SYLLABUS  ❅  SPRING 2010

Human Development 10: Strategies for Creating Success in College and In Life

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“Always bear in mind that your own resolution to succeed is more important than any one thing.”
— Abraham Lincoln
This syllabus, like life itself, is subject to change.

A. Learning Objectives & Student Learning Outcome:
The primary objective for this class is for you to learn how to be successful in college and in life. Upon successfully completing the requirements for this course, you will be able to:

- Understand the role of personal responsibility and choice in determining outcomes for success in college, work and life;
- Analyze how inner beliefs and attitudes influence behaviors, create consequences and affect desired outcomes;
- Identify life roles, understand essential components of the goal setting process and develop personal and educational goals within life roles;
- Recognize the impact of limiting beliefs and negative emotions on health and be able to implement strategies for maintaining balance, reducing stress and creating wellness;
- Identify individual learning styles, apply appropriate strategies to maximize learning and discuss how to adapt to a variety of academic settings;
- Understand the consequences of choices within life roles and be able to implement appropriate strategies for effective self-management; and,
- Identify campus resources and special programs and understand how these services assist students.

Student Learning Outcome (SLO): Students will apply the appropriate tools to create a life plan which includes personal, educational and professional goals.

B. Course Topics:
Through active participation in this class and in service to your community, you will consider the following questions which impact your ability to reach your goals in college and in life:

1. Responsibility: Who is in charge of creating my life the way I want it to be?
2. Motivation: What are my goals and dreams? What is my educational goal? What career do I want?
3. Self-Management: How do I manage my actions effectively to achieve the life I want?
4. Interdependence: How do I ask for and accept help?
5. Self-Awareness: Which habits support or undermine my success?
6. Life-Long Learning: What do I need to learn to achieve my desired outcomes and experiences?
7. Emotional Intelligence: How do I manage my emotions to stay on course to my goals & dreams?
8. Self-Esteem: What reputation do I have with myself? How can I feel even more confident?
C. Required Materials DUE: WEEK TWO

3. El Camino College Catalog (2009-2010 – if you started at ECC before this year, use the catalog for the year you entered).
4. ADDITIONAL REQUIRED MATERIALS: See the “Required Materials” assignment in this syllabus.

☞ Your success in this class depends on reading your textbook, completing assignments, and preparing for quizzes before every class so required materials are a key component to your success.

Some options:
☞ Used (and less expensive) copies of the textbook may be available online. You may purchase the 4th or 5th edition. Before finalizing your purchase, confirm that your book will arrive in time for our required materials check.
☞ For students with a current ECC ID, copies of the 4th and 5th editions of the On Course textbook are available on two-hour reserve at the Periodicals/Reserve desk in the library. We will use the 5th edition in class, but any differences are minor. These books can not be removed from the library, so plan to complete your assignments in the library. Suggestion: Take your syllabus with you so you will have with you the exact names of your instructor and the course textbook.

Since successful students are always prepared, you MUST have all materials for class every day or you will not be able to earn participation points for that day.

The 3 Keys to Student Success & Ground Rules for Human Development 10:
1) Show up, 2) Do your work, & 3) Participate actively

D. Ground Rule #1: Show Up (Attendance):
➢ To be successful in college, you must show up: After three absences you may be dropped from class which means you will earn a “W” on your transcript (your permanent academic record). If your third absence occurs after the drop deadline has passed, your work will no longer be accepted which means you will earn an “F” on your permanent academic record.
➢ You must also show up on time: you are marked “tardy” for arriving late to class or leaving early. Two tardies = 1 absence.
➢ If you are absent:
  o You lose 10 points from your participation grade.
  o If there is a quiz, you lose 20 points from your quiz grade (no make-ups are given).
  o Call or email your instructor within 24 hours following your absence. Then, it is your responsibility to find out from a classmate what you’ve missed and to get any handouts.
Assignments may be turned in early. However, late assignments are only accepted at the very next class and receive only half credit.

- El Camino policy: if you fail to drop or withdraw from class, you may receive a “W” or an “NC” on your permanent academic record.

E. Ground Rule #2: Participate Actively

- Each class you may earn a participation card worth 10 points toward your participation grade, approximately 300 points and 20% of your grade, for:
  - commenting in a class discussion
  - being actively engaged in class activities, and
  - conducting yourself in a professional manner (e.g., no audible or visible pagers or cell phones).

- Periodically, participation cards will be collected and recorded, so file your cards in your binder under “Participation.” Students who have consistently been active participants may have their final grades raised to the next highest level.

- Active participation also will also include in-class written activities. You will file these in your binder under “Success Journal” or “Homework Portfolio.”

- You must activate/access your El Camino College email and check it regularly for class communications. The ECC email is the only way I have of communicating with the class as a whole. If you do not check it regularly you will miss important information.

Participate Actively – and Respectfully

In order to remain an El Camino College student and a member of this classroom community, you must demonstrate respect for yourself and others. I will prevent any activity that is interfering with the learning experience of all students. El Camino policy defines the behaviors below as disruptive. Students who exhibit these behaviors can be temporarily or permanently removed from this class:

1. Cheating, Plagiarism
2. Tardiness
3. Profanity
4. Pornography
5. Private conversations or inappropriate displays of affection
6. Uncooperativeness
7. Continually leaving one’s seat
8. Reading unrelated materials
9. Use of ALL unauthorized electronic devices such as: MP3 players, cell phones, ear devices, CD players, etc. (See me if you have a compelling reason for silencing your phone instead of turning it off.)

1st incident of disruptive behavior: verbal reminder to respect our classroom community
2nd incident: FORM A, written notice of disruptive behavior, copied to the dean
3rd incident: FORM B, removal from class, meeting with dean required to return to class
4th incident: expulsion from class

A complete listing of the Standards of Student Conduct is in the El Camino College 2009-2010 Catalog.
F. Ground Rule #3: Do Your Work

Assignments are collected at the BEGINNING of class

Success Journal (approximately 150 pts)

- Journaling is a highly effective tool for understanding the choices that will lead to your success in college, work and life. Each week, you will complete 1-2 Success Journal entries, the assignments for which are in your On Course textbook. They will be discussed in class, so complete all assignments before class. You may write your answers, but the advantages of typing include higher quality journals because it is easier to “dive deep” and you can print additional copies if necessary. I do not accept notebooks or bound journals.
- Use the following guidelines from your On Course textbook for creating a meaningful success journal:
  - Copy the BOLD directions for each step into your journal (just the main sentence).
  - Be spontaneous, honest and creative.
  - Most of all, DIVE DEEP!
  - Note: Grammar, spelling and punctuation will not be factors in earning points so just concentrate on expressing yourself.
- Each journal entry may earn up to 10 points if the entry is
  - at least 1½-2 pages in length (1 sheet, front and back = 2 pages)
  - complete (directions have been followed and all questions answered), and
  - written with high standards (you have obviously attempted to DIVE DEEP).
- Success Journals will be collected periodically. Although I will be reviewing your journal, write for yourself, not for me. If there is a journal entry to which you especially want me to respond, flag it (with a Post-it)
- If you wish to keep a journal assignment private, fold the page over and staple it closed at the top and bottom. You may “lock up” to two entries during the semester.

Homework Portfolios (approximately 150 pts)

- In your class binder, you will maintain a Homework Portfolio, consisting of two types of assignments: 1) in-class written assignments and 2) Homework for Practice (H4P) assignments from your Course Packet for Success.
  - In-class written assignments which are complete will earn a stamp, worth 10 points.
  - Homework for Practice (H4P) assignments which are complete and submitted on the due date will earn a stamp, worth 10 points. (Assignments worth more than 10 points will be graded and the score will be listed on the front of the assignment.)
- After your work has been stamped, record your points (using the Homework Portfolio Coversheet provided in your Course Packet) and file your work in your binder.
- Periodically, you will be asked to submit your portfolio, at which time your homework points will be recorded. Graded homework is not recorded until it is submitted with the Homework Portfolio.

Group Projects (60 pts & 290 pts)
You will receive information about class projects, including The Amazing Race: Campus Edition and Learning Through Service.
**Education Plan (60 pts)**

Successful students have a plan for how they’ll reach their goals. In this class, you will learn about educational planning, complete a draft of your educational plan and meet with a counselor to confirm that your plan is realistic.

**Quizzes (100 pts)**

At any time, you may be quizzed on material from readings, assignments, or class discussion; therefore, you must attend class regularly and complete all assignments. There will be 5 quizzes (approximately once every two weeks). Each quiz will be worth 20 points and no make-up quizzes will be given. As explained in the Required Materials Assignment, you must purchase 882E Scantrons.

**G. Grading: (Quantities of assignments and percentages are approximate.)**

<table>
<thead>
<tr>
<th>Total Possible Points</th>
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</thead>
<tbody>
<tr>
<td>Required Materials (5%)</td>
</tr>
<tr>
<td>Second check</td>
</tr>
<tr>
<td>Final check</td>
</tr>
<tr>
<td>Participation (25%)</td>
</tr>
<tr>
<td>30 classes worth 10 pts each</td>
</tr>
<tr>
<td>Success Journal Entries (15%)</td>
</tr>
<tr>
<td>Approximately 25 journal assignments</td>
</tr>
<tr>
<td>Homework Portfolios (15%)</td>
</tr>
<tr>
<td>Approximately 25 homework assignments</td>
</tr>
<tr>
<td>The Amazing Race: Campus Edition (5%)</td>
</tr>
<tr>
<td>Learning Through Service (25%)</td>
</tr>
<tr>
<td>Quizzes (10%)</td>
</tr>
<tr>
<td>Approximately 5 quizzes worth 20 pts each</td>
</tr>
<tr>
<td>Educational Plan (5%)</td>
</tr>
<tr>
<td>YOUR Ed Planning WORKSHEET</td>
</tr>
<tr>
<td>COUNSELOR’S OFFICIAL, signed Ed Plan</td>
</tr>
</tbody>
</table>

**TOTAL POSSIBLE POINTS** 1170

In order to pass this class you must complete all assignments. The grading system is as follows:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- Below 60 = F

Every student in this class begins with an A+. Participation, Success Journals/Homework, and the Learning Through Service project are each worth approximately 25% of your grade, so in order to maintain your A in this class, complete all of these assignments with a commitment to excellence.

**Extra Credit Opportunities – Complete a maximum of two assignments, in any combination**

- **Campus Event**: For 10 points EXTRA CREDIT, you may attend a campus event and participate for a minimum of one hour. Campus events include any organized event on campus, for example, a lecture, a meeting of a student organization, a workshop, a sporting event or a social event. Demonstrate excellence in answering the questions in Homework for Practice Assignment 1E.
Embracing Change: For 10 points EXTRA CREDIT, you may complete the “Embracing Change” activity found at the end of each chapter in your textbook. Choose one new belief or behavior, track your progress implementing it by photocopying or recreating the chart provided and answer the two reflection questions, remembering to DIVE DEEP.

Successful students carefully read their course syllabi. You can earn an additional participation card if you email me before our second class begins. Type “Extra Credit” in the subject line and be sure to include your name, the course number and section number.

H. Reasonable Accommodation:
I am deeply committed to creating a learning environment that is positive and stimulating for all students. Therefore, in support of the Americans with Disabilities Act (ADA), any and all reasonable accommodation will be provided to any students who are registered with the El Camino College Special Resource Center. You may speak with me about how we can work together to create an effective learning environment or, if you prefer, you may submit your request to me in writing.

I. Resources:
Your instructor: Successful students stay in touch with their instructors. I check email at least once/day Monday–Thursday. My office hours are a great opportunity for you to see me, talk about your success, ask questions, or discuss class material – this is YOUR time, so feel free to use it! Outside of office hours and class time, it is more difficult for me to be available.

Your classmates: Successful students create support networks with other students. Create a study group! Find three classmates with whom to exchange contact information, either on your phone or in the space below:

Name: ___________________________ Phone Numbers: (H) _____________ (C) ____________
ECC email: ______________________ (Optional) Additional email: ______________________

Name: ___________________________ Phone Numbers: (H) _____________ (C) ____________
ECC email: ______________________ (Optional) Additional email: ______________________

Name: ___________________________ Phone Numbers: (H) _____________ (C) ____________
ECC email: ______________________ (Optional) Additional email: ______________________

Amazing Race/Learning Through Service Team Members
(Document AT LEAST TWO ways to contact each team member, for example, cell and email.)

Name: ___________________________ Phone Numbers: (H) _____________ (C) ____________
ECC email: ______________________ (Optional) Additional email: ______________________

Name: ___________________________ Phone Numbers: (H) _____________ (C) ____________
ECC email: ______________________ (Optional) Additional email: ______________________

Name: ___________________________ Phone Numbers: (H) _____________ (C) ____________
ECC email: ______________________ (Optional) Additional email: ______________________

Name: ___________________________ Phone Numbers: (H) _____________ (C) ____________
ECC email: ______________________ (Optional) Additional email: ______________________
REQUIRED MATERIALS ASSIGNMENT  30 points  DUE WEEK TWO

You have more than ONE WEEK to complete this 2-STEP assignment.

1. Purchase ALL required materials
All materials can be found in the campus bookstore or (possibly less expensively) at discounts stores such as the $.99 Store, Big Lots, or Target.

Required materials checklist (Suggestion: check-off materials as you purchase them)
Books:
  
  NOTE: If you have ordered a used textbook, bring your receipt as proof of purchase. If you plan to use texts on 2-hour reserve, bring a photocopy of the front page of the textbook.
- Daniel-DiGregorio, K. *Course Packet for Success*.
- 2009-2010 El Camino College Catalog.

Additional Required Materials:
Success has been described to occur when “planning meets opportunity.” To help you develop your planning skills, you will need the supplies listed below to organize your work in this class.
- 3882E Scantron sheets and at least two, sharpened pencils
- 1 ½-2” three-ring binder with at least two pockets to be used for this class ONLY
- 30 sheets white, college-ruled 8 ½ x 11 notebook paper
- 8 tab dividers, labeled as follows: 1) Syllabus & Assignments 2) Grade Trackers 3) Participation Cards, 4) Class Notes/Handouts, 5) Success Journal, 6) Homework Portfolio, 7) Service Learning, and 8) Course Packet
- planner or calendar
- small “Post-It” notes (1 ½” x 2”) or page markers or flags which are large enough to write on (at least 30 pages total, in any color)
- lightweight hole punch & stapler

2. Organize ALL required materials
- Update your planner with assignments for the first 4 weeks of our class.
- Label tab dividers as noted above.
- Punch holes as needed and file all materials you have been given or have purchased in their appropriate places (for example, your class syllabus will be filed BEHIND the “syllabus” tab).
- File scantrons in back pocket of three-ring binder.

Important Notes:
- If, for any reason, you anticipate not being able to purchase the required materials by the second week of class, email Dr. D. before our second class session begins, giving her a date for when you WILL be able to purchase the materials. If you wait until this assignment is due, you will already be behind in our class and will earn a “0” for a 30-point assignment.
- During the semester, continue to file materials and keep your binder organized – you will be required to show your binder at mid-term and at the end of the class.
No Questions Asked
Use this coupon to turn in an assignment LATE (the next class) with no points deducted.
☆ Choose wisely – you have only two coupons.
☆ Cannot be traded or bartered.
☆ Return both coupons, unused, at end of semester for a total of 10 points extra credit.

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IMMUNITY!

Sometimes even the most successful students have a bad week or have trouble completing an assignment. The “Immunity” card below is for precisely those moments! Instead of a quiz, journal or homework you may turn in the card below and receive 20 points of credit. If you choose not to use the card, you can return it unused at the end of the semester and TWENTY extra credit points will be added to your total points for the class.
If you lose the coupons, they cannot be replaced.

**Note:** Immunity can not be applied to Journals 1 or 31 or to group projects

Your name: ________________________________  Date: __________________
Assignment for which you are requesting IMMUNITY: ______________________
Course Contract for Success – TURN IN WITH REQUIRED MATERIALS ASSIGNMENT

After a thorough reading of the class syllabus, INITIAL each of the boxes below and complete the section at the end to indicate that you commit to your success and the success of our classroom community.

As a member of this classroom community, I choose to make my education a priority.
☐ I choose to arrange my weekly schedule to allow for at least two hours’ study time for each hour in class.

As a member of this classroom community, I choose to show up.
☐ I choose to arrive on time and attend all classes in their entirety.
☐ If I must miss class, I choose to call or email my instructor within 24 hours following my absence to let her know. I choose to take full responsibility to find out what I’ve missed (including any handouts) by speaking with a classmate and by submitting any late assignments the very next class.

As a member of this classroom community, I choose to participate actively.
☐ I choose to arrive to class alert and prepared to learn, taking phone calls and text messages after class and packing away ear phones so I present myself as ready to learn.
☐ I choose to be a contributing member of the class, staying mentally alert in every class, offering my best comments, questions and answers when appropriate.
☐ I choose to support the learning experiences of other members of the community by maintaining an open mind and by treating my colleagues with respect.
☐ I choose to build my network, expand my skills and engage in hands-on learning in my community through 8 hours of service learning this semester.

As a member of this classroom community, I choose to do my best work.
☐ I commit to completing all of my assignments before class begins.
☐ I commit to seeking help from other students, professors, counselors, coaches, and tutors at least once each week in my efforts to do my best work in all of my classes.
☐ I commit to academic honesty. I understand that I am not to forge documents, copy or borrow any words or unique ideas from another student or any printed source (including the Internet) without giving credit by citing the source using MLA format.

Continue on next page…
I have read, understand, and agree to the policies in the syllabus (please CHECK EACH ITEM to confirm your understanding).

☐ Learning objectives for this course
☐ Materials required for this course
☐ My responsibility for attendance, class participation, and to officially drop if I stop attending the class
☐ Appropriate classroom behavior
☐ Services available to students with disabilities
☐ Course assignments
☐ How my performance in this class will be evaluated.

By choosing to show up, participate actively and do my best work, I am choosing to make my education a priority.

Student Signature: ________________________________

-----------------------------------------------------------------<cut here>------------------------------------------------------------------

Student Signature: ________________________________

Print Name: ___________________________________________

Witness: _______________________________________________

Date ______________