SYLLABUS
Human Development 8: Orientation to College & Educational Planning
Spring 2010 • Section 2426 • M, W 9:00 – 10:01am • MBBM 134

Instructor: Dr. Soden
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Email: jsoden@elcamino.edu (best) Office Hours: M,W 10:05-11:20am, TTH 11:00am-12:15pm

“Always bear in mind that your own resolution to succeed is more important than any one thing.”
– Abraham Lincoln

A. Learning 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…
1. Identify three personal qualities, or soft skills, associated with success in a diverse college setting.
2. Identify the four True Colors personality types and how they apply to you.
3. Identify five qualities of successful goals.
4. Identify three strategies for effective time management and develop a time management plan.
5. Identify the location of three El Camino College resources and services and how they are relevant to your individual needs.
6. Evaluate the components necessary to create an individual educational plan.
7. Create and file a student educational plan which includes personal, educational and professional goals.

B. Required Course Materials: Bring to class every day.
1. BOOKS
   H. Human Development 8: Orientation to College and Educational Planning – El Camino College (2007), Houghton Mifflin: Boston, MA
   E. 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, which may not be removed from the library.

2. ADDITIONAL REQUIRED MATERIALS: Read further for information about required materials.

C. Attendance Policy:
⇒ 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 3rd absence occurs after the drop deadline has passed, your work will not be accepted which means you will earn an “NC” (No Credit) on your permanent academic record.
⇒ You must be on time: you are marked “tardy” for arriving late or leaving early and 2 tardies = 1 absence.
⇒ If you are absent, it is your responsibility to find out what you’ve missed as soon as possible (Use Section F. Resources to collect names and numbers of classmates.) 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.
D. Class Assignments: Collected at the BEGINNING of Class

Throughout the 8 weeks, you will complete 10 assignments, each worth 10 points. These are in addition to your journals and Educational Plan. Once assignments are completed, you will file them in your binder under Homework Portfolio. Your portfolio will be collected for grading at week 7.

**Success Journal (140 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. You will complete 14 journals, worth 10 points each.

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.

**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.

**Education Plan (120 points): You must complete this assignment to pass this class.**

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. **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 (100 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 10 assignments, each worth 10 points.

Assignments will be stamped if they are completed on time. File stamped assignments in your notebook, which will be checked periodically during the semester.

**Exams (100 points):**

There will be two open-book exams (50 points each) over the material covered in class and in the textbook.

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E. Grading:

| Required Materials due 3rd class session | 40 |
| Success Journal Entries | Approximately 14 journal assignments | 140 |
| Collage Assignment | 40 |
| Education Plan – STEP 1: YOUR draft of a 6 semester plan | 40 |
| STEP 2: Ask a counselor to review your plan and sign | 80 |
| Participation | 16 sessions | 160 |
| Homework for Practice | 100 |
| Exams | 100 |

**TOTAL POSSIBLE POINTS** 700

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 two extra credit assignments for 10 pts each.)*

- Attend any campus event – a lecture, student organization meeting, 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.”

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.

F. 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: ________________________________

G. 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.

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 and pagers; do not check text messages.
• Your cell phone and any earpieces should 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/texts (books)/pen/paper with you during all classes.
• It is your responsibility to find out what you missed if you are absent or late.
• Consult partner/peer 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, CD players, iphones, 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

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. If you do not check it regularly you might miss some important and useful information. I may email tips and review material for the exams!

**On Campus Drop in Tutoring** - Registered ECC students can meet with a tutor at the Learning Resources Tutorial Center in the 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/
Course Contract for Success

After you read and agree to the terms of the syllabus, please sign and bring this to the 3rd class meeting.

1. Show up! To support my success, I choose to be punctual and attend every 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 all assignments, exams and projects.

Print your name: _________________________ Signed: _________________________ Date: _______

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First Assignment: GATHER REQUIRED MATERIALS. Worth 40 points
Due at our third CLASS.

1. Purchase ALL required materials which can be found in the campus bookstore

Books:
- Human Development 8: Orientation to College and Educational Planning – El Camino College (2007), Houghton Mifflin: Boston, MA

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

- El Camino College Catalog (2007–2008) (if you started at ECC before this year, use the catalog for the year you entered.)

Additional materials:
- ½”-1” 3-ring binder to be used for this class ONLY
- 6 tab dividers labeled as follows: 1) syllabus 2) grade tracker 3) journals 4) class notes & handouts, 5) homework portfolio, 6) exams
- White, college-ruled, 8 ½ x 11 paper for notes (at least 30 sheets)
- A small stapler and hole punch
- You will be provided with a course packet.
- A planner or calendar

2. Organize ALL required materials
   - Update your planner with assignments for the first 4 weeks of our class.
   - Label tabs as noted above and file all of your course materials in their appropriate places

3. Be fully prepared and organized at the beginning of our third class. During the semester, continue to file materials and stay organized. You will need to show your organized, required materials again later in the semester.
If you anticipate not being able to purchase the required materials by the due date, email Dr. Soden to discuss this before our 2nd class session. If you wait until this assignment is due to tell her, you will already be behind in our class and will earn a “0” for the initial assignment.