Self-Assessment-In class or take home depending on

available class time-10 points) ^^Quiz #10 is combined with Journal #9

**++**Assign Groups for Group Project and go over Instructions

**Week 15**

**11/21/2016** Go Over Written Assignment **(Due: 12-07-16)**

In Class Time for Group Project (May use the library or can bring in personal laptops)

**11/23/2016** Presenter/Speaker

**Week 16**

**11/28/2016** Presenter/Speaker

**Hand out Final Exam Study Guide**

**11/30/2016** In Class Group Presentations

**Week 17**

**12/05/2016** In Class Group Presentations

**12/07/2016**  In Class Group Presentations

**++Written Assignment Due**

**Week 18 Finals Week**

**12/12/2016**  Final Exam