**REEDLEY COLLEGE**

# Coun 53 Spring 21 Course Syllabus

### Course Title: College and Life Management

### Schedule #: 50590

**Instructor:** Melissa Affeldt, M.S., Workability III Counselor/Coordinator

Disabled Students Programs and Services Department

Office: DSPS office (on Reedley College Campus)

(559) 638-0332 ext. 3486 (office phone)

Email: Melissa.affeldt@reedleycollege.edu

**Office Hours:** By appointment via zoom

**Welcome to Counseling 53!**

**What is this class about?** This is a 3-unit course 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 250 (A, CSU-GE, UC)

**What textbook do I need?** You do not need to purchase a textbook for this class. OER textbooks are posted in the **RESOURCES** module on the course Canvas page. You will also be using the books assigned by other instructors with the learning tools that you learn to use in this class.

**OER Test:**

Blueprint for Success in College and Career, Volume 1.3, by Dave Dillon <https://press.rebus.community/blueprint2/>

**What course materials do I need?** You will use additional resources and articles from Canvas for class assignments. You may also need a flash drive to save coursework If you are unable to get a flash drive, please let me know.

**What will I learn in this class?** This is your chance to increase your knowledge about the college campus and the resources available to you. If you understand what works for you, you will be more successful!

**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 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.

**What EXACTLY does that mean???**

**Course Objectives:**

**In the process of completing this course, the student will demonstrate the ability to complete the following:**

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.

# Course Format: Learning experiences used in this class may include, but are not limited to lecture, discussion, video presentations, guest speakers, group exercises, and simulations.

**Grading:**

Points will be based on material preparedness, participation, homework, Journals, mid-term and final exam.

***Graded Assignments: Total possible points: 1055*** **NOTE: 639 points are needed to “pass” in this course.**

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:

10 Journals (20 pts. each) 200 Pts.

Chapter Quizzes (10 pts. each) 70

Career project 100

Student Education Plan 100

Goal Setting Vision Board 100

Movie 10

Discussion Board (15pts. each) 255

Midterm 60

Class reflection 20

Campus Resources Scavenger Hunt 20

Final 120

**TOTAL POINTS POSSIBLE 1055**

**Grading Key:**

A = 955-1055 Points

B = 854-954

C = 744-853

D = 640-743

F = 639 or below

**Journals (200 Possible Points)**

During this semester, you will write 10 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 a composition notebook, folder or neatly stapled. This requirement will assure that none of your entries gets lost.*

Journal Points: Each journal entry will be awarded up to 20 points. Therefore, all 10 journal entries will be worth a possible total of 200 points. A journal entry will be awarded the maximum of 20 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.

**Chapter Quizzes (70 Possible Points)**

* There will be 5 online quizzes (10 points/each) on Canvas in this course. The quizzes will be multiple choice and will include information from your readings. They will be announced & opened on Mondays and to be completed by the following Sunday at 11:59pm.
* A 20 question Quiz (20 points) will be administered through Canvas which will consist of questions regarding the six student learning outcomes (goals) covered in class and throughout the text readings.

**Class Projects:**

* **Student Educational Plan (100 points)**
  + Students will meet with a counselor to develop a SEP-C. A copy of this SEP is required.  The SEP must be current. *PLEASE SCHEDULE NOW by going online scheduling with your pathways counselor or calling 638-0337.*
  + If you have a current SEP (must be dated no later than Summer 20 date, please submit it to the instructor for credit.
    - * If you are part of a special program such as EOPS, TRIO, or DSPS, you will complete your SEP with your counselor in that program
* **Career Project (100 points)**
  + Students will conduct career research.
  + A rubric will be provided on Canvas

* **Goal Setting Vision Board Project (100 points)**
  + Students will develop a Personal/Professional Goal Vision Board
  + A rubric will be provided on Canvas

**Movie (10 Possible Points)**

Watch a movie and analyze how it illustrates concepts we have covered in our course this semester.  Don't simply give a plot summary of the movie instead choose certain scenes and or key themes that relate to any of the topics we've covered.   Some of the topics we'll cover this semester include, the culture of higher education, accepting personal responsibility, motivation, self-management, interdependence, self-awareness, lifelong learning, emotional intelligence, various study skills, health and budgets.

**Discussion Board Discussion Board (255 points)**

* *Discussion Board (Canvas):* You will be expected to post and respond on a weekly basis within your success teams through the Canvas discussion board online.  Questions and/or Case Studies will be presented each week (on Mondays) starting the first week of the class. They will be due each Sunday by 11:59pm. ***You will need to post your response and then respond to at least 1 team member on the discussion board.  You will receive 15 points (each discussion) for posting and responding (if you only post your response, then will earn 7.5 points)***
* If you do not complete the discussion #1: Who are you? by the due date (Sunday 8/30/20 by 11:59 PM), you will be counted as a "No Show" and will be dropped by the instructor.

**Class Reflection (20 Pts)**

1-2 Page reflection due at the end of the semester that discusses how you’ve applied the lessons we learned in class to your everyday life.

**Midterm (60 Possible Points)**

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

**Campus Resources (20 Possible Points)**

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

**Final (120 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.

**Scheduled Date: Finals week May 15- May 21**

**NOTE: Any DSPS student with testing accommodations must make arrangements with the DSPS office before the exam date to take their quiz in the testing center.**

**What are some college rules and regulations that students should be aware of?**

**Policies of this course and Reedley College:**

***Coun 53 Course Policies:***

1. Student Responsibility: **Class participation and doing assigned readings and homework are important because you are building habits that will help you achieve your college goals.** 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 see the instructor on Tuesdays or make arrangements with classmates to collect class information and materials**. Excessive absences (4 or more) may result in failure or being dropped from the class.**
2. Due Dates: Students are responsible for all listed and announced dates for assignments and exams.
3. Make-up exams: Exams will be made up **within one week** of the original exam, unless approved by instructor.

***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: 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 a counselor to determine college policy for resolving the issue.
4. Format Expectations for Written Assignments: Journals will be handwritten in class handbook. Please type the final paper and must follow the format in the class handbook. To make this easier for you, an electronic version of the format is also posted on Canvas.

***Reedley College Policies:***

* 1. **Students with Disabilities/Special Accommodations: Any student in need of an accommodation due to a disability is encouraged to provide the instructor with their verification of authorized services form and consult with the instructor immediately so that arrangements can be made.**
  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: Students may drop a course before the end of the ninth 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 are not usually 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.scccd.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 on campus 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).

**NOTE: This syllabus and schedule are subject to change. If you are absent from class, it is your responsibility to check on announcements and changes made while you were absent. Check your college email or Canvas for announcements.**