Dear Student,

Welcome to Counseling 150 – Student Success! This course is an 8-week, 100% online with no face-to-face meetings. This course is designed to integrate personal growth, critical thinking, creative thinking, problem solving and academic success. The course introduces the student to the benefits of higher education, educational planning, goal setting and career choices. The student is guided through the process of self-discovery which emphasizes the importance of self-awareness, self-responsibility and self-empowerment.

After completing this course, you should be able to:
1. Develop stronger interdependence skills.
2. Analyze self-motivation and create greater inner motivation.
3. Create a plan of action to take charge of one’s life.
4. Apply self-management techniques to become more effective and efficient in the accomplishment of goals and dreams.
5. Identify self-defeating patterns of behavior and create a plan to overcome them.
8. Apply critical thinking skills for effective problem solving.
9. Develop and employ effective study skills techniques.

Student Learning Outcome (SLO):
At the end of this course, it is expected that students who have regularly attended and completed all assignments will be able to:

1. Demonstrate a positive increase in factors that contribute to student success.

In order to take this class, you must have access to a computer, internet services and e-mail. All communications are done through e-mail, course announcements or the discussion board.

Required Textbook:
We will be using Open Educational Resources (OER) materials for this course, which is a free digital textbook, created by three members of our Counseling Department – Liz Shaker, Graciela Martinez, and Ahn Nguyen. A digital copy will be listed in Canvas along with a hard copy on reserve at the Valencia and Canyon Country Libraries. If you wish to purchase the Counseling 150 OER text, you will be able to do so in the bookstore for about $10.
**Canvas Information:**
We will be using Canvas as our online classroom and you will be expected to log into Canvas various times each week in order to keep up with discussion boards and weekly assignments. I will be posting announcements, assignments, and discussion items that you will be expected to participate in, at the beginning of each week. Keep in mind that all assignments and discussions must be completed by the posted due dates.

**First Day of Class:**

All coursework will be completed online using Canvas. Be sure to complete the Canvas orientation to help you familiarize yourself with this online learning tool (listed below). **You will be required to login by Oct. 16, 2017 by 11:30 pm and complete a discussion board post to introduce yourself to the class. Failure to login by this time and complete the discussion board post will result in being dropped from the course.**

**If you are on the “waitlist” and are still interested in adding the class, please email me for an “add code” to register for the course on the first day of class.** I am unable to add you to the course before the first day of class. Because this course is accelerated, I will not add students after the add/drop deadline of Oct. 23, 2017 regardless if you were on the waitlist.

I highly recommend you take a look at the online tutorials provided on the COC Canvas site, to assist you in being a successful online student: [http://www.canyons.edu/Offices/DistanceLearning/Pages/SucceedInDistanceLearning.aspx](http://www.canyons.edu/Offices/DistanceLearning/Pages/SucceedInDistanceLearning.aspx)

To log into Canvas, go to [www.canyons.edu](http://www.canyons.edu) website and click on the Canvas icon at the top of the page:

![Canvas Icon](image)

Once you log into Canvas, you should change your password to something unique that you will remember. Your password does not reset to “student” each semester.

<table>
<thead>
<tr>
<th>USERNAME</th>
<th>Your MyCanyons Username (for example jdsmith)</th>
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<tbody>
<tr>
<td>PASSWORD</td>
<td>student</td>
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**What You Can Expect From This Course:**
During this semester, you will be completing the following activities –

1. Student-lead discussion posts: You will interact through online discussions with classmates each week related to the current unit being discussed.
   - Post response to posted discussion board question
   - Reply to at least two other classmates' posts in response to what they have posted.

2. Individual homework assignments

3. Weekly quizzes based on material covered during the week or on a particular subject area.
   - Quizzes will be 10 points each

4. Final – will consist of material covered in the 8-weeks of class and a study guide will be provided to help focus your review/studying.
**Additional Resources:**

*Distance Learning*
Check out the Distance Learning website for more information on a variety of topics that can help you be a successful online student such as: exam proctoring, learning styles, computer skills, and tips for student success. If this is your first online course, feel free to take our online learning readiness assessment to assess your skills.

*The Learning Center (TLC)*
The TLC provides FREE tutoring resource to COC students including:
- Face-to-face & ONLINE tutoring
- Testing Center: offers test proctoring services for courses that have required proctored exams
- Study Jam Review Sessions
- Computers with over 300 software programs
For more information visit the TLC Website.

*Disabled Students Program & Services (DSP&S)*
College of the Canyons DSPS provides educational services and access for eligible students with documented disabilities who intend to pursue coursework at COC. A variety of programs and services are available which afford eligible students with disabilities the opportunity to participate fully in all aspects of the college programs and activities through appropriate and reasonable accommodations. For more information on their services visit the Disabled Students Program & Services website.

*Online Counseling*
The Counseling Department offers appointments online. You can schedule an appointment by visiting the Online Counseling website. Counselors can help you map out a plan to reach your educational goals as well as advise you on course selection and registration.

**Final Thoughts:**
Please note that distance education is not for everyone and please examine your personal learning style preference. You should be self-motivated, self-disciplined, an independent learner, enjoy spending time on the computer, have the ability to articulate your voice in written language, and have the time required to complete the class.

All class assignments, discussion board posts, and quizzes will be due at the end of each week on Sunday by 11:30pm, except for the first day of class. You can complete the outlined assignments at your pace throughout the week and most assignments, handouts, quizzes will build on information discussed in the previous week and help prepare you for the final.

Are you ready for distance education? If you do not know, please take the following distance learning self-assessments: How prepared are you for distance learning? In addition, determine your technology know-how quizzes at: [http://www.canyons.edu/Offices/DistanceLearning/Pages/Assessments.aspx](http://www.canyons.edu/Offices/DistanceLearning/Pages/Assessments.aspx)

If you have any questions that need to be answered in advance, feel free to call me at (661) 362-3912 or send me an e-mail erika.torgeson@canyons.edu. I will respond to you within 48 hours and please write COUNS 150 # 29654 in the subject line.

I'm looking forward to working with you this semester!

**Erika Torgeson**
Counseling Faculty – College of the Canyons