

Basic Course Information

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| Semester: | Summer 2018 | Instructor Name: | Gilbert Campos |
| Course Title & #: | College Success Skills 120 | Email: | gilbert.campos@imperial.edu |
| CRN #: | 30206 | | |
| Classroom: | P84 | Office #: | Counseling (bldg. 100) |
| Class Dates: | June 11 – July 10 | Office Hours: | By appointment ONLY |
| Class Days: | MTWTH | Office Phone #: | (760) 355-6181 |
| Class Times: | 8:00-11:10 am | | |
| Units: | 3 | | |

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 fourth Edition, Wadsworth. REQUIRED.

Course Requirements and Instructional Methods

- Attendance/Participation Attendance is necessary for participation. You are responsible for dropping class by deadline (July 17, 2018). Leaving 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 (750 pts. possible) 750-700pts = A 699-650pts = B 649-600pts = C
599-550pts = D 549-below = F**

**Attendance and Participation: 300pts HW/10 Case Studies= 125pts Discovery Pre/Post
Wheel= 20ea/40pts Power Process/11= 110 Journal 1&2= 20ea/40pts Email**

Academic Senate (Oct/2014)

Activity=20pts Stress Survey=20pts SEP= 25pts MIDTERM=20s FINAL=30pts
Campus Pre/Post Survey= 10ea/20pts

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.
- 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 by the instructor.
- 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.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

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. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District and El Centro Regional Center provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6310 in Room 2109 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC [Mental Health Counseling Services](#) at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

| Date | Section | Topic |
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| Tentative Schedule: <i>(subject to change with advanced notice)</i> | | |
| Date | Section | Topic |
| Week 1 | Intro/Syllabus/Online Orientation | Intro/Orientation/Attitude vs. Commitment/Email Assign. HW: Email Assign due 6/18 |
| | Syllabus/Campus | Discuss Intro/Pre Survey: Campus Resources |
| | Discuss Goals | HW: Read Intro pg1-8 Do Pg 4-5 (Discovery Wheel) Pg 9 |
| | Campus Resources | Learning Styles Pg 12 in class |
| | Goals/Learning Styles | HW: Read 13-17 Do Pg LSI 1-6 / CS # 1 |
| Week 2 | Time Management | Time Mgt/Planner HW: Read Pg 19, 22-23, 33-39 Do 20-21 & 24-26 CS#2 |
| | Reading Techniques | Post Survey/Reading Tips/SQR3+R3/ In-Class Do/CS #3 HW: Read Pg 45-57 Do Pg 49 |
| | Note-Taking Techniques | Discover Your Notes Do pg 58 In-Class/ Journal #1 HW: Read 61-73 Do Pg 74/ CS# 4 |
| Week 3 | Study/Test Taking Techniques/Grades | Assess Study Habits/Test Taking Tips & Study Guide/Grades HW: CS # 5 , Study for Midterm |
| | MIDTERM | Midterm / Open for Discussion HW: CS # 6 |
| | Review | |
| | Technology/Research & Info/Literacy Skills | Library Presentation /Research & Literacy/ CS# 7 HW: Read Pg 105-113 Do Pg 106-107, 114 |
| | Stress/Optimal Health | Health Matters/Stress/Anxiety and Grades/ CS # 8 HW: Read Pg 91-98 Do Pg 95,99 |

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| Week 4 | Attitudes/Relationships | Types of Relationships/Conflict Resolutions/ CS# 9 HW: Read Pg 28-29 Do Pg 30 |
| | Financial Resources | Financial Aid Presentation/Money Worries CS# 10 HW: Read Pg. 117-127 Do Pg 123,126 |
| Week 5 | Academic Programs Available at IVC | IVC Programs/ED Plan/Transfer Options Discovery Wheel: Do Pg 129-131 Journal #2 HW: Review for Final |
| | Final | FINAL |

*****Tentative, subject to change without prior notice*****