

**Basic Course Information**

|                  |                                   |                    |                                   |
|------------------|-----------------------------------|--------------------|-----------------------------------|
| Semester         | <b>Fall 2014</b>                  | Instructor's Name  | <b>Jesus M. Esqueda</b>           |
| Course Title & # | <b>College Success Skills 120</b> | Instructor's Email | <b>jesus.esqueda@imperial.edu</b> |
| CRN #            | <b>10774</b>                      |                    |                                   |
| Room             | <b>403</b>                        | Office             | Counseling (bldg. 100)            |
| Class Dates      | <b>Aug. 18 – Dec. 13</b>          | Office Hours       | By appointment ONLY               |
| Class Days       | <b>MW</b>                         | Office Phone #     | (760) 355-6338                    |
| Class Times      | <b>1:30 -2:55 p.m.</b>            |                    |                                   |
| Units            | <b>3 units</b>                    |                    |                                   |

**Course Description**

This course is designed to assist students in learning how to reach their collegiate and life planning goals. Topics include college orientation, study skills, cultural diversity awareness, self-evaluation of personal characteristics related to educational success, and transitioning to college life. The central theme of the course is a holistic approach to the individuality of students in higher education, which include race, ethnicity, gender, sexual orientation and age. Strategies covered will include skills such as creative goal setting, note-taking, listening, time-management, learning styles, critical thinking, test taking, library and financial resources and educational program planning. Course is recommended for new and continuing students. (CSU, UC)

**Student Learning Outcomes**

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

- Identify ten campus resources and be able to explain what resources they find are important for their personal college success.
- Identify three study tips and three ways to take notes and state how improving these techniques are important for student college success.
- Identify what is their short term/long term academic goal(s).

**Course Objectives**

Upon satisfactory completion of the course, students will be able to:

1. Distinguish and Identify campus student support services on campus
2. Construct a personal timeline utilizing course information about important college dates and deadlines used for class assignments, personal priorities and to assist with development of educational plan.
3. Identify and utilize programs, services and resources, both on campus and in the community, that meet the individual student needs.
4. Identify and utilize academic skills such as test taking, note-taking, textbook reading

techniques, time-management learning styles for the purpose of maximizing their learning in college courses.

5. Identify and utilize programs, services and resources, both on campus and in the community, that meet the individual student needs.
6. With presentation from librarian, define & utilize effective library research strategies by locating informational sources in campus library and World Wide Web and translate skills to formalize class projects.
7. Identify and demonstrate orally and in writing effective communication skills to enhance positive interpersonal relationships.
8. Analyze the value of nutrition, physical and mental fitness, and how these relate to their personal success.
9. Analyze attitude, motivation, behavior, and their impact on academic performance and success; identify the role of personal, family, cultural, and societal assumptions and expectations.
10. Analyze educational forecasting; recognize the ways group identification, gender identity and family roles impact experiences and assumptions.
11. Describe their personal cultural identity and recognize cultural, linguistic and physical ability groups.
12. Develop critical thinking skills as they relate to personal and educational development.

#### Textbooks & Other Resources or Links

***The Essential Guide to Becoming a Master Student* third Edition,  
Wadsworth. **REQUIRED.****

#### Course Requirements and Instructional Methods

- **Attendance/Participation**  
Attendance is necessary for participation. **You are responsible for dropping class by deadline (Nov. 08, 2014).** Leaving class early will result in 1 absence. Class will begin promptly, Please be on time. **(3 tardy = 1 absence) (3 unexcused absences may result being dropped from class)**
- **In Class Assignments & Homework**  
In & out of class assignments will deal with Journals, Critical Thinking and Case Studies. Writing Assignments will be graded on content and not on grammar. However, grammar and punctuation will be corrected. **Homework assignment will be due at the beginning of the following class (NO LATE ASSIGNMENTS! (Unless you have mitigating circumstances)).**
- **Midterm Review & Final**

There will be a midterm and final exam. If you attend every class meeting, participate in discussions, and complete all assignments you will be ready to take both exams.

### Course Grading Based on Course Objectives

#### **Grading (400 pts. possible)**

**400-360pts = A    359-320pts = B    319-280pts = C    279-240pts = D    239-  
below = F**

**HW/10 Case Studies= 125pts    Discovery Pre/Post Wheel= 20ea/40pts  
Campus Pre/Post Survey= 10ea/20pts    Scavenger Hunt/Presentation= 30  
ea/60pts    Journal 1&2= 20ea/40pts    Email Activity=20pts  
Stress Survey=20pts    SEP= 25pts    MIDTERM=20s    FINAL=30pts**

### Attendance

\* A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

\* Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

\* Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider**: specifics for your class/program
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

### **Additional Help**

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several ‘labs’ on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services**

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student He Required Language: Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. If you feel you need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313. .

Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### **Information Literacy**

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

### Anticipated Class Schedule / Calendar

**Tentative Schedule: (subject to change with advanced notice) No Class! 09/1/2014, 11/24/2014, and 11/26/2014.**

| Date                            | Section                                    | Topic  |
|---------------------------------|--|--|
| <b>Week 1</b><br>08/18 & 08/20  | Intro/Syllabus/Online Orientation          | Intro/Orientation/Attitude vs. Commitment/Email Assign.<br><b>HW: Get Planner and Study Syllabus/Email Assign due 8/27</b>                               |
| <b>Week 2</b><br>08/25 & 08/27  | Syllabus/Campus Discuss Goals              | Discuss Intro/Pre Survey: Campus Resources<br><b>HW: Read Intro pg.1-8 Do Pg. 4-5 (Discovery Wheel) Pg 9</b>   |
| <b>Week 3</b><br>09/3           | Campus Resources Goals/Learning Styles     | Scavenger Hunt/Goals cont'd/Learning Styles Pg 12 in class<br><b>HW: Read 15-18 Do Pg. LSI 1-8 /Scavenger Hunt Pt1: CS # 1</b>                           |
| <b>Week 4</b><br>09/08 & 09/10  | Time Management                            | <b><u>Campus Resources Presentations</u></b> & Pt 2/Time Mgt/Planner<br><b>HW: Read Pg. 21-34 Do 24-25 &amp; 30 CS#2</b>                                 |
| <b>Week 5</b><br>09/15 & 09/17  | Reading Tips                               | <b>Post Survey/Reading Tips/SQR3+R3/ In-Class Do Pg 42/CS #3</b><br><b>HW: Read Pg. 37-48 Do Pg. 44 / Bring Notes from other class</b>                   |
| <b>Week 6</b><br>09/22 & 09/24  | Note-Taking Tips                           | Discover Your Notes <b>Do pg 58 In-Class/ Journal #1</b><br><b>HW: Read Pg. 51-64 Do Pg. 65 / CS# 4</b>  |
| <b>Week 7</b><br>09/29 & 10/01  | Study/Test Taking Tips/Grades              | Assess Study Habits/Test Taking Tips & Study Guide/Grades<br><b>HW: Read Pg. 67-79 Do Pg. 75 CS # 5</b>  |
| <b>Week 8</b><br>10/6 & 10/08   | Review & Midterm                           | Review & Midterm<br><b>HW: CS # 6 /See Counselor (SEP Planner) DUE: 11/12</b>  |
| <b>Week 9</b><br>10/13 & 10/15  | Technology/Research & Info/Literacy Skills | Library Presentation /Research & Literacy/ <b>CS# 7</b><br><b>HW: Read Pg. 81-90 Do Pg. 87&amp;91</b>  |
| <b>Week 10</b><br>10/20 & 10/22 | Thinking Clearly                           | Becoming a Critical Thinker / <b>CS # 8</b><br><b>HW: Read Pg. 93-104 Do Pg. 105 (Stress Survey Due Wk 12)</b>   |
| <b>Week 11</b><br>10/27 & 10/29 | Attitudes/Relationships                    | Types of Relationships/Conflict Resolutions/ <b>CS# 9</b><br><b>HW: Read Pg. 107-120 Do Pg. 113 &amp; 121</b>  |
| <b>Week 12</b><br>11/03 & 11/05 | Choosing a Greater Health                  | Physical and Emotional Health <b>CS# 10</b><br><b>HW: Read Pg. 123-132 Do Pg. 133</b><br><b>List of classes to register for Spring 2013</b>              |
| <b>Week 13</b><br>11/10 & 11/12 | Financial & Career Planning Resources      | <b>Degree Works, ASSIST, and Occupational Outlook Handbook</b><br><b>Financial Aid Presentation</b><br><b>HW: Read 135-146 Do Pg. 140, 142 &amp; 145</b> |
| <b>Week 14</b><br>11/17 & 11/19 | Academic Programs Available at IVC         | IVC Programs/ED Plan/Transfer Options<br><b>Discovery Wheel: Do Pg. 148-151 Journal #2</b>   |
| <b>Week 15</b><br>12/1 & 12/03  | Private Universities                       | Documentary  |
| <b>Week 16</b><br>12/08 & 12/10 | Final                                      | <b>Review for Final &amp; Final</b>  |