A. Student Learning Objectives/Course Objectives:
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…

- Map a path for your future that’s exciting and achievable.
- Learn how to achieve your potential, as a student & in life.
- Learn highly effective tools for making the most of your time.
- Discover your unique learning style and how to use it for success.
- Unlock the keys to performing better on tests and in your classes.
- Find the people and programs on campus that can coach you to success.
- Apply the appropriate tools to create a life plan which includes personal, educational and professional goals.

Upon successfully completing 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;
- Apply the appropriate tools to create a Life Plan which includes personal, educational and professional goals;
- 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.

B. Course Topics:
Responsibility: Who is in charge of creating my life the way I want it to be?
Motivation: What are my goals and dreams? What is my educational goal? What career do I want?
Self-Management: How do I manage my actions effectively to achieve the life I want?
Interdependence: How do I ask for and accept help?
Emotional Intelligence: How do I manage my emotions to stay on course to my goals & dreams?
C. Required Materials -- Books:

- Soden, J. *Course Packet for Success.*

Your success in this class depends on reading your textbook, completing assignments, and preparing before class, so I highly recommend that you purchase the book and the course packet. All books are in the bookstore.

Alternatively: Copies of the *On Course* textbook are on two-hour reserve at the Periodicals/Reserve desk in the library. These books cannot be removed from the library, but you should be able to finish homework for each class within two hours. Take your syllabus with you so you will have with you the name of your instructor and the book. Copies of the course packet will be available on electronic reserve.

D. Additional Required Materials:

Success has been described to occur when “planning meets opportunity.” To help you develop your planning skills for your role as a student, you will need the supplies listed below to organize your work in this class.

- 1” Three-ring binder to be used for this class ONLY
- Planner or calendar
- 7 tab dividers, labeled as follows: 1) Syllabus, 2) Grade Tracker, 3) Journals, 4) Quizzes, 5) Assignments, 6) Course Packet, and 7) Class Notes. Put these in your binder in this order!
- 20-30 sheets of white, college-ruled 8 ½ x 11 notebook paper (Put this in the back of your binder.)
- Lightweight hole punch & stapler

E. Three Ground Rules for this class (which are also the keys to student success) are:

1. Show up!  
2. Do your work!  
3. Participate actively!

Ground Rule #1: Show Up (Attendance)

To be successful in college, you must *show up:* After 3 absences you may be dropped from class, which means you will earn a “W” on your transcript (your permanent academic record). If your 3rd 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 be on time: You are marked “tardy” for arriving late to class or leaving early. Two tardies=1 absence. If you are more than 15 minutes late to class, you are marked absent. If you are absent:

- You lose 10 points from your participation grade.
- If there is a quiz or in-class assignment, you lose 10 points from your grade (no make-ups are given).
- Call or email your instructor to let her know. It is your responsibility to find out what you’ve missed.
- Ask your class partner or Success Team for help. Get handouts from them or from electronic reserve.
- Assignments may be turned in early. 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.

Ground Rule #2: Participate Actively

Each class you may earn up to 10 points toward your participation grade for:

- being actively engaged in class activities;
- completing in-class activities; and,  
- conducting yourself in a professional manner.

Students who have consistently participated in class may have their final grades raised to the next highest level.
Ground Rule #3: Do Your Work

Success Journals:
Each week, you will complete at least one entry in your Success Journal. Journal assignments are in your On Course textbook and will be discussed in class. Complete all assignments before class.

Use the following guidelines from your On Course textbook for creating a meaningful journal entry:

- Copy the BOLD directions for each step into your journal (just the main sentence).
- Be spontaneous. Be honest. Be creative. Most of all, DIVE DEEP!

Each journal entry may earn up to 10 points if:

- The entry is complete (directions have been followed and all questions answered), and
- The entry is 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” two entries during the semester.

Grammar, spelling and punctuation will NOT be factors in earning points, so concentrate on expressing yourself without worrying about these factors.

Homework for Practice
You will complete Homework for Practice assignments from your Course Packet for Success and during in-class activities. Complete all assignments before class. Homework for Practice is your opportunity to practice the concepts discussed in your reading and in class. If you know how to drive, did you learn just by reading about driving? Of course not! This is your chance to learn how to drive in the direction of your educational goals.

Class Projects
You will receive information about class projects, including Service Learning and your Educational Plan Worksheet. These are important projects and are worth more points that regular assignments.

F. Exams:
There will be 10 quizzes this semester. Each will be worth 20 points.

G. Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Materials (3%)</td>
<td>30</td>
</tr>
<tr>
<td>Participation (32%) (32 classes, 10 pts each)</td>
<td>320</td>
</tr>
<tr>
<td>Success Journal Entries (20%) (20 journal assignments, 10 pts each )</td>
<td>200</td>
</tr>
<tr>
<td>Homework for Practice (15%) (15 homework assignments, 10 pts each)</td>
<td>150</td>
</tr>
<tr>
<td>Service Learning (5%) (Service, Journal, Presentation)</td>
<td>50</td>
</tr>
<tr>
<td>Ed Planning Activities (5%) (Includes the Ed Plan Worksheet)</td>
<td>50</td>
</tr>
<tr>
<td>Quizzes (20%)</td>
<td>200</td>
</tr>
<tr>
<td>TOTAL POSSIBLE POINTS</td>
<td>1000</td>
</tr>
</tbody>
</table>

Grading system:
A = 90-100%   B = 80-89.4%   C = 70-79.4%   D = 60-69.4%   Below 60 = F

Note: Most of your grade is determined by your participation and assignments in this class.
H. Classroom Guidelines:
I have very high expectations of classroom behavior and I will prevent any activity that is interfering with the learning experience of all students. Please respect your classroom, your peers and yourself by behaving professionally and respectfully at all times.

- Turn off all cell phones! Do not text message!
- Your cell phone and any earpieces must be put away during the entire class time.
- Demonstrate respect and have an open mind when speaking and/or listening to peers.
- Have all materials (binder, books, pen, etc.) with you during all classes.
- It is your responsibility to find out what you missed if you are absent or late.
- Consult your class partner or a fellow student for missed information and class notes.

The following is a partial list of unacceptable activities from ECC’s Behavior Guidelines:
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: ipods, MP3 players, cell phones, blackberries, Bluetooth and other ear devices, iphones, palm pilots, etc.

El Camino policy: In order to remain an El Camino College student and a member of this classroom community, you must demonstrate respect for yourself and others. If you disrupt class you will receive ONE warning. The next time you fail to listen/act respectfully, you will be dismissed from class, which will count toward your absences. A complete list of the Standards of Student Conduct is in the El Camino College Catalog, which can be purchased in the bookstore or found online at www.elcamino.edu.

I. Extra Credit Opportunities
You may complete two extra credit assignments for 10 points each. Attend any campus event--a lecture, student organization meeting, workshop, or a social event on campus) and 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? Then, relate this event and/or what you learned to the topic of “being successful in life and in college.”

Since successful students carefully read their course syllabi, you will receive 5 points if you bring an index card (3x5 or similar) with your name spelled out both correctly and phonetically (as best you can so that I can sound it out and pronounce it correctly) to the second class.

J. Reasonable Accommodation:
I am committed to creating a learning environment that is positive and stimulating for all students. Therefore, in support of the Americans with Disabilities Act (ADA), all reasonable accommodation will be provided to students who are registered with the El Camino College Special Resource Center. Please 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.
K. Other Important Information:

Academic Honesty
El Camino College’s standards of academic honesty apply. Plagiarism is the use of another’s ideas/words and passing them off as your own. At the very least, plagiarism will result in an F for the course and may result in suspension. Refer to the ECC catalog or ask me if you have questions. I expect you to do your own work.

ECC Email
You must activate/access your El Camino College email and check it regularly for class communications. The ECC email is the only email address I will use to communicate with students. If you do not check it regularly you might miss some important and useful information. I may email tips and review material for the quizzes!

On Campus Drop in Tutoring - Registered ECC students can meet with a tutor at the Learning Resources Tutorial Center in the West Wing upper level of the Schauerman Library. Reservations are not required. The tutoring schedule (found on website: http://www.elcamino.edu/library/lrc/tutoring/index.asp) shows the specific days and times that tutoring is available for each subject area.

Students may work with the tutors individually or in small groups. Drop in Tutoring for some subjects is also available at other campus locations. Information about all tutoring offered is available in the Tutorial Center. Questions? Call 1-310-660-3511

The Writing Center
The Writing Center is located in Humanities 122. Phone: (310) 660-3873. They offer conferences to help with composition and grammar. There is also a computer lab. For more detailed information, visit the website at: http://www.elcamino.edu/academics/humanities/writingcenter/

Academic Accommodations
Special Resource Center - Supporting Students with Disabilities. Email: SRChelp@elcamino.edu
For general information & scheduling of counseling and/or support services appointments, call (310) 660-3295 or (310) 660-3296 TDD: (310) 660-3445 . http://www.elcamino.edu/academics/src/

L. Resources:

Partners
Recent research shows that students learn best when collaborating with a partner. Each of you will identify a “permanent” partner, with whom you will collaborate and whom you can contact to get any missed information or class notes. You will sit next to your partner during all classes so that you can work together on discussion questions and activities. Your ECC email is a great way to communicate with peers and colleagues; reserve your personal email for personal business. If you have any reservations about partner work or have any questions, please feel free to see me outside of class so that we can discuss this system more thoroughly.

My Class Partner
Name: ___________________________ Phone Numbers: (H) _______________ (C) ______________
El Camino email address: __________________________________
(Optional) Additional email address: ________________________
**Your Instructor**
Successful students talk to their instructors outside of class. My office hours are listed on the first page of this syllabus. If necessary, I will schedule individual appointments at other times to make it convenient for you to see me with questions or to discuss class material.

**Your Success Team**
Successful students create support networks with other students. Create a study group!

Name: ___________________________ Phone Numbers: (H) _______________ (C) ______________
El Camino email address: ___________________________
(Optional) Additional email address: ___________________________

Name: ___________________________ Phone Numbers: (H) _______________ (C) ______________
El Camino email address: ___________________________
(Optional) Additional email address: ___________________________

Name: ___________________________ Phone Numbers: (H) _______________ (C) ______________
El Camino email address: ___________________________
(Optional) Additional email address: ___________________________

Name: ___________________________ Phone Numbers: (H) _______________ (C) ______________
El Camino email address: ___________________________
(Optional) Additional email address: ___________________________

Name: ___________________________ Phone Numbers: (H) _______________ (C) ______________
El Camino email address: ___________________________
(Optional) Additional email address: ___________________________

Name: ___________________________ Phone Numbers: (H) _______________ (C) ______________
El Camino email address: ___________________________
(Optional) Additional email address: ___________________________
First Assignment -- worth 30 points

Due on our THIRD CLASS.

You have ONE WEEK to gather and organize your materials for class.

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

   **Required materials checklist (check-off materials as you purchase them):**
   
   **Books:**
   Houghton Mifflin: Boston, MA
   ∗ *Course Packet for Human Development 10*.

   **Additional materials:**
   • 1” Three-ring binder to be used for this class ONLY
   • Planner or calendar
   • 7 tab dividers, labeled as follows: 1) Syllabus, 2) Grade Tracker, 3) Journals, 4) Quizzes, 5) Assignments, 6) Course Packet, and 7) Class Notes. Put these in your binder in this order!
   • 20-30 sheets of white, college-ruled 8 ½ x 11 notebook paper (Put this in the back of your binder.)
   • Lightweight hole punch & stapler

2. **Organize ALL required materials**
   • 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).

3. **Be fully prepared and organized so you can show Dr. Soden all materials at the beginning of the third class.** 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.

   If, for any reason, you anticipate not being able to purchase the required materials by the third day of class, speak with Dr. Soden immediately! Do not wait until this assignment is due or you will already be behind in our class and will earn a “0” for a 30-point assignment.
Course Contract for Success

After a complete and thorough reading of the class syllabus, please sign and return this page to class at our next class meeting.

To create the very best environment for supporting your success and the success of your classmates, you must commit to three important rules in order to remain in this class. The more challenging the rules are for you, the more value you will experience by adopting them. By agreeing to follow these three rules, you are choosing to be successful not only in this course but in your life.

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.”

By signing this contract and remaining in this class, I indicate that I have completely read, understood, and agreed to the policies in the syllabus. I have read and I understand the items below (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, journals, assignments, exams and projects.

Signed: ____________________________ Date: ______________

Printed name: ____________________________
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 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” cards below are for precisely those moments! Instead of a quiz, journal or homework you may turn in the card below and receive the full 10 points of credit. If you choose not to use the card, you can return it unused at the end of the semester and 10 extra credit points will be added to your total points for the class. If you lose the coupon, it will not be replaced.

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Note: Immunity can not be applied to either of the Self-Assessment Journals (#1, #31)

IMMUNITY CARD
Your name: _____________________________ Date: __________________
Name of the Assignment to which you would like to have your Immunity Card applied:
___________________________________________________________ Date Due: __________