



**Counseling 53: College and Life Management
Course Syllabus
Fall 2021**

Instructor: Pedro Herrera

Email: pedro.herrera-galvez@reedleycollege.edu

Course: 95006

Days/Times: Online Lecture Friday 10:00AM - 11:50AM, RC Web-Based Instruction, Zoom

Phone: (559) 494 3476

Room: Reedley 100% online, DEA approved course.

Textbook: 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 Mathematics 201. (A, CSU-GE) This is a fully online synchronous course where there is a carefully planned blend of both ZOOM online instruction and online learning activities. Students must check their CANVAS account by the first day of the semester. Failure to do so may result in a student being dropped from the course)

RC&Me STEM 1: Pre-Nursing Cohort (Transfer to CSU). Students enrolling in this section must also enroll in ENGL-1A-95014, and MATH-11-95020 and BIOL-5-95001

Student Learning Outcomes:

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

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

Learning Objectives:

In the process of completing this course, students will:

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

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
 5. Learning styles
 6. Money management
 7. Relationships and conflict resolution
 8. 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 through e mail or canvas, if possible.

Communication Policy

Availability: Monday through Friday 8:00am to 4:00pm by appointment. Zoom Office hours Fridays 3:00pm-5:00pm

Preferred Methods of Contact:

1. E mail pedro.herrera-galvez@reedleycollege.edu
2. Canvas Inbox
3. Phone (559) 494 3476
4. Schedule In Person or Zoom Appointment by calling or e mailing me your availability and student ID number.

Response Time: I will respond within 24 hours. (Except weekends, non-duty and holidays)

Attendance and Drop Policy:

This is a fully online synchronous course where there is a carefully planned blend of both ZOOM online instruction, online learning activities and assignments. Students must check their CANVAS account by the first week of the Fall 2021 semester and attend the first Zoom online instruction which is Friday, Aug 13th 2021 at 10:00am. Failure to do so may result in a student being dropped from the course. All students are required to attend the scheduled (live) online Zoom instructions between Aug 9 - Dec 10, 2021 . If you miss class due to an extenuating circumstance such as personal issues or illness, you must contact me prior to class to request an excused absence. You will be able to access the Zoom link through Canvas or I will e mail it to you. Attendance will be taken every scheduled (live) online Zoom instruction. 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. It is the **student's** responsibility to officially drop a class in which he/she no longer wishes to be enrolled, however I may drop those students who have missed several classes in a row.

Note: Aug 29th – Last day to drop a full-length class without a W through web advisor

Note: Oct 8th – 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. **Late work will not be accepted.** This includes exams and discussion boards. 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. Please submit assignments ahead of time just in case technology and internet problems occur at your location.

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 academics endeavors. Plagiarism refers to using a source of information of which you are not the author and not giving proper credit to the author. In other words, do not copy other people's words and claim them as your own. You must properly cite any outside sources that you use in your writing. This also includes self-plagiarism which is re-using work that **you** have already published or submitted for a class. 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.

Online Classroom Etiquette:

Cell phones or Smart Watch are not to be used while in Zoom lecture class for any reason whatsoever. This includes photographing the screen, texting, social media, clock functions, etc. Please ask permission to audio tape online class lectures and discussions. No video recording allowed. Only the instructor will record the Zoom lecture and upload it on Canvas. Do your best to find a quiet place within your home to do the live Zoom lectures. Remember to mute yourself when the instructor or a student is speaking to avoid any other noise interruptions. More details will be discussed in class.

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 Policy:

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, writing assignments and class discussions. Grades will be based on completion of the following

Course Assignments	Points
9 Journals (10 pts. each)	90
8 Discussion Boards (5pts. each)	40
Career Exploration/Presentation	40
Midterm	50
Progress Report	15
Group Project/Presentation	40
Comprehensive Quiz	20
Participation (5pts. each day in class)	85
Campus Resources	20
Final	50
Total Points Possible	450

A = 450-405 Points

B = 404-360

C = 359-315

D = 314-270

F = 269 or below

Journals (90 Possible Points)

During this semester, you will write 9 journal entries. Journaling provides an opportunity to explore your thoughts and feelings as we learn study strategies and the course topics. By carefully examining each strategy in your journal, you will discover which ones will assist you to create a rich, personally fulfilling life.

Note: All entries must be neatly organized and attached neatly together in Canvas.

Journal Points: Each journal entry will be awarded up to 10 points. Therefore, all 9 journal entries will be worth a possible total of 90 points. A journal entry will be awarded the maximum of 10 points if it fulfills the following three criteria:

1. The entry is **complete** (all steps in the directions have been responded to).
2. The entry is **written with high standards** (an obvious attempt has been made to Dive Deep).
3. The entry has no grammatical errors (points will be deducted for grammatical errors)

Discussion Board (40 Possible Points)

Student will be responsible of participating in the different discussion topics assigned in Canvas. In order to receive full credit, students will need to respond **thoroughly**. Discussion Board may consist of YouTube videos, statements, articles, passages from books, articles or website, etc. Some of the discussions may require peer review or class discussion, which means that you will need to provide feedback to your classmates in class.

Career exploration and Presentation (40 Possible Points)

Compare two careers of your interest. Compare levels of education needed for each career, duties, earnings, job outlook, etc. In addition, explain your plan to reach your career goal. Answer questions such as where do you plan to attend school? How long will it take to reach your goal and anything else that you might feel it's appropriate for this assignment (1 page). Students will be given 10 minutes to present. Rubric and more details will be provided in class.

Midterm (50 Possible Points)

A midterm will be administered online through Canvas which will consist of questions and short responses regarding material covered in class and throughout the text readings.

Group Project (40 Possible Points)

Students will be assigned randomly to a group and will be presenting on an assigned topic from the chapters. Presentation must be between 15-20 minutes which will include a PowerPoint with an Activity and one page summary. Rubric and more details will be provided in class.

Participation (85 Possible Points)

Students will earn points for actively participating in class each day the class meets online via Zoom. Each participation point will be awarded up to 5 points. Therefore, all 17 days of class participation will be worth a possible total of 85 points. Participation points will be awarded the maximum of 5 points each day if it fulfills the following three criteria:

1. Student attends class. (2 points)
2. Student raises their hand to read/speak and express their thoughts, opinion or answer. Also, participates in class activities and completes their in class writing assignment if any was assigned. (2 Points)
3. Student raises their hand to speak more than once. (1 point)

Campus Resources (20 Possible Points)

Students will need to be able to identify campus resources and complete an activity sheet by searching through the Reedley College homepage online. Rubric and more details will be provided in class.

Progress Report (15 Possible Points)

Students will be required to submit a progress report of their current grades. A short writing response will be included. Rubric and more details will be provided in class.

Comprehensive Quiz (20 Possible Points)

A 20 question Quiz will be administered through Canvas which will consist of questions regarding the six student learning outcomes covered in class and throughout the text readings. 5 questions, 4 points each.

Final (50 Possible Points)

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

Course Schedule

Due dates and assignments are subject to change. If you are absent from class, it is **your responsibility** to check on announcements made while you were absent.

08/13- Syllabus/Introductions/Ice breaker/Intro to College/Assign Career Exploration

08/20- Chapter 1/Self-Assessment/Assign Journal 1/Discuss & Assign Campus Resources

08/27- Cont. Chapter 1/**Journal 1 due**/Life Challenge Game

- 09/03-** Chapter 2/Assign Journal 2/Discuss & Assign Group Project
09/10- Cont. Chapter 2/**Journal 2 due**/Activity/**Campus Resources due**
09/17- Chapter 3/Assign Journal 3/**Career Exploration due**/**Career Presentations**
09/24- Cont. Chapter 3/**Journal 3 due**/Assign Progress Report
10/01- Chapter 4/Assign Journal 4/Activity/**Progress Report due**
10/08- Cont. Chapter 4/**Journal 4 due**/Group Project Discussion
10/15- Chapter 5/ Assign Journal 5/Diversity PowerPoint
10/22- Cont. Chapter 5/**Journal 5 due**/Activity
10/29- Midterm/ Chapter 6/ Assign Journal 6
11/05- Cont. Chapter 6/**Journal 6 due**/Nutrition PowerPoint/Activity
11/12- Chapter 7/ Assign Journal 7/Holland Code Assessment/**Group Project due**/**Group Presentations**
11/19- Journal 7 due/ Chapter 8/ Assign Journal 8/Don't Stress/Activity/**SLO QUIZ**
11/26- Thanksgiving Holiday (No Class)
12/03- Journal 8 due/Chapter 9(Self-Assessment)/Assign Journal 9/Activity
12/10- Journal 9 due/Final Exam

Syllabus subject to change