

Instructor: Dora Lozano, M.S.

Days: M & W

Location: MENH-338

Office: EOPS-Student Support Center

Class Number:83981

Time: 9:30 am - 10:50 am

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Course Description: An orientation to the responsibilities and benefits of higher education, including educational planning, goal setting and career choices.

Student Learning Outcomes:

- Develop a plan of action that will enable the student to choose, perform, and modify appropriate skills for college success.
- Consistently demonstrate the life skills of decision making and problem solving while responding to a diverse society.
- Select and use appropriate college and university resources.
- Evaluate personal, professional, and academic situations and apply critical thinking models to formulate a desired outcome.

Required Materials: On Course, Skip Downing, Study Skills Plus Edition
Journal/1/2 inch 3 ring binder

References: College of the Canyons 2011-2012 Catalog
College of the Canyons Fall Class Schedule

Purpose:

This course is designed to help the student succeed in college and in life. This is achieved by helping students explore who they are, understand where they come from, and decide where they are going. The process is supported by concentrating on the success factors of motivation, self-esteem, and skills. The student is guided through the process of self-discovery which emphasizes the importance of self-awareness, self-responsibility, and self-empowerment. This course focuses on the importance of self-empowerment, the process of taking control of one's life.

Method:

By reading On Course (our textbook) you'll learn self-empowering strategies that have helped others create great success. By keeping a guided journal, you'll discover how to apply these strategies to achieve your own goals and dreams. By participating in class activities and focused conversations, and by completing a personal philosophy of success paper, you will further improve your ability to stay on course to your success. Once you make these strategies your own through application, you have the ability to dramatically improve the outcomes of your life - academically, professionally and personally.

Class Attendance: Attendance is a must in this class as this is a class on learning how to be a successful college student. Statistics tell us that students who don't attend, don't succeed. Much of this class is participatory. **There are NO excused absences other than jury duty and military requirements.** Written documentation must be provided.

* If you are absent on a day you are to present, you will receive no credit for the presentation.

* No make-ups are allowed for any in-class activity.



* If you are not going to be in class, let the instructor know before the class meets.

* **After three absences, you may be dropped from the course.**

* Students who do not show up on the first day of class will be dropped (no exceptions).
 It is the students responsibility to officially withdraw from a course by the appropriate deadline.
 Any student who does not drop and does not complete the course will receive a grade of F or FW.

* Arriving late and leaving early without approval is unacceptable.

* No electronic devices may be used in class without previous permission.

* No children or visitors are allowed in class.

Homework: All assignments will be collected during class.

Grading Monitor: In order to monitor your success in this course, please track your grades for each assignment.

ASSIGNMENT	POINTS POSSIBLE	EARNED POINTS
Service Learning	100	
Student Service Presentation	100	
Discover Experience Paper	60	
Participation	60	
32 Success Journals/ 10 points each	320	/ Total: _____
6 Study Skills Plans/ 10 points each	60	/ / / / / / / / Total: _____
Personal Philosophy of Success Paper	100	
Comprehensive Final	100	
TOTAL	900	



Grading Rubric:

POINTS	GRADE
800 - 900	A
700 - 799	B
600 - 699	C
500 - 599	D
499 and below	F

SERVICE LEARNING (100 points) - Service learning is utilized as a career exploration tool for this course. It is highly recommended that you select a service learning activity that is related to a career you are considering and/or a major you have selected. We will have a representative come to class and discuss Service Learning, however, you must still attend a Service Learning orientation outside of class in order to participate. Be sure to pay attention to deadlines for Service Learning so that you don't miss your opportunity to get started.

SUCCESS JOURNALS (320 POINTS)

Your success journal provides an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in *On Course*. By carefully examining each strategy in your journal, you will discover which ones will assist you to create a rich, personally fulfilling life. Although I will be collecting your journals and looking through them, write your journal for yourself, not me. Your journal entries may occasionally be read by your classmates.

Journal Writings: During this semester, you will write thirty-two numbered journal entries from our textbook. These entries will be written outside of class. Additionally, you will write occasional lettered journal entries based on class exercises. These entries will be written in class. At various times you may have an opportunity to read a journal entry to one or more classmates. **Therefore, please bring your textbook and journal to every class meeting.**

Note: If you wish, you may write the first draft of your journal entries on loose sheets of paper, but all journal entries must be typed. **You will print hard copies of all entries and bring them to class neatly organized in a 1/2 inch 3-ring binder.** This requirement will assure that none of your entries gets lost. At the end of this semester, you will have an entire journal to keep for years to come. Many students come to regard their personal journal as one of their most valued possessions.

Journal Evaluations: Journals are due weekly on Wednesday. It is not my intention to read every journal entry you write. Instead, I look through your journal book to verify the completion of each assignment and to give credit for a job well done. I read occasional journal entries to get a sense of the issues you are working on. With this knowledge I can be of greater assistance to you this semester.

If you want my comment on a specific journal entry, please let me know.

Journal Points: Each journal entry will be awarded up to 10 points. Thus, all thirty-two journal entries will be worth a possible of 320 points. A journal entry will be awarded the maximum 10 points if it fulfills the following two criteria:

1. The entry is complete (all steps and directions have been responded to), and
2. The entry is written with high standards (an obvious attempt has been made to dive deep).

Grammar, spelling, and punctuation will NOT be factors in awarding points in this journal. You are free to express yourself without concern for Standard English conventions.

PARTICIPATION:

Your active participation is essential to your success in this class. Participation includes:

- Having required materials (textbook and journal) at each class meeting.
- Punctuality, attentive listening, contribution to class discussions, and participation in class activities.
- **On most days, during the semester, participation points will be awarded for in-class activities and additional journal composition.**
- If you are not in class when these activities occur or do not participate in them when they occur, you will not have the opportunity to make up those points under any circumstances.
- It is to your advantage to attend class each day to earn full credit in the participation portion of your course grade.

Handouts describing the Personal Study Skills Plans, Student Services presentations, Discover Paper, and Philosophy of Success Essay will be provided as the course progresses.

COURSE RULES FOR SUCCESS

To create the very best environment for supporting your success and the success of your classmates, this course has three important rules. The more challenging these rules are for you, the more value you will experience in adopting them. By choosing to follow these three rules, you are choosing to be successful not only in this course but in life. These rules will support your success in every goal you pursue!

1. **SHOW UP!** To support my success, I choose to 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 focused and involved in every class session, offering my best comments, questions, and answers when appropriate.

Remember you are the driver of your life, not the passenger. - Author Unknown

COURSE ORGANIZATION - Please note that the instructor reserves the right to change assigned topics and or assignments.

WEEK 1

AUG 22 - 24	READING ASSIGNMENT AND HOMEWORK
<i>Journals 1 and 2 due on Wednesday, August 24.</i>	Read/Write Journal #1: Taking the First Step Self-Assessment (online or in book) Read/Write Journal #2: Becoming an Active Listener

WEEK 2

AUG 29 - 31	READING ASSIGNMENT AND HOMEWORK
<i>Journal 3 due on Wednesday, August 31</i>	Read On Course Principles at Work Read/Write Journal #3: Believing in Yourself Self-Acceptance Read Wise Choices in College

WEEK 3

SEP 5 - 7	READING ASSIGNMENT AND HOMEWORK
NOTE: SEPT 5/LABOR DAY HOLIDAY/NO CLASS <i>Journals 4, 5, 6, are due on Wednesday, September 7.</i>	Read/Write Journal #4: Adopting the Creator Role Read/Write Journal #5: Mastering Creator Language Read/Write Journal #6: Making Wise Decisions Read Personal Responsibility at Work

WEEK 4

SEP 12 - 14	READING ASSIGNMENT AND HOMEWORK
<i>Journals 7 and 8 due Wednesday, September 14.</i> <i>Personal Study Skills Plan #1-Reading due Monday, September 19</i>	Read/Write Journal #7: Believing in Yourself-Change your Inner Conversation Read Wise Choices In College - Reading Write your Personal Study Skills Plan #1 Reading Read/Write Journal # 8: Creating Inner Motivation

WEEK 5

SEP 19 - 21	READING ASSIGNMENT AND HOMEWORK
<p><i>Personal Study Skills Plan #1-Reading due Monday, September 19</i></p> <p><i>Journals 9, 10, and 11 due on Wednesday, September 21</i></p> <p><i>Personal Study Skills Plan #2 - Taking Notes due on Monday, September 26</i></p>	<p>Read/Write Journal #9: Designing a Compelling Life Plan</p> <p>Read/Write Journal #10: Committing to Your Goals and Dreams</p> <p>Read Self-Motivation At Work</p> <p>Read/Write Journal #11: Believing in Yourself-Write a Personal Affirmation</p> <p>Read Wise Choices in College - Taking Notes</p> <p>Write your Personal Study Skills Plan #2 Taking Notes</p>

WEEK 6

SEP 26 - 28	READING ASSIGNMENT AND HOMEWORK
<p><i>Personal Study Skills Plan #2 - Taking Notes due on Monday, September 26</i></p> <p><i>Journals 12 and 13 due on Wednesday, September 28</i></p> <p>Discover Paper Rough Draft Due Monday, October 10</p> <p>Discover Paper Due Monday, October 17</p>	<p>Complete the Discover Assessment</p> <p>Read/Write Journal #12: Acting on Purpose</p> <p>Read/Write Journal #13: Creating a Self-Management System</p> <p>Discover Paper Assigned</p>

WEEK 7

OCT 3 - 5	READING ASSIGNMENT AND HOMEWORK
<p><i>Journals 14 and 15 due on Wednesday, October 5</i></p> <p>Discover Paper Rough Draft Due Monday, October 10</p> <p>Discover Paper Due Monday, October 17</p>	<p>Read/Write Journal #14: Developing Self-Discipline</p> <p>Read Self-Management at Work</p> <p>Read/Write Journal #15: Believing in Yourself - Develop Self-Confidence</p>

WEEK 8

OCT 10 - 12	READING ASSIGNMENT AND HOMEWORK
<p>Rough Draft of Discover Paper Due Monday, October 10</p> <p><i>Personal Study Skills Plan #3 - Organizing due Wednesday, October 12</i></p> <p>Discover Paper Due Monday, October 17</p>	<p>Read Wise Choices in College - Organizing Study Materials</p> <p>Write your Personal Study Skills Plan #3 Organizing</p> <p>Research College of the Canyons Student Services. You will make your selection for presentation at the next class meeting, October 17</p>

WEEK 9

OCT 17 - 19	READING ASSIGNMENT AND HOMEWORK
<p>Discover Paper Due Monday, October 17</p> <p><i>Journals 16, 17, and 18 due on Wednesday, October 19.</i></p> <p><i>Student Services selected for classroom presentation.</i></p>	<p>Read/Write Journal #16: Developing Mutually Supportive Relationships</p> <p>Read/Write Journal #17: Creating a Support Network</p> <p>Read/Write Journal #18: Strengthening Relationships with Active Listening</p> <p>Read Interdependence at Work</p>

WEEK 10

OCT 24 - 26	READING ASSIGNMENT AND HOMEWORK
<p><i>Journal 19 due on Wednesday, October 26</i></p> <p><i>Study Skills Plan #4 - Rehearsing and Memorizing Study Materials due on Monday, October 31</i></p>	<p>Read/Write Journal #19: Believing in Yourself - Be Assertive</p> <p>Read Wise Choices in College - Rehearsing and Memorizing Study Materials</p> <p>Write your Personal Study Skills Plan #4 Rehearsing and Memorizing Study Materials</p>

WEEK 11

OCT 31 - NOV 2	READING ASSIGNMENT AND HOMEWORK
<p><i>Personal Study Skills Plan #4 - Rehearsing and Memorizing Study Materials due on Monday, October 31</i></p> <p>Student Services Presentations Begin Oct 31</p> <p><i>Journals 20, 21, and 22 due on Wednesday, November 2</i></p>	<p>Read/Write Journal #20: Recognizing When You Are Off Course</p> <p>Read/Write Journal #21: Identifying Your Scripts</p> <p>Read/Write Journal #22: Rewriting Outdated Scripts</p> <p>Read Self-Awareness at Work</p>

WEEK 12

NOV 7 - NOV 9	READING ASSIGNMENT AND HOMEWORK
<p><i>Journal 23 due on Wednesday, November 9</i></p> <p><i>Personal Study Skills Plan #5 - Taking Tests due on Monday, November 14</i></p> <p>Personal Philosophy of Success Due Monday, December 5</p> <p>Personal Philosophy of Success/Rough Draft Due Monday, November 21</p>	<p>Read/Write Journal #23: Believing in Yourself - Write Your Own Rules</p> <p>Read Wise Choices in College - Taking Tests</p> <p>Write your Personal Study Skills Plan #5 Taking Tests</p> <p>Personal Philosophy of Success Paper Assigned</p>

WEEK 13

NOV 14 - 15	READING ASSIGNMENT AND HOMEWORK
<p><i>Personal Study Skills Plan #5 - Taking Tests due on Monday, November 14.</i></p> <p><i>Journals 24, 25, and 26 due on Wednesday, November 15.</i></p> <p>Personal Philosophy of Success Rough Draft Due Monday, November 21</p>	<p>Read/Write Journal #24: Discovering your Preferred Learning Style</p> <p>Read/Write Journal #25: Employee Critical Thinking</p> <p>Read/Write Journal #26: Learning to Make Course</p> <p>Read Lifelong Learning at Work</p> <p>REMINDER: Personal Philosophy of Success paper Due Monday, December 5</p>

WEEK 14

NOV 21 - 23	READING ASSIGNMENT AND HOMEWORK
<p>Personal Philosophy of Success paper Rough Draft Due Monday, November 21</p> <p><i>Journals 27, 28 and 29 due on Wednesday, November 23</i></p> <p><i>Personal Study Skills Plan #6 - Writing due on Monday, November 28.</i></p> <p>Personal Philosophy of Success paper Due Monday, December 5</p>	<p>Read/Write Journal #27: Believing in Yourself - Develop Self-Respect</p> <p>Read Wise Choices in College - Writing</p> <p>Write your Personal Study Skills Plan #6 Writing</p> <p>Read/Write Journal #28: Understanding Emotional Intelligence</p> <p>Read/Write Journal #29: Reducing Stress</p>

WEEK 15

NOV 28 - 30	READING ASSIGNMENT AND HOMEWORK
<p>Study Skills Plan #6 - Writing due on Monday, November 28.</p> <p>Journals 30, 31 and 32 due on Wednesday, November 30</p> <p>Personal Philosophy of Success paper Due Monday, December 5</p>	<p>Read/Write Journal #30: Creating Flow</p> <p>Read/Write Journal #31: Believing in Yourself - Develop Self-Love</p> <p>Read/Write Journal #32: Staying On Course to Your Success</p>

WEEK 16

DEC 5 - 7	READING ASSIGNMENT AND HOMEWORK
<p>Personal Philosophy of Success paper Due Monday, December 5</p>	<p>FINAL REVIEW</p> <p>COMPREHENSIVE FINAL</p>