

REEDLEY COLLEGE

Instructor: Athena Gibbs, M.S.

Location: Online

Office Hours: 10:00pm-12:00n (TUE), 1:00pm-3:00pm (FRI) & by appointment, STS-Counseling Office

Email: athena.gibbs@reedleycollege.edu

Units: 3

Required Text & Supplies:

- Downing, Skip (2014). *On Course: Strategies for Creating Success in College and in Life, Study Skills Plus.* (3rd ed.) Boston: Wadsworth.
(ISBN: 978-1-305-39748-4)

***Additional readings will be posted on Canvas.*

Course Description, Objectives & Outcomes:

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.

In the process of completing this course, students will:

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

After successful completion of this course, you will be able to:

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

Requirements:

Students will be evaluated on their performance in the areas of participation, course assignments and projects, discussion board, quizzes, and a final.

Participation:

- As an on-line course, **you are responsible** for logging-in to your CANVAS account often to obtain course materials to include any announcements, lectures, assignments, and/or schedule changes.

Syllabus: Counseling 53 - College & Life Management, Spring 2021

- *If you do not complete the Discussion #1: Who are you? by the deadline, you will be counted as a “no show” and will be dropped by the instructor.*
- *If you have not completed 50% of the assignment in the first two weeks of class (3 of 6 graded assignments completed by the end of Module 2), you will be dropped from the course.*
- Active, on-topic discussion is encouraged online. Your views, opinions, and comments are important to the facilitation of this course. Participation includes thoughtful advance readings of the assignments, contributions to good class dynamics, and participation during online class discussion and activities.
- **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 Wednesday 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)**
 - **Attendance will be taken through Discussion board participation; however, points are not given for attendance so this does not factor into your final grade**

Course Assignments:

Class activities/homework assignments will be required in this course. These activities are designed to be completed individually or in small groups online. Current assignments include:

- Discussion Board Posting (*15 points each*) (*see above*)
***** ONLY ASSIGNMENT DUE ON WEDNESDAYS by 11:59pm
(PLEASE SEE CANVAS & COURSE SCHEDULE)*****
- Homework-***DUE ON SUNDAYS BY 11:59PM***
 - All other assignments are due on Sundays
 - Examples: Intro to Learning, Life plan, Weekly Planner, Mid-semester Check-in, Study Skills Apps, Career Research, & etc. (additional assignments will be assigned)
- Journals (*20 points each*)-***DUE ON SUNDAYS BY 11:59PM***
 - Students will complete **8** journal entries from your textbook. Questions and in-depth responses to the entries will be typed. **(a rubric will be provided)**
- 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 SPR20 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 (50 points)
 - Students will conduct career research.
 - A rubric will be provided on Canvas

Syllabus: Counseling 53 - College & Life Management, Spring 2021

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

PLEASE NOTE (LATE POLICY):

- Late assignment will be accepted **1 WEEK LATE** for JOURNALS & HOMEWORK ASSIGNMENTS AFTER THE ORIGINAL DUE DATE FOR **HALF OF THE POINTS** POSSIBLE. (***EXCEPTION ARE THE ASSIGNMENTS IN THE FIRST WEEK-THESE WILL NOT BE ACCEPTED LATE***)
- NO QUESTIONS ASK (NQA) COUPON: I understand that things can happen so you will be able to submit a NQA for any Journal assignment (you will receive FULL points as if you completed it).

Quizzes (60 points):

There will be a total of 5 online quizzes on Canvas in this course. The first 4 quizzes (10 points/each) will be multiple choice/true-false 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 questions short-answer Comprehensive 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.

Make up Assignments/Quizzes:

With an absence due to extenuating circumstances, students will have one week from the time of approval to complete the assignment or quiz. If students do not meet this time frame, a zero will be given. Contact the instructor as soon as possible (if possible before the issue) through Canvas messaging regarding reason for make-up. *Please note that proof for need of a make-up will be required (e.g., doctors/nurse note, receipt)*

Final (160 points):

- Students will complete a 50 questions comprehensive multiple choice exam

Extra Credit:

- There will be opportunities that arise where you will be able to receive extra credit. You will be notified of these opportunities.
 - **OPPORTUNITY: Students will receive 10 points for their first visit to see me during student hours**

Grading:

Your grade is reflective of your efforts and achievements. I am here to support you but it is your responsibility to complete and turn in your assignments on time. **Please note the late policy for course assignments.** Again, it is your responsibility to be aware of all the assignments and the due dates. **Check Canvas regularly!**

Syllabus: Counseling 53 - College & Life Management, Spring 2021

Quizzes: 60 points
Projects: 150 points
Participation: 255 points (15pts/Discussion)
Journals: 160 points (20 points each)
Student Ed Plan: 100 points
Homework: 100 points+
Final: 160 points

Total Points: 1000 (or above)

Final grades will be based on the following percentages of the total points possible for the course:

A-90-100%

B-89-80%

C-79-70%

D- 69-60%

F- 59% and below

Disability Note: If you have a verified need for an academic accommodation or materials in alternate media (ie: Braille, large print, electronic text, etc.) per the American with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.

Points to Ponder:

- Please read Reedley College's position on academic dishonesty carefully. Academic dishonesty (Cheating) and disruptive behavior in any form will not be tolerated in this class and will be dealt with according to the College's procedures. Cheating will result in a zero for that exam or assignment. Disruptive behavior may result in removal from the class.
- Please be familiar with Reedley College position on plagiarism as outlined in the Student Conduct Standards and Grievance Procedures available at link above. Plagiarism is a form of academic dishonesty in which you take someone else's ideas and represent them as your own. Plagiarism will result in a zero for that assignment.
- ***Student Support Services: If at any time you find you are having trouble succeeding in this course, whether because of a change in your life circumstances or because of something you don't understand about the materials, please see the instructor.*** There are a number of services available to assist Reedley College students in succeeding in their coursework such as the Tutorial Center, Psychological Services, Counseling (Academic), Disability Services, EOPS, CALWorks, and etc.
- ***Retaining Returned Assignments:*** Students disagreeing with the assigned final grade will be required to supply evidence to the contrary. Therefore, it is strongly suggested that students retain all returned/graded assignments and tests until after final grades have been posted. Also, check Canvas for your grades on a regular basis, so we can resolve any problem as soon as you become aware of it.
- ***Finally, this is a learning environment for us all. Please respect the opinions and views of your fellow classmates.***

Syllabus: Counseling 53 - College & Life Management, Spring 2021

Course Topics/ Schedule:

Topics will be covered in approximately the order listed on the syllabus. I will make every effort to cover the topics listed on the dates listed. You will be informed of any changes in the course schedule.

****PLEASE REVIEW MODULES AND COMPLETE ASSIGNED READINGS EACH WEEK******

FOR THE EXCEPTION OF THE DISCUSSIONS (DUE on Wednesdays), ALL OTHER ASSIGNMENTS ARE DUE ON Sundays AT 11:59PM

DATE	TOPIC	Readings	ASSIGNMENTS DUE
<u>Week 1:</u> 1/11-1/17	<u>Getting Started & Module 1</u> Syllabus Review/Course Expectations, Introductions, Intro to Online Learning	-	<ul style="list-style-type: none"> • Discussion #1: Introductions (Due: Wed, Aug 12) • Syllabus Quiz #1 • Intro to Online Learning • Update or Upload Profile Pic
<u>Week 2:</u> 1/19-1/24	<u>Module 2</u> College Success	<i>Ch1 (29-39)</i>	<ul style="list-style-type: none"> • Journal # 3 pg, 38: Self-Assessment • Discussion #2 (Due Wed)
<u>Week 3:</u> 1/25-1/31	<u>Module 3</u> Campus Resources/College Culture & Vocab	<i>Ch. 1 (14-28)</i>	<ul style="list-style-type: none"> • Virtual Scavenger Hunt • Discussion #3 (Due Wed)
<u>Week 4:</u> 2/1-2/7	<u>Module 14</u> Active Learning/Life Long Learning/Learning Styles	<i>Ch. 7</i>	<ul style="list-style-type: none"> • Journal: Learning Styles & Assessment (NOT IN TEXTBOOK) • Discussion #4 (due Wed) • Quiz #2
<u>Week 5:</u> 2/8-2/21	<u>Module 5</u> Study Skills-Time Management & Org	<i>Ch. 4 (all) & pages: 297-312</i>	<ul style="list-style-type: none"> • Journal #13: Time Management w/Time Log • Discussion #5 (due Wed)
<u>Week 6:</u> 2/22-2/28	<u>Module 6</u> Study Skills II-Test Prep & Note Taking	<i>Pages: 283-338, Chapter 9 HO</i>	<ul style="list-style-type: none"> • Discussion #6 (due TUESDAY)
<u>Week 7:</u> 3/1-3/7	<u>Module 7</u> Intro to General Education (GE)/Transfer	<i>Hos</i>	<ul style="list-style-type: none"> • Transfer Research • Discussion #7 (due Wed) • Quiz #3
<u>Week 8:</u> 3/8-3/14	<u>Module 8</u> Midsemester Check-IN	-	<ul style="list-style-type: none"> • Work in Progress Forms Due • Mid-Semester Reflection • Discussion #8 (Due Wed)
<u>Week 9:</u> 3/15-3/21	<u>Module 9</u> Taking Personal Responsibility/ Creator Mindset	<i>Ch. 2 (all)</i>	<ul style="list-style-type: none"> • Journal #4: Creator Role-pg. 48 • Discussion # 9(Due Wed)

Syllabus: Counseling 53 - College & Life Management, Spring 2021

(COMMITMENT WEEK)			
<u>Week 10:</u> 3/22-3/28	<u>Module 10</u> Wise Choices/Value & Motivation	<i>Ch. 2, Ch 3 (72-80)</i>	<ul style="list-style-type: none"> • Journal #6: Wise Choice process, pg. 61 • Discussion #10 (Due Wed)
<u>Week 11:</u> 3/29-4/4	<u>Module 11</u> Goals/Personal Affirmation	<i>Ch. 3 (81-100)</i>	<ul style="list-style-type: none"> • Discussion #11 (Due Wed) • Life Plans • Quiz #4 • Picture of posted Affirmation (Optional-Extra Credit)
<u>Week 12:</u> 3/29-4/4	<u>SPRING BREAK</u>		<ul style="list-style-type: none"> • NOTHING!
<u>Week 13:</u> 4/5-4/11	<u>Module 13</u> Self-Awareness/ Employing Interdependence	<i>Ch. 5 (all) & Ch. 6 (all)</i>	<ul style="list-style-type: none"> • Digital vision Board • Journal #16: Giving and Receiving, pg. 143 • Discussion #13 (due Wed)
<u>Week 14:</u> 4/12-4/18	<u>Module 14</u> Emotional Intelligence/Stress Management-Mindfulness	<i>Ch. 8 (all)</i>	<ul style="list-style-type: none"> • Journal #28: Emotional Regulation, pg. 223 • Discussion # 14 (due Wed) • Emotional Intelligence (EI) Test • Stress Test
<u>Week 15:</u> 4/19-4/25	<u>Module 15</u> Healthy Lifestyle	<i>HO</i>	<ul style="list-style-type: none"> • Discussion # 15 (due Wed) • Health Plan • Comprehensive Quiz
<u>Week 16:</u> 4/26-5/2	<u>Module 16</u> Career Development	<i>HO</i>	<ul style="list-style-type: none"> • Discussion #16 (due Wed) • Understanding Yourself
<u>Week 17:</u> 5/3-5/9	<u>Module 17</u> Career Development-II	<i>HO</i>	<ul style="list-style-type: none"> • Career Assessment & Research Project • Discussion #17 (due Wed)
<u>Week 18:</u> 5/10-5/16	<u>Module 18</u> Staying On Course/Final Prep	<i>Ch. 9</i>	<ul style="list-style-type: none"> • Discussion #18 (Due Wed) • Journal #32: Self-Assessment (post)
<u>Week 19:</u> 5/17-5/21	<i>FINALS WEEK</i> <i>Final is due Wednesday, May 19 by 11:59pm</i>		

Important Campus Deadlines:

- **Jan 22-** Last day to drop a fall full-term class for a full refund
- **Jan 31-** Last day to drop a fall full-term class to avoid a "W" in person (online)
- **March 12-** Last day to drop a full-term class (letter grades will be assigned after this date)