

STATE CENTER COMMUNITY COLLEGE DISTRICT
Developmental Services
DEVSER 240

Fall 2017

Course Syllabus

Course Title: Transition to College for Students with Disabilities **Schedule #: 54528**

Location/Day/Time: HUM 63 / Tuesday / 8:00 to 8:50

Instructor: Janelle Brasil

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COURSE DESCRIPTION:

The course is designed to assist students with disabilities in preparing for their initial semester in a community college. The course will focus on exploring career opportunities, student education planning, time management skills, navigating the college campus and utilizing support resources to assist them in successfully achieving their goals. This course is designed for students with disabilities.

COURSE MATERIALS: (provided)

Transition to College Workbook
DSP&S Handbook (E-Text)

COURSE OUTCOMES:

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

1. Demonstrate an understanding of the Student Education Plan.
2. Identify at least 3 resources on the campus they plan to attend that will assist them with being successful in their classes.
3. Identify and describe how to access accommodations on the college campus they plan to attend.

COURSE GUIDELINES:

1. Regular attendance, prompt arrival, preparation and active participation are required. In the event of an absence, it is the student's responsibility to make arrangements with peers to collect class information and assignments. If an absence is anticipated, any assignments due that day should be submitted in advance. In the event of a tardy, please try to disturb the class as little as possible and take a seat close to the door.
2. Cell phones and/or pagers should be turned off & put away during class.
3. The completion of assignments is an important measure of student readiness for college; grammar, composition, and adherence to assigned criteria are a basic class expectation. Any work submitted that does not meet this criteria will not be accepted and be given back to the student to redo.
4. Assignments are due during the designated class period. Students are responsible for all listed and announced dates, readings, assignments, and exams. Ten percent (10%) of the total assignment total will be deducted each class period the assignment is late. Make up exams may be allowed only with notice prior to exam period and/or an appropriate/reasonable excuse.
5. Plagiarism or cheating on any assignment or exam will result in automatic failure of the assignment. Further action may be taken in accordance with university policy. Students are instructed to refer to the policies and regulations section of their catalog.

COURSE FORMAT:

Learning experiences used in this class may include, but are not limited to lecture, discussion, video presentations, guest speakers, hands-on exercises & field trips.

SPECIAL ACCOMMODATIONS:

Any student in need of an accommodation due to a disability is encouraged to consult with the instructor immediately so that arrangement can be made. Students may refer to the policies and regulations section of their catalog for clarification.

COURSE PROCEDURES:

Students will earn credit for this course based on their ability to comprehend the following skills:

- Accessing Student E-mail, Webadvisor, and Blackboard
- Identify Campus Resources
- Identify different majors and vocational certificates
- Develop a Student Education Plan (SEP) with a DSPS Counselor
- Requesting Accommodations for classes
- Identify academic requirements, regulations and administrative policies

GRADING:

Semester grades are based on a total of **500** points. **This class is graded credit/no credit.**

Projects – (4 projects x 25 pts) 100 pts

Skills Demonstrations – 100 pts

Class Participation – 200 pts

Quizzes – 25 points – (4 quizzes x 25 pts) 100 pts

A	100-90%	500-450 pts.
B	89-80%	449- 400 pts.
C	79-70%	399-350 pts.
D	69-60%	349-300 pts.
F	59-0%	299 pts & below

Credit = 500 to 350 points

No Credit = 349 and lower points

Policies of this course, DSP&S, Reedley College

Devser 240 Course Policies:

1. Student Responsibility: Class participation and assigned readings are important. Students will be prepared to discuss class topics from the readings. If you are unable to attend class, please make certain that you contact the instructor, either by phone, email, or through a classmate. Students who arrive to class after attendance is taken are responsible to notify the instructor at the end of class to update the record. In the event of an absence, students are expected to make arrangements with classmates to collect class information and materials. Excessive absences will negatively impact your course grade and may result in failure.
2. Due Dates: Students are responsible for all listed and announced dates, readings, assignments, and exams. Assignments are due at the beginning of class. If an absence is

anticipated by a student, any assignments due that day are to be submitted in advance. Class assignments accepted after this will be graded and the assignment total will be marked down 10% for each calendar day late. Assignments not handed directly to the instructor must be stamped with the date received and placed in the instructor's mailbox in the department office. Assignments, including make-up exams, will not be accepted after the assignment in question has been returned to the class and no more than 4 days after the originally scheduled due date. Note: Negotiation of alternate due dates will be considered on an individual basis and must occur no less than two weeks prior to the assigned date.

3. Make-up exams: Make-up exams may be allowed with prior notification and approval from the instructor 2 weeks before the exam date. Make-up exams may be approved due to special circumstances.

DEVSER General Instructional Policies:

1. Participation: Regular and on-time attendance is a basic expectation. If a class is missed, it is the student's responsibility to obtain the material missed. Students should recognize that entering a class late is disruptive to both the instructor and the other students and should make every effort to be on time. Participation includes bringing appropriate materials to class, completing assignments on time, and completing any reading assignments prior to class so that the student is able to take part in class discussions.
2. Professionalism: The faculty regards Developmental Services (DEVSER) curriculum as a bridge for students to advance their skills academically and vocationally to be a future professional in the community. As such, students are expected to behave in a professional manner. Basic program expectations include professional behavior in the classroom and during all field experiences. Attendance, preparedness, effort, and honesty, in combination with respect for faculty and other students are all considered under the heading of professional behavior. The goal is to create a community of learners in a positive, insult-free zone. A student who is unable to conduct himself or herself in a courteous and respectful manner will be asked to remove himself or herself from the classroom. Cell phone and other electronic communication devices are to be turned off during class and stored out of the way of class activity.
3. Problem Resolution: Any student who has a question about a grade or a class procedure is advised to first approach the course instructor. If the issue is not resolved at this level, the student is encouraged to meet with the Program Coordinator.
4. Writing Competency: The student's ability to effectively communicate in writing is very important. The instructor will evaluate the efforts of each student not only for the content presented but also for spelling, grammar, punctuation, neatness and organization of thought. Unless notified otherwise by the instructor, all written work must be typed and is expected to be high quality work. You may be asked to correct and resubmit a paper of that not acceptable quality. Grades for resubmitted papers will be the average of the original and the revision.
5. Format Expectations for Written Assignments: The DPS&S instructional faculty has developed the following guidelines to assist students in preparing papers and assignments for submission in Devser courses. Papers and assignments submitted that do not meet these expectations will not be graded and will be returned to the student.
 - 1) Font style: Times New Roman
 - 2) Font size: 12 point font
 - 3) Spacing: Double space
 - 4) Margins: Standard 1" margins
 - 5) Cover page: Include the title of the assignment, your name, class title, instructor name, and date.
 - 6) Staple: Use a staple to attach multiple page assignments. Do not use a paper clip.

7) Assignments that are required to be typed must be typed

SCCCD Policies:

1. Students with Disabilities/Special Accommodations: Any student in need of an accommodation due to a disability is encouraged to consult with the instructor immediately so that arrangement can be made. Students may refer to the policies and regulations section of their catalog for clarification.
2. Honor Code: Students at Reedley College are responsible to ensure that their 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.
3. Withdrawal Policy: Every student who gets a late "Withdrawal" (past the ninth week of the semester or 50% of the course-whichever is less) from a course has potentially displaced another student from the opportunity to take that course. Therefore, this course will adhere strictly to the college's policy. Students may drop a course before the end of the second week of class using the standard computer system without need for instructor permission. However, course withdrawals past the end of the ninth week of class will not be allowed without "serious and compelling" reasons that are documented by appropriate medical or other professional authority. A change of work schedule, lack of interest in the material, failing grades, etc. are not going to qualify as reasons to drop the course.
4. Cheating and Plagiarism: Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents. Further action may be taken in accordance with college policy. Students are instructed to refer to the administrative policies of their college catalog.
5. Computer Usage: State Center Community College District (SCCCD) students are permitted to use a District owned computer/network. As a condition of this use, each student agrees to and is expected to abide by the District's Acceptable Use Policy (http://www.sccd.com/is/district_use.html). The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the policy rules, he/she is subject to removal from the computer facility as well as discipline as a student. Students shall be specifically warned to: 1.) not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients and 2.) not search, view or download pornographic material through any means.
6. Disruptive Classroom Behavior: Students are under obligation to respect the authority of each instructor and are responsible for their conduct. Failure to adhere to the college's standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10). Instructors are authorized to remove a disruptive student from his or her class for the day of the removal and the next class meeting. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class. (See Reedley College's Student Code of Conduct Policy/Board Policy 5520 and Educational Code 76032)
7. Copyright Policy: Copyright laws and fair use policies protect the rights of those who have produced the material. The materials copied in this course have been provided for private

study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code).

8. **Sexual Harassment:** All students and employees should be aware that Reedley College and the State Center Community College District are concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action. Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.
9. **Smoking, Alcohol, and Illicit Drug Use:** Reedley College does not allow smoking in campus buildings and is a drug- and alcohol-free campus. Therefore smoking and use of tobacco products is prohibited in all campus buildings. Additionally, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (as defined in Schedules I through V of the Controlled Substances Act {21U.S.C812} and as further defined by Regulations 21 CFR 1308.15 in the 46 Administrative Policies workplace).

ASSIGNMENT CALENDAR

Week	Topic/Description/Assignment
1	Welcome to Reedley College - DEVSER 240 "Syllabus Review"
2	Syllabus Review – Section Activity, pg. 3
3	Student Tools for Success <ul style="list-style-type: none"> • E-mail Assignment (Section Activity, pg.14) • Login/Passwords (Section Activity, pg. 17) • QUIZ #1
4	
5	Student Tools for Success <ul style="list-style-type: none"> • Characteristics of a Successful Student (Section Activity, pg. 25)
6	Disabled Students Programs & Services <ul style="list-style-type: none"> • DSP&S Questions (Section Activity, pg. 30) • DSPS Accommodation Form (Section Activity, pg. 32) • QUIZ #2
7	
8	Educational Goals & Program Planning <ul style="list-style-type: none"> • Major Sheet (Section Activity, pg. 41) • Student Education Plan (Section Activity, pg. 43) • Career Center Assessment (Section Activity, pg. 45) • QUIZ # 3
9	
10	
11	Academic Policy & Procedures/Campus Overview <ul style="list-style-type: none"> • Academic Policies & Procedures (Section Activity, pg. 59)

12	<ul style="list-style-type: none"> • Online College Catalog (Section Activity, pg. 65) • ELC (Section Activity, pg. 67)
13	<ul style="list-style-type: none"> • Special Programs (Section Activity, pg. 71)
14	<ul style="list-style-type: none"> • QUIZ #4
15	Strategies for Success <ul style="list-style-type: none"> • Planning your class schedule (Section Activity, pg. 76)
16	Campus Student Activities <ul style="list-style-type: none"> • Student Center (Section Activity, pg. 84)
17	***REVIEW FOR FINAL EXAM***
18	Finals Week – End of Semester

This syllabus and schedule is subject to change. If you are absent from class, it is your responsibility to check on announcements and changes made while you were absent.