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 diverse college settings.

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 all materials to class every day.

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

2. El Camino College Catalog

Both books are available in the bookstore for a total cost of approximately $25.

Ask your instructor about FREE copies of the textbook which may be available for extended check-out on reserve.

- Limited copies are available for 8-week check-out on a first-come, first-served basis.
- Several copies are available for 2-hour reserve, which may not be removed from the library.

3. Notebook, 2 pens, 2 highlighters.

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 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 and two tardies = 1 absence.

- If you are absent, it is your responsibility to find out what you’ve missed.

- 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.

- As a member of the El Camino community, you are expected to follow the Standards of Student Conduct as described in the El Camino College Catalog.

D. Class Assignments
Success Journal
- Journal assignments are in your textbook.
- If you wish to keep a journal assignment private, fold the page over and staple it closed at the top and bottom.
- Grammar, spelling and punctuation will NOT be factors in earning points, so concentrate on expressing yourself without worrying about these factors.

Collage
This assignment will be discussed in class.

Education Plan
This assignment will be discussed in class.

E. Grading:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>COPS</td>
<td>50</td>
</tr>
<tr>
<td>Success Journal Entries</td>
<td>150</td>
</tr>
<tr>
<td>(15 journal assignments at 10 pts each)</td>
<td></td>
</tr>
<tr>
<td>Time Management grid</td>
<td>20</td>
</tr>
<tr>
<td>True Colors preferences</td>
<td>30</td>
</tr>
<tr>
<td>Collage</td>
<td>50</td>
</tr>
<tr>
<td>Education Plan</td>
<td>200</td>
</tr>
<tr>
<td>- must complete to receive class “Credit”</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td>Final Essay</td>
<td>40</td>
</tr>
<tr>
<td>Perfect Attendance</td>
<td>10</td>
</tr>
<tr>
<td>TOTAL POSSIBLE POINTS</td>
<td>650</td>
</tr>
</tbody>
</table>

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
- 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.”
- You may complete up to two extra credit assignments for 10 points each.
F. Schedule of Topics and Assignments

<table>
<thead>
<tr>
<th>Week One: Feb 16</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introductions &amp; Course Overview</td>
<td></td>
</tr>
<tr>
<td>Student Rights and Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Mastering Self – Management, Planners &amp; Scheduling</td>
<td></td>
</tr>
<tr>
<td>Self-Awareness: Introduce College assignment</td>
<td></td>
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<tr>
<td>Reading: Syllabus, Chapter 1: Getting On Course to Your Success.</td>
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<tr>
<td>Journal 1(Self-Assessment-Make two copies)</td>
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</table>

<table>
<thead>
<tr>
<th>Week Two: Feb 18</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Management Grid</td>
<td></td>
</tr>
<tr>
<td>Standards of Scholarship, GPA &amp; Probation</td>
<td></td>
</tr>
<tr>
<td>College Culture: SSTARS</td>
<td></td>
</tr>
<tr>
<td>Complete Scavenger Hunt p. V in back of text</td>
<td></td>
</tr>
<tr>
<td>Reading: Begin reading ECC Catalog, Pgs: 1-43</td>
<td></td>
</tr>
<tr>
<td>Visit 5 SSTARS locations &amp; describe services offered – submit via e-mail to <a href="mailto:dvaughn@elcamino.edu">dvaughn@elcamino.edu</a></td>
<td></td>
</tr>
<tr>
<td>Begin preparing collage</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Three: Mar 2</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cops</td>
<td></td>
</tr>
<tr>
<td>Complete one-page handout: My Color Preferences. Page XXXV in back of text.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Four: Mar 9</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Planning / Discovering Self Motivation</td>
<td></td>
</tr>
<tr>
<td>Reading: Chapter 4 Journal 10 11 12 13</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Five: Mar 16</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Planning / Final Essay</td>
<td></td>
</tr>
<tr>
<td>Reading: Chapter 5 Journal 15</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mar 18</th>
<th>Final Exam:</th>
</tr>
</thead>
</table>
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:
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.

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|---------------------------------------------- |

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.

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 final project.

Signed: ___________________________ Date: ____________

Student Learning Outcome:
By the completion of the course, students will apply the appropriate tools to create and file a student educational plan which includes personal, educational and professional goals.