SYLLABUS  ❄  SPRING 2010
Human Development 8: Orientation to College & Educational Planning

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“Always bear in mind that your own resolution to succeed is more important than any one thing.”
— Abraham Lincoln
The contents of this syllabus, like life itself, are 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. Through active participation in this class, you can expect to...
1. Analyze the personal qualities and skills associated with success in a diverse college setting.
2. Examine individual learning styles and personality types and determine how they apply to student success in college.
3. Identify and implement the components of successful goal setting.
4. Assess and develop personal, educational, and professional goals.
5. Identify strategies for effective time management and develop a time management plan.
6. Evaluate the components necessary to create an individual educational plan.
7. Identify and access available resources and support services.

Student Learning Outcome (SLO): Students will apply the appropriate tools to create and file a student educational plan which identifies educational goals.

B. Required Course Materials: Bring to class every day.
1. BOOKS
   ➞ Human Development 8: Orientation to College and Educational Planning – El Camino College (2007), Houghton Mifflin: Boston, MA
   ➞ El Camino College Catalog (2009-2010 – if you started at ECC before this year, use the catalog for the year you entered).
For class books, you have several options, which include:
   1. BUY both books in the bookstore for approximately $30.
   2. BUY the catalog and BORROW a copy of the textbook for 8 weeks. See your instructor -- limited copies are available.
   3. BUY the catalog and BORROW a copy of the textbook from 2-hour reserve (current ECC student ID is required), which may not be removed from the library. Suggestion: Take your syllabus with you so you will have with you the exact names of your instructor and the course textbook.
2. ADDITIONAL REQUIRED MATERIALS
   ➞ See the “Required Materials” assignment in this syllabus.
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 8:
1) Show up, 2) Do your work, & 3) Participate actively

C. Ground Rule #1: Show Up (Attendance):
- To be successful in college, you must show up: After two 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 “NC” on your permanent academic record.
- You must also show up on time: you are marked “tardy” for arriving late to class or leaving early and two tardies = 1 absence.
- If you are absent:
  - You lose 10 points from your participation grade.
  - Call or email your instructor within 24 hours following your absence. Then, it is your responsibility to find out from a class mate 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. (keep reading to discover how late assignments can still earn full 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.

D. Ground Rule #2: Participate Actively
- Each class you may earn up to 10 points toward your participation grade for:
  - completing in-class activities,
  - being actively engaged in class activities, and
  - conducting yourself in a professional manner
- Students who have consistently been active participants may have their final grades raised to the next highest level.
- 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 might miss some important and useful 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.

E. Ground Rule #3: Do Your Work

Assignments are collected at the BEGINNING of class

Required Materials (45 points)

⇒ One of your first assignments, included in this syllabus is to purchase and organize required materials, worth 30 points. Throughout the semester, keep these materials organized – you will earn up to 15 points for the final required materials check.

Success Journal (approximately 100 points)

⇒ Journaling is a highly effective tool for understanding the choices that will lead to your success in college, work and life. Journal assignments are in your textbook. Type or write your answers on paper – I cannot accept notebooks or bound journals.

⇒ Use the following guidelines from your textbook for creating a meaningful success journal:

1. Copy the BOLD directions for each step into your journal (just the main sentence).
2. Be spontaneous, honest and creative.
3. Most of all, DIVE DEEP!
4. Note: Grammar, spelling and punctuation will not be factors in earning points so just concentrate on expressing yourself.

⇒ You will complete approximately 14 journals and a journal entry may earn up to 10 points if it is

- at least two pages in length (1 sheet, front and back = two pages)
- complete (directions have been followed and all questions answered), and
- written with high standards (you have obviously attempted to DIVE DEEP).
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.

**Collage Assignment (40 points):** This assignment gives you a hands-on opportunity to enhance your self-awareness. It is described in your course packet and will be discussed in detail in class.

**Educational Plan (120 points):**
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. **You must complete this assignment to pass this class.** NOTE: In General Counseling, appointments are scheduled one week in advance and often book by Monday or Tuesday of the preceding week.

**Homework for Practice (approximately 50 points):**
Homework for Practice assignments are in the course packet you will receive free of charge. Learning requires practice and these assignments give you an opportunity to put into practice strategies and concepts discussed in class and in your textbook. You will complete approximately 10 assignments, each worth between 10 and 30 points each.
Most assignments will be completed for homework, but some will be completed in class.
Assignments will be stamped if they are completed on time. File stamped assignments in your homework portfolio, which will be collected 2-3 times during the semester.

**F. Grading:**

| Required Materials due 3rd class session | 30 |
| Required Materials Follow-up Check | 15 |
| Success Journal Entries Approximately 10 journal assignments | 100 |
| Collage Assignment YOUR Ed Planning WORKSHEET | 40 |
| COUNSELOR’S OFFICIAL, signed Ed Plan | 80 |
| Participation | 160 |
| Homework for Practice Approximately 10 assignments | 50 |

**TOTAL POSSIBLE POINTS 515**

In this class, you earn a grade of either “Credit” or “No Credit” – no letter grades are given.
To earn a grade of “Credit,” you must complete all assignments and earn at least 70% in the class.

**Extra Credit Opportunities (you may complete up to two extra credit assignments for 10 pts each):**
- **Attend** any campus event – a lecture, meeting of a student organization, a workshop, a social event on-campus).
- **Write** a journal entry answering the following questions: How did you choose this event to attend? What happened at the event (be specific). What did you learn? Relate this event and/or what you learned to the topic of “being successful in life and in college.”
- Successful students carefully read their course syllabi. You can earn 5 points extra credit 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.
G. Resources:
Successful students create support networks with other students. Create a study group!
Name: _____________________ Phone Numbers: (H) ______________ (C) ______________
Email address: _______________________
Name: _____________________ Phone Numbers: (H) ______________ (C) ______________
Email address: _______________________
Name: _____________________ Phone Numbers: (H) ______________ (C) ______________
Email address: _______________________

H. Reasonable Accommodation:
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.

Course Contract for Success
After a complete and thorough reading of the class syllabus, please sign and return this page to class at our THIRD class meeting.

1. Show up! To support my success, I choose to be punctual and attend every scheduled class period in its entirety.

2. Do the work! To support my success, I choose to do my very best work in preparing all of my assignments and hand them in on time.

3. Participate actively! To support my success, I choose to stay mentally alert in every class, offering my best comments, questions, and answers when appropriate. I choose to develop interest and enthusiasm in the subject, be involved in class activities and treat other members of the class with respect.

“Yes, I have read and understand the syllabus.” (check each item to indicate you understand):

☐ 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, including required materials, quizzes, assignments, exam and projects.

Print your name: _________________________ Signed: _________________________ Date: __________
First Assignment: GATHER REQUIRED MATERIALS -- worth 30 points

Check your Schedule for Due Date: 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:
- Human Development 8: Orientation to College and Educational Planning – El Camino College (2007), Houghton Mifflin: Boston, MA
- El Camino College Catalog (2009-2010)

Reminder: You have several options – see required materials section on page one of this syllabus.

Note: If you started at ECC before this year, use the catalog for the year you entered.

Additional materials:
- 1” 3-ring binder to be used for this class ONLY
- 5 tab dividers labeled as follows: 1) syllabus & assignments, 2) course packet, 3) success journal, 4) class notes & handouts, 5) educational planning
- white, college-ruled, 8 ½ x 11 paper for notes (at least 30 sheets)
- a small stapler
- a 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)
- optional: small 3-hole punch.

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).

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 – there will be a second required materials check later in the semester.
Sometimes even the most successful students have a bad week or have trouble completing an assignment. This “Immunity” card is for precisely those moments! Instead of one journal or one homework assignment, you may turn in this card and receive 10 points of credit. If you choose not to skip an assignment, you can return this card unused at the end of the semester and ten extra credit points will be added to your total points for the class. If you lose the coupon, it can not be replaced.

Your name: ________________________________ Date: _______________
Assignment to which you would like to have your Immunity Card applied (check only one):

☐ Skipped Journal Assignment (Note: Can NOT be used for Journals 1 or 15)
  ☐ Skipped Homework Assignment
  ☐ Extra Credit: Ten points added to your total points for the class

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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 total.
  ★ Can not be traded or bartered.
  ★ Return both coupons, unused, at end of semester for 10 points total extra credit.

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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 total.
  ★ Can not be traded or bartered.
  ★ Return both coupons, unused, at end of semester for 10 points total extra credit.