Welcome! My goal in this course is to offer you one of the most valuable learning experiences of your entire life – and I will need your full cooperation to make it work!

**METHOD:**

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

**SLO'S:**

There are two student learning outcomes that will be met in this course:

1. Create a plan of action that will enable the student to choose, perform, and modify appropriate study skills for college success.

2. Evaluate personal, professional, and academic situations and apply critical thinking models to formulate a desired outcome.

**REQUIRED MATERIALS:**

- *ON COURSE, STUDY SKILLS PLUS 2ND EDITION*, by Skip Downing
- Loose leaf notebook paper and a pen
- Student calendar 2014-2015
- 1"-2" three-ring binder
- Scantrons (4) large
- 1 large posterboard

**INSTRUCTOR INFORMATION**

April A. Reardon, M.S.
SSC-117
(661) 362-3119
April.reardon@canyons.edu

Office Hours: Mondays 11:00am – 12:00pm (other times can be arranged)
To create the very best environment for supporting your success and the success of your classmates, this course has only 3 important rules. The more challenging these rules are for you, the more value you will experience in adopting them. By choosing to follow these 3 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. **Do the work!** Do your very best on all assignments and turn them in on time.

2. **Show up!** Show up to every class on time and do not leave early.

3. **Participate actively!** Stay focused and involved in every class session, offering your best comments, questions and answers when appropriate.

**ATTENDANCE:**

Attendance is mandatory in this class as this is a class on learning to be a successful college student. Most of this class is participatory. Please see the attached attendance policy adopted by Santa Clarita Community College District.

*After 3 unexcused absences, you will be dropped from the class.*

*Arriving late and leaving early without approval is unacceptable. If you leave early or arrive late 3 times, this will count as 1 absence. Parking is not an excuse.*

*If you are going to be absent, you need to inform me ahead of time by emailing me or calling me on my direct line.*

If you are unable to finish the course for any reason, it is your responsibility to officially withdraw by the drop deadline through Admissions and Records. Any student who does not drop and does not complete the course will receive a grade of F or FW.

**PARTICIPATION:**

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

*Having required materials at each class meeting (textbook, paper and a pen)*

*Punctuality, attentive listening, contribution to class discussions, and participation in class activities*

*Participation points will be awarded for in-class activities and writings, or assigned homework.*

*NOTE: If you are not in class when these activities occur or are assigned, or do not participate in them when they occur or you are unprepared to participate, you will not have the opportunity to make up those points under ANY circumstance.*

**CLASSROOM CONDUCT:**

*Children and visitors are not allowed in class.*

*You are expected to demonstrate appropriate behavior at all times.*

*You are expected to voice your opinion with the utmost respect to others.*

*Failure to comply with ethical guidelines may result in removal from the class, or referred to the Dean of Students.*

*Cell phones are to be turned off or on silent during class. Text messaging during class is unacceptable.*

*Please do not use laptops (or any electronic device) during class unless instructed to do so.*

**PLAGIARISM & CHEATING:**

Students are expected to do their own work as assigned. At College of the Canyons, we believe that academic integrity and honesty are some of the most important qualities college students need to develop and maintain. Due process procedures have been established when plagiarism or academic dishonesty is suspected. We define plagiarism as follows: Plagiarism is the submission of someone else's work or ideas as one's own, without adequate attribution. When a student submits work for a class assignment that includes the words, ideas or data of others, without acknowledging the source of the information through complete, accurate, and specific references, plagiarism is involved. This may include dual submissions of a similar work for credit for more than one class without the instructor's knowledge and approval. Turning in someone else's work, even by accident, is also plagiarism. Absolutely no electronic devices will be allowed during exams.

Cheating will not be tolerated in my classroom. If you are caught cheating, you will be automatically reported to the Dean of Student Services and appropriate action will be taken.
### ASSIGNMENTS & GRADING

<table>
<thead>
<tr>
<th>ASSIGNMENT</th>
<th>POINTS POSSIBLE</th>
<th>EARNED POINTS</th>
<th>SLO'S</th>
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<tbody>
<tr>
<td>STUDENT SERVICE FIELD TRIP</td>
<td>200</td>
<td></td>
<td>1</td>
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<tr>
<td>CAREER EXPLORATION PAPER</td>
<td>200</td>
<td></td>
<td>1, 2</td>
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<tr>
<td>ALL ABOUT ME POSTER</td>
<td>200</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4 EXAMS (100 points each)</td>
<td>400</td>
<td></td>
<td>1, 2</td>
</tr>
<tr>
<td>28 SUCCESS JOURNALS 50 POINTS EACH</td>
<td>1400</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>7 STUDY SKILLS PLANS 100 POINTS EACH</td>
<td>700</td>
<td></td>
<td>1, 2</td>
</tr>
<tr>
<td>STUDENT SUCCESS PRESENTATION/FINAL</td>
<td>600</td>
<td></td>
<td>1, 2</td>
</tr>
<tr>
<td>PARTICIPATION (25 points each class, 26 classes)</td>
<td>650</td>
<td></td>
<td>1, 2</td>
</tr>
<tr>
<td>REFLECTION SHEETS (CHAPTERS 1-8, 50 POINTS EACH)</td>
<td>400</td>
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<td>1, 2</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>4750</strong></td>
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"IF YOU DO WHAT YOU'VE ALWAYS DONE, YOU WILL GET WHAT YOU'VE ALWAYS GOTTEN!"
- TONY ROBBINS

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<tr>
<th>POINTS</th>
<th>GRADE</th>
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<tbody>
<tr>
<td>4275 and up</td>
<td>A</td>
</tr>
<tr>
<td>3800-4274</td>
<td>B</td>
</tr>
<tr>
<td>3325-3799</td>
<td>C</td>
</tr>
<tr>
<td>2850-3324</td>
<td>D</td>
</tr>
<tr>
<td>2849 and below</td>
<td>F</td>
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It is extremely important that you pay close attention to the deadlines for this course:

- Course Dates........ 2/9/15 – 6/4/15
- Add Deadline........ 2/22/15
- Drop w/o a “W” ..... 2/22/15
- Drop Deadline....... 5/8/15
- Drop Refund.......... 2/22/15

No-Show Drop: Anyone who does not show up for the first day of class will be automatically dropped from the course.

Census Drop: If a student showed up the first day of class but has since stopped showing prior to the census drop, they will be automatically dropped.

Withdrawal: A student will be automatically dropped if they have stopped attending prior to 75% of the term and will receive a “W” on the transcript. (Students who stop showing after the Drop Deadline may receive an “FW” on the transcript.

Incompletes:
An incomplete grade will ONLY be given at the end of the semester if the student needs to miss the final exam and the student MUST be passing the course. If you need an incomplete, please notify me ASAP. You will have until the last day of the next semester to complete the course.

Last Week Attendance Policy: All students must attend both classes during the last week of the semester or you will not be given credit for the final presentation.

Communication with your Instructor: I will only communicate with you via your MyCanons email account or by calling my direct line at COC at (661) 362-3119.

COC Security: If you have an emergency or would like to be escorted to your vehicle by the Campus Escort Service, please contact COC Security at (661) 362-3225.

Absences: If you are going to be absent, please call or email me to inform me ahead of time.

Course Syllabus is subject to change at the instructor’s discretion.

Please remember that you are a college student and you need to maintain student professionalism while on the COC campus. We will define Student Professionalism during the first class meeting. Write your definition here:
<table>
<thead>
<tr>
<th>WEEK &amp; DATE</th>
<th>HOMEWORK</th>
<th>WHAT'S DUE</th>
</tr>
</thead>
</table>
| Week 1: February 9, 2015  
February 11, 2015 | ✅ Review the syllabus  
✅ Using your course syllabus, add all assignments to your academic planner  
✅ Journal 1  
✅ All About Me Poster | **Welcome to COUNS 150!!**  
**Due February 11th:**  
✅ Journal Chapter 1 and Self-Assessment |
| Week 2: February 16, 2015  
February 18, 2015 | ✅ Read pages 1-38 in the *On Course* textbook  
✅ Reflection Sheet Chapter 1  
✅ Study Skills Plan 1: Reading  
✅ Journals 2-4 | **Due February 16th:**  
✅ *No School*  
**Due February 18th:**  
✅ All About Me Poster |
| Week 3: February 23, 2015  
February 25, 2015 | ✅ Read pages 39-90 in the *On Course* textbook  
✅ Reflection Sheet Chapter 2  
✅ Study Skills Plan 2: Taking Notes  
✅ Journals 5-7 | **Due February 23rd:**  
✅ Study Skill Plan 1: Reading  
✅ Reflection Sheet Chapter 1  
**Due February 25th:**  
✅ No Homework Due |
| Week 4: March 2, 2015  
March 4, 2015 | ✅ Attend a Resume Workshop  
✅ Kuder Journey Assessment | **NO CLASS THIS WEEK**  
You will be required to attend a Resume Workshop on campus or meet with an advisor in the Career Center to create/update your resume. |
| Week 5: March 9, 2015  
March 11, 2015 | ✅ Read pages 91-137 in the *On Course* textbook  
✅ Reflection Sheet Chapter 3  
✅ Study Skills Plan 3: Organizing Study Material  
✅ Journals 9-12 | **Due March 9th:**  
✅ Study Skills Plan 2: Taking Notes  
✅ Reflection Sheet Chapter 2  
**Due March 11th:**  
✅ Journals 2-7 |
<table>
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<tr>
<th>Week 6: March 16, 2015  March 18, 2015</th>
<th>✔️ Read pages 139-191 in the <em>On Course</em> textbook  ✔️ Reflection Sheet Chapter 4  ✔️ Journals 13-16 (excluding 15)  ✔️ Chapter 1 &amp; 2 Exam (Take-home)</th>
<th><strong>Due March 18</strong>&lt;sup&gt;th&lt;/sup&gt;:  ✔️ Reflection Sheet Chapter 3  ✔️ Study Skills Plan 3: Organizing Study Material  ✔️ Chapter 1 &amp; 2 Exam</th>
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<tr>
<td>Week 7: March 23, 2015  March 25, 2015</td>
<td>✔️ Study Skills Plan 4: Rehearsing &amp; Memorizing</td>
<td><strong>Due March 23</strong>&lt;sup&gt;rd&lt;/sup&gt;:  ✔️ Reflection Sheet Chapter 4  <strong>Due March 25</strong>&lt;sup&gt;th&lt;/sup&gt;:  ✔️ Journals 9-16 (excluding 15)</td>
</tr>
<tr>
<td>Week 8: March 30, 2015  April 1, 2015</td>
<td>✔️ Read pages 193-233 in the <em>On Course</em> textbook  ✔️ Reflection Sheet Chapter 5  ✔️ Journals 17, 19, 20  ✔️ Study Skills Plan 5: Taking Tests  ✔️ Chapter 3 &amp; 4 Exam (take home)</td>
<td><strong>Due March 30</strong>&lt;sup&gt;th&lt;/sup&gt;:  ✔️ Study Skills Plan 4: Rehearsing &amp; Memorizing</td>
</tr>
<tr>
<td>Week 9: April 6, 2015  April 8, 2015</td>
<td><strong>SPRING BREAK</strong></td>
<td><strong>SPRING BREAK</strong></td>
</tr>
<tr>
<td>Week 10: April 13, 2015  April 15, 2015</td>
<td>✔️ Career Exploration Assignment  ✔️ Read pages 235-279 in the <em>On Course</em> textbook  ✔️ Reflection Sheet Chapter 6  ✔️ Study Skills Plan 6: Writing  ✔️ Journals 21, 22, 24</td>
<td><strong>Due April 13</strong>&lt;sup&gt;th&lt;/sup&gt;:  ✔️ Study Skills Plan 5: Taking Tests  ✔️ Reflection Sheet Chapter 5  ✔️ Chapter 3 &amp; 4 Exam  ✔️ <strong>Field Trip Today (100 POINTS)</strong>  <strong>Due April 15</strong>&lt;sup&gt;th&lt;/sup&gt;:  ✔️ Journals 17-24 (excluding 18 &amp; 23)</td>
</tr>
</tbody>
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