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**Counseling 120**

**College and Career Success**

**Course Syllabus**

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| *Fall 2012*  *Section 0319*  *Section 0318*  *Classroom:* | August 20 - December 17    Monday/Wednesday 9:30 – 10:45 (3 units)  Monday/Wednesday 11:00 to 12:15 (3 units)  A109 |
| *Instructor:*  *Email:* | Paul A. Delys  pdelys@san.rr.com |
| *Required Text:* | An online version of College and Career Success, 5th  Edition by Dr. Marsha Fralick. This interactive online edition is called "College Scope". |
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| *Course Credit:* | Credit for Associate Degree, General Education Credit for California State Universities, Area E; and University of California Transferable. |
| *Materials:* | Pens, Pencils, and Hi-liters. Ream of white paper. |
| *Accommodations:*  *Teaching*  *Philosophy:* | Academic accommodations are available for students  with disabilities. Please identify yourself and/or  Disabled Students Programs and Services staff so that the appropriate accommodations can be made.  Teach you and you will forget  Show you and you will remember  Involve you and you will understand |

*College Scope*

***You can purchase the E-text in two ways.***

**First Choice:** Go to http://www.collegescope.com/ccs/cuyamaca and purchase the E text with a credit card fee of $50.00. You will be given an access code to register.

**Second Choice:** Purchase a "Counseling 120 College Scope" card in the Cuyamaca College Bookstore for $65.  On the back of the card you will find the website for College Scope. It will have a shaded box that contains the access code. You have to scratch the shaded area with a coin to get the access code.

***Registration and Log-in Instructions:***

You may register and complete Chapter One in College Scope without paying the fee. Be sure to indicate Paul Delys when it asks for your instructor’s name when registering. The next time you access the site, click on "Login" and use the e-mail address and password you created.  Remember to write down your e-mail address and password so you can access your account in the future. You will have to pay for College Scope before you are allowed to begin Chapter Two.

If you experience difficulties with College Scope call (888) 295-1520 Monday thru Friday 9:00 am to 5:00 pm Eastern Standard Time.

*Blackboard*

***Log in instructions***

Cuyamaca College registered you in Blackboard when you enrolled in my class. The directions for logging on to Blackboard are:  Go to: <http://bb.gcccd.net/> and log in using the following directions.

     Your **username** is your first name**.**last name in lower case.  
     Example: Joe Smith is joe**.**smith

     Your **password** is your 6 digit birth date  
     Example if you were born Jan 1, 1989  
     Your password would be 010189

If you experience difficulties with Blackboard call the help desk at (619) 660-4395

***Student Learning Outcomes:***

Students will:

* Examine various motivational strategies and apply them to their success in college, in their career and in their life.
* Explore their personality types and related careers to decide on an appropriate major and career.
* Analyze their learning style and multiple intelligences and list learning strategies that will help them to be productive in school, on the job and in their personal life.
* Explore their vocational interests and values and identify careers that match their interests and values.
* Complete an educational plan to match their major and career goals and begin to develop job seeking skills.
* Utilize time and money management strategies to accomplish their short and long-term goals.
* Apply memory techniques to improve college reading.
* Practice strategies for effective note taking, writing and speaking in college.
* Practice strategies for test preparation, taking tests and coping with test anxiety.
* Analyze their communication style based on their personality type and practice effective communication techniques which can be used to improve personal and professional relationships.
* Identify fallacies in reasoning, levels of moral reasoning, and creative thinking techniques and apply these thinking techniques to practical situations.
* Increase awareness of health habits that affect longevity.
* Increase their appreciation of diversity in college, on the job and in their personal lives.
* Increase awareness of their life stage and apply positive thinking strategies to their future college, career and lifelong success.

***Attendance***

Since many exercises are done in class, it is essential to attend class regularly. If you accumulate four (4) absences you will be dropped from the class. The deadline for dropping classes without penalty is November 8. It is your responsibility to drop the course with Admissions. If you do not drop by the November deadline you are subject to a failing grade. Take attendance seriously.

See me about excessive absences only if you have extraordinary circumstance such as extended illnesses of more than one day, hospitalization or other serious personal problems. Tardiness is considered “not consistent attendance” and you will be penalized. If you are late four times you will lose 25 points in the attendance section. Try to make personal, medical or dental appointments on days when you don't have class.

Class participation is a crucial component of your academic success. I believe that everyone has a considerable wealth of information, knowledge, and personal experience that can contribute to class discussions. I encourage you to take an active part in class discussions and in sharing your experiences. Much of the class time will be spent on group and individual interactions. You cannot participate if you are absent.

***Classroom Behavior***

* Each student is responsible for maintaining professional behavior at all times. Verbal and personal assaults will not be tolerated.
* Be prepared for class. However, come to class even if you are not prepared.
* Show respect by listening to other students’ opinions and ideas.

Feel free to express your own opinions and ideas.

* Talking while another student is talking will not be tolerated.

Talking while the instructor or a guest speaker is talking will not be tolerated.

* No cell phone usage is allowed during class time. All cell phones must be turned off prior to the beginning of class. If your cell phone rings, beeps or sends you message reminders, you will have 10 points taken away. In order to be fair if my cell phone rings all students in the class receive 10 points.

***Assignments***

If you will be absent you must submit your assignment by class time on the day it is due. I encourage you to do you work well ahead of time in case your computer crashes or your printer breaks down. All assignments are due on Monday unless notified by me. No late assignments will be accepted after September 12. If you will be absent you must email me your assignments by class time.

***College Scope Assignments******Points***

1. ***14 Chapter Quizzes 280 points***

Every chapter has five quiz questions. Each question is worth four points. You earn 20 points for 80% or higher and 10 points for 70%. A score below 70% will earn no points. No late chapter quizzes will be accepted after September 12. If you will be absent you must email me your assignments by class time.

***B. 14 Chapter Journal Entries 350 points***

Every chapter has five journal entry questions. Each question is worth 5 points. You will complete the assignment and bring a copy to class. Handwritten papers will not be accepted. No late journal entries will be accepted after September 12. If you will be absent you must email me your assignments by class time.

***Blackboard Assignments******Points***

**14 Assignments 370**

Blackboard assignments are due on Monday. No late Blackboard assignments will be accepted after September 12. If you will be absent you must email me your assignment by class time.

Blackboard assignments are worth 25 points except for the Diversity chapter which is worth 45 points. There are several written assignments that are mandatory for passing this class. They require a cover page. You must use the following title on the cover page.

**If you have no activity in College Scope or Blackboard for two weeks I will drop you from my roster.**

Name

Counseling 120

Fall 2012

Section #

Row and Seat Number

Title of Paper

If you do not follow this format or if there are any pencil, pen or any other markings on the cover sheet or the paper you will lose points. No late or hand written papers will be accepted.

***Participation Points*** ***Points***

Attendance 100 points

If you have no absences you will receive 100 participation points.

One (1) absence will lose you 25 points.

Two (2) absences will lose you 50 points.

Three (3) absences will lose you 75 points.

Four (4) absences will lose you all 100 points and I will drop you from my roster. It will be your responsibility to drop the class with admissions by November 8. If you do not drop by the November 8 deadline you are subject to a failing grade.

***Mandatory assignments for passing the course.***

* 10 Day Habit Change
* Weekly Planner Analysis
* Test Anxiety Inventory
* Live to 100/My Plate
* Diversity Poster

***Final Exam Points***

Comprehensive Exam 100 points

* Monday December 17 9:30 to 11:30 am

***Exempt from final***

* If you have no absences after September 12
* Complete all mandatory assignments
* Have an “A” grade.
* You will not receive points only an exception.

All other students must take the exam. If final exam is required, failure to complete the final exam will result in an "F" grade for the course.

***Grades***

***Points Percent Grade***

**1200-1080 90-100% A**

**1079-960 80-89% B**

**959-840 70-79% C**

**839-720 60-69% D**

**719 -000 59-00% F**

**Class Calendar**

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| ***Week 1*** | ***August 20 & 22***  Introduction to Counseling 120  Course Syllabus and Calendar  College Scope and Blackboard  Student Introductions |
| ***Week 2*** | ***August 27 & 29***  College Scope: Chapter 1 (Understanding Motivation)  Quiz and Journal Entries  Blackboard: Assignment #1 |
| ***Week 3*** | ***September 3 (holiday) & 5***  College Scope: Chapter 2 (Exploring Your Personality & Major)  Quiz and Journal Entries  Blackboard: Assignment #2 |
| ***Week 4***  ***Week 5*** | ***September 10 & 12***  College Scope: Chapter 3 (Learning Style and Intelligence)  Quiz and Journal Entries  Blackboard: Assignment #3    ***September 17 & 19***  College Scope: Chapter 4 (Exploring Interests and Values)  Quiz and Journal Entries  Blackboard: Assignment #4 |
| ***Week 6*** | ***September 24 & 26***  College Scope: Chapter 5 (Planning Your Career and Education)  Quiz and Journal Entries  Blackboard: Assignment #5 |
| ***Week 7*** | ***October 1 & 3***  College Scope: Chapter 6 (Managing Time and Money)  Quiz and Journal Entries  Blackboard: Assignment #6 |
| ***Week 8***  ***Week 9*** | ***October 8 & 10***  College Scope: Chapter 7 (Improving Memory and Reading)  Quiz and Journal Entries  Blackboard: Assignment #7    ***October 15 & 17***  College Scope: Chapter 8 (Taking Notes, Writing, and Speaking)  Quiz and Journal Entries  Blackboard: Assignment #8 |
| ***Week 10*** | ***October 22 & 24***  College Scope: Chapter 9 (Test Taking)  Quiz and Journal Entries  Blackboard: Assignment #9 |
| ***Week 11***  ***Week 12*** | ***October 29 & 31***  College Scope: Chapter 10 (Communication and Relationships)  Quiz and Journal Entries  Blackboard: Assignment #10  ***November 5 & 7***  College Scope: Chapter 11 (Critical Thinking & Creatively)  Quiz and Journal Entries  Blackboard: Assignment #11 |
| ***Week 13*** | ***November 12 (holiday) & 14***  College Scope: Chapter 12 (Maintaining a Healthy Lifestyle)  Quiz and Journal Entries  Blackboard: Assignment #12 |

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| ***Week 14*** | ***November 19 & 21***  College Scope: Chapter 13 (Appreciating Diversity)  Quiz and Journal Entries  Blackboard: Assignment #13  Part I is due on November 19  Part II is due on December 3 |
| ***Week 15*** | ***November 26 & 28***  College Scope; Chapter 14 (Looking Toward the Future)  Quiz and Journal Entries  Blackboard: Assignment #14 |
| ***Week 16***  ***Week 17*** | ***December 3 & 5***  Blackboard: Diversity Presentations      ***December 17***  *Final Exam*  Section #0319 Monday December 17 (9:30am to 11:30 pm)  Section #0318 Wednesday December 12 (11:00am to 1:00pm) |
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