Course Overview

This course is designed to help students gain an understanding of the process of learning and acquire the skills and behaviors necessary to be successful in college. Students will learn about the opportunities, resources, and support services available at Los Angeles Mission College. This course will provide instruction, guidance and practice in areas essential to academic success.

Course Topics Include:

- Goal Setting
- Time Management
- Textbook Reading & Study Skills
- Test Taking
- Concentration and Memory
- Educational Planning
- Lecture Note Taking

Student Learning Outcomes (SLOs):

- Identify at least 3 student services that will enhance your attainment of your educational objective.

- Recognize the demands of college environment in relation to the need for effective time management and study strategies.

- Synthesize a Student Education Plan using the catalog and understand how it applies to educational goals.

Class Materials and Supplies Required for Each Week Class Session:

1) 2 different color highlighters (or pens)
2) 3 x 5 index cards
3) Loose leaf paper to take notes
4) Textbook: PD 17 Workbook (available at the Eagle’s Landing Student Store)
5) A 3 ring binder with 8 tabs for weekly handouts and storage of all material presented in class
6) College Catalog (will be provided to you)

Syllabus Revision: The instructor, as needed during the course, may revise the syllabus. Revisions may address both the schedule and the content of the material presented. Students will receive ample notice of revisions.

“Student success has less to do with ability and IQ than with a positive attitude, Curiosity, determination, effort, character, and learning how to learn.”

Sharon K. Ferrett, Student Success Educator
WHAT TO EXPECT FROM PD 17

Classroom Guidelines:
All cell phones, mp3 players and other electronic devices must be off & put away before entering class. If these are seen during class, they will be confiscated. You will lose 10 pts from the day’s participation grade. Talking when your instructor or another student is presenting is not permissible. If this continues after one warning, you will lose 10 pts from the day’s participation grade.
Disrespectful and/or dishonest behavior will not be tolerated and may result in you being dropped from the class.
No food or drinks (except water) may be consumed in class. Once the class has begun you are not to leave the room unless there is an urgent necessity.

Course Requirements:
As in all academic courses, this course requires that you do work outside of class. The average requirement is one hour of study for each hour spent in class.
- All assignments must be typed (double space, font 12 size) except when answering questions on a form.
- On time homework will be collected at the beginning of the class session.
- Late assignments will be accepted only up to one week after the due date.
- The maximum points possible for late assignments will be $\frac{1}{2}$ of the original points.

Attendance
Students who attend class weekly, on time and come prepared are more likely to succeed. This means more than just showing up. It means being in your seat at the start of class with your materials out and your homework done, ready and willing to participate. If you are not present when your name is called, you must wait until the end of class to speak to the instructor to mark you tardy.

Tolerance & Honesty
In a class like this, where each person is asked to constantly share their writing and their ideas, it is essential that we all create and maintain an atmosphere of tolerance and respect. Everybody should feel able to speak and everybody should be willing to listen. While I invite and encourage debate and differences of opinion, I do not tolerate hateful or malicious commentary. All students are expected to be in complete compliance with Los Angeles Mission College policy on academic honesty. In no instance will cheating or plagiarism of any type be tolerated in this course. Any student found to be behaving in an inappropriate manner will receive a failing grade for the semester and may be removed from the class.

Participation
As a seminar, your involvement in each class session is expected and includes, practicing strategies, active listening, note taking, asking/answering questions, volunteering, working in pairs or small groups, presenting orally, completing evaluations & summaries of class sessions, etc.

Quizzes & Index Cards
You will be expected to be prepared for quizzes on the material handed out in class and on the required readings. For the first 2 quizzes you are to prepare by creating and studying a set of study cards. For the next 2 quizzes you may prepare study notes using any of the methods presented in class, but they must include anticipated quiz questions. On the day of each quiz you will be required to take the quiz with the use of the cards OR without the use of the cards. AND to turn the cards in for review. You will not know in advance if you will be able to use your cards while taking the quiz.

Homework:
Short homework assignments will be given regularly and are indicated on the course outline. These assignments will often be the basis for the class activity of the day and are necessary for your active participation.

Major Assignment:
You will be required to turn in 1 major assignment for 100 points.
**Reading Assignments**

All reading assignments scheduled for each class meeting should be read prior to attending class on that day. The instructor will review the material during lecture and you will have an opportunity to ask questions to enhance the information you have learned.

**Important Dates:**

<table>
<thead>
<tr>
<th>ADD Deadlines (Late ADDS are not permitted)</th>
<th>5-week A</th>
<th>7-week</th>
<th>8-week</th>
<th>5-week B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add ..................................</td>
<td>June 17</td>
<td>June 22</td>
<td>June 22</td>
<td>July 22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DROP Deadlines</th>
<th>5-week A</th>
<th>7-week</th>
<th>8-week</th>
<th>5-week B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to drop without a “W” ...............</td>
<td>June 17</td>
<td>June 22</td>
<td>June 22</td>
<td>July 22</td>
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<tr>
<td>Last day to drop classes with a “W” ...........</td>
<td>July 8</td>
<td>July 19</td>
<td>July 24</td>
<td>August 12</td>
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</table>

**Grade Monitor**

Refer back to this chart to track how you are progressing in this class. You can fill in your points as you go.

- **Major Assignment Total** = ___________ +
- **Quizzes Total** = ___________ +
- **Homework Total** = ___________ +
- **Journals** = ___________ +
- **Case Studies** = ___________ +
- **Final Exam** = ___________ +

**Total Class Points: ___________**

<table>
<thead>
<tr>
<th>Major Assignment / Final Exam</th>
<th>Quizzes &amp; Study Cards / Notes</th>
<th>Homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Plan</td>
<td>10 points each</td>
<td>Week 1: 45 pts</td>
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<tr>
<td>Total Points: 100</td>
<td>Quiz #1</td>
<td>Week 2: 35 pts</td>
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<td></td>
<td>Quiz #2</td>
<td>Week 3: 30 pts</td>
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<td></td>
<td>Quiz #3</td>
<td>Week 4: 20 pts</td>
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<td>Quiz #4</td>
<td>Week 5: 60 pts</td>
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<td></td>
<td>Quiz #5</td>
<td>Week 6: 20 pts</td>
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<td>Total Points: 50</td>
<td>Week 7: 10 pts</td>
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<tr>
<td>Final Exam</td>
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<td>Total Points: 220</td>
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<td>Total Points: 30</td>
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</table>

<table>
<thead>
<tr>
<th>Journal Assignments</th>
<th>Case Studies</th>
<th>Class Grades</th>
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</thead>
<tbody>
<tr>
<td>Journal 1 – 7</td>
<td>5 Case Studies (points vary)</td>
<td>450 – 500 = A</td>
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<tr>
<td>5 points each</td>
<td>Total Points: 65</td>
<td>400 – 449 = B</td>
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<tr>
<td>Total Points: 35</td>
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<td>350 – 399 = C</td>
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<tr>
<td></td>
<td></td>
<td>300 – 349 = D</td>
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<tr>
<td></td>
<td></td>
<td>0 – 299 = F</td>
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</tbody>
</table>
# PD 17 - College Survival Skills Development – 1 unit (CSU)

<table>
<thead>
<tr>
<th>Week #</th>
<th>DATE</th>
<th>TOPIC / ASSIGNMENT</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>June 16(^{th}), Tuesday</td>
<td>Introduction – Review Class Syllabus and Assignments</td>
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<tr>
<td></td>
<td></td>
<td><strong>Read:</strong></td>
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<tr>
<td></td>
<td></td>
<td>Course Syllabus</td>
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<td></td>
<td>Glossary of Terms</td>
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<td><strong>Activity:</strong></td>
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<td></td>
<td></td>
<td>Differences between High School and College pg. 3</td>
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<td>College Success pg. 6</td>
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<tr>
<td></td>
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<td>Forecast Success pg. 7</td>
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<td></td>
<td><strong>Assignment</strong></td>
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<tr>
<td></td>
<td></td>
<td>Syllabus Search Sheet pg. 8 (10 points)</td>
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<td>Student Information Sheet handout (10 points)</td>
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<td>College Expectations Sheet handout (10 points)</td>
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<td><strong>All Due Thursday, June 18, 2015</strong></td>
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<td>2</td>
<td>June 18(^{th}), Thursday</td>
<td>Activity:</td>
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<td>Student Services Scavenger Hunt</td>
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<td><strong>Assignment:</strong></td>
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<td>Complete Student Services Scavenger Hunt (15 points)</td>
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<td><strong>Journal #1: Where do you see yourself in 3-5 years?</strong></td>
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<td><strong>All Due Tuesday, June 23, 2015</strong></td>
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<td></td>
<td>Study for Quiz #1 on Syllabus and Glossary of College Terms</td>
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<td>2</td>
<td>June 23(^{rd}), Tuesday</td>
<td>Introduction to LAMC College Catalog</td>
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<td><strong>Read:</strong></td>
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<tr>
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<td>College Catalog pgs. 24 – 69</td>
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<td></td>
<td>LACCD Student Email packet pgs. 17 – 26</td>
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<td></td>
<td></td>
<td>Financing Your Education pgs. 156 – 158</td>
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<tr>
<td></td>
<td></td>
<td>Financial Literacy and Planning pg. 175</td>
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<td></td>
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<td><strong>Take Quiz #1: Syllabus (10 points)</strong></td>
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<td><strong>Lecture:</strong></td>
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<td>Campus Resources</td>
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<td>Academic Policies</td>
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<td>LACCD Email</td>
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<td></td>
<td><strong>Activities:</strong></td>
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<tr>
<td></td>
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<td>Campus Resources and Academic Policies pgs. 9 – 16</td>
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<td></td>
<td></td>
<td>Case Study #1 – Student Services Resources (15 points)</td>
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<td><strong>Assignment:</strong></td>
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<td></td>
<td>Complete Campus Resources and Academic Policies pgs 9 – 15 (15 points)</td>
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<td><strong>Due Thursday, June 25, 2015</strong></td>
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</tbody>
</table>
**June 25th, Thursday**

**Read:**
- Financing Your Education pgs. 156-158
- Financial Literacy and Planning pg. 175

**Lecture:**
- Financial Aid and Scholarships

**Activities:**
- F.A. and Foundation Scholarships choose one and apply
- Researching Your Financial Goals pg. 176

**Assignment:**
- Scholarship application (10 pts)
- Dan’s Budget pg. 178 (10 pts)

*Journal #2: What is one thing you can change today to help you become more successful in college?*

*All Due Tuesday, June 30, 2015*

Study for Quiz #2 on reading assignments for week 2

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3 **June 30th, Tuesday**

**Introduction to College; Strategies for Success**

**Read:**
- Habits of Mind handout pg. 34
- Article on Brainology pgs. 35-39
- Tips for Effective Studying pg. 42
- Learning Styles pgs. 48-49

*Take Quiz #2: Campus Resources, Academic Policies, LACCD Student Email & Financial Literacy*

**Lecture:**
- Time Management & Effective Studying
- Growth Mindset
- Learning Styles

**Activities:**
- Study Habits Self-Assessment pgs. 43-45

**Assignment:**
- Complete Study Habits Self-Assessment pgs. 43 – 45 (10 pts)
- Learning Styles Inventory pgs. 46 – 47 (10 pts)
- Case Study #2 – Eliminating Distractions (15 pts)

*All Due Thursday, July 2, 2015*

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**July 2nd, Thursday**

**Read:**
- Cornell Note Taking pgs. 50-52
- Successful Test Taking Habits pgs. 54-56

**Lecture:**
- Note Taking Skills
- Effective Writing and Speaking
Activities:

Journal #3: What is your preferred style of learning?...Due Tuesday July 9, 2015

Assignment:

Turn in two pages of class notes using any style (10 pts)....Due Thursday July 9, 2015
Study for Quiz #3 on reading assignments for Week 3

4 July 7th, Tuesday Critical Thinking

Read:
10 Basic Steps to Writing a Research Paper pgs. 148 – 155

Activity:
Library Tour (report to LRC 205 at 8:30am)

July 9th, Thursday

Read:
Critical Thinking pgs. 59-60
Article on Learning to Learn pgs. 64-88
How to Form a Study Group pg. 99
Metacognitive Reading pg. 38 (“Becoming a Master Student”) & What is Metacognition? (Article)

*Take Quiz #3: Reading assignments for Week 3 (10 pts)

Lecture:
Critical Thinking and Metacognition

Activity:

Journal #4: Which of your current classes would you describe as your favorite? Do you think that your choice has anything to do with the instructor’s teaching style? Why or why not? Due Tuesday, July 14, 2015

Assignment:
Metacognitive Reading Log (10 pts)
Library Research Assignment pg. 147 (10 pts)
Due Tuesday, July 14, 2015
Study for Quiz #4

5 July 14th, Tuesday Time Management, Goal Setting

Read:
Time Management Strategies Packet pgs. 27-33

*Take Quiz #4: Reading assignments for Week 4 (10 pts)

Lecture:
Mindfulness, Health, Well Being (need reading pages)

Activities:
Identifying Priorities pg. 100
Case Study #3: Mary’s Dilemma (10 pts)
Due Thursday, July 16, 2015
Stress Awareness pg. 105
What Matters Most to Me pgs. 119-120
Assignment:
    ABC To Do List (10 pts)
    Due Thursday, July 16, 2015

July 16th, Thursday

Read:
    Time Management Strategies packet (continued), pgs. 27 – 33

Lecture:
    Goal Setting & Values

Activities:
    Get SMART pg. 124 (10 pts)
    Goal Setting Activity pgs. 121-123 (10 pts)
    Case Study #4: Setting Priorities (10 pts)
    All Due Tuesday, July 21, 2015

Assignment:
    Where Does Time Go? pg. 101 (10 pts)
    Time Management Worksheet pgs. 102 (10 pts)
    Fixed Commitment Calendar pgs. 103-104 (10 pts)
    Study for Quiz #5 on reading assignment for week 5

6 July 21st, Tuesday  Career Exploration and Student Ed Planning

Read:
    Major and Career to Ponder pgs. 113-14

Lecture:
    PowerPoint – Major/Career Exploration

Activities:
    Start Checklist pg. 106
    Review Career Assessment and Exploration Resources pgs. 107 – 108
    Holland Interest Survey pg. 111
    Personality Counts pg. 112

Assignments:
    Myers Briggs Type Indicator pgs. 115-116 (10 pts)
    Career/Transfer Center Activity pgs. 117-118 (10 pts)
    Due Thursday, July 23, 2015

July 23rd, Thursday

Lecture:
    PowerPoint Myers-Briggs Type Indicator and Holland Interest Survey Evaluation:
    Making Sense of It pgs. 109 – 110, 116

Assignment:
    Journal #5: What are your most pressing obligations other than your studies that will have to fit into your time management plan? Are there any of them more important to you than doing well in college? Why or why not?
    Due by Tuesday, July 28, 2015
    Study for Quiz #5: Educational Plan
7  July 28th, Tuesday  Effective Communication and Motivation

Read:
- Higher Education Opportunities pg. 125
- Transferring to the UC and CSU pgs. 128-132

Lecture:
- PowerPoint Certificate & Degree Completion & Transfer Process

Activity:
- Start Checklist (continued) pg. 106

Assignments:
- Ed Planning Project pgs. 143 – 144
- Road to Success handout pg. 126 (10 pts)
  
  *Due Thursday, July 30, 2015*

July 30th, Thursday

Read:
- Guidelines for Student Educational Planning pg. 133
- How To Use Assist.org pg. 142

*Lecture:*
- PowerPoint Certificate & Degree Completion & Transfer Process (continued)

Activity:
- Ed Planning Project
- Case Study #5 – Student Ed Plan pgs. 145 – 146 (15 pts)
  
  *Journal #6: Would you describe your major as something you’re really passionate about? Why or why not? If your answer is no, why are you pursuing this particular major? All Due Tuesday, August 4, 2015*

Assignments:
- Ed Planning Project (continued) pgs. 143 – 144 (100 pts).....*Due Thursday August 6, 2015*

8  August 4th, Tuesday  Effective Communication, motivation; Final

Read:
- “College Success Simplified” pgs. 13 – 16
- “Your Guide to College Success” pgs. 9 – 10
- “Becoming a Master Student” pg. 14

*Lecture:*
- PowerPoint on Motivation and Healing Feelings
- PowerPoint on Effective Communication

August 6th, Thursday

*Journal #7 (In-Class): How have you grown? Imagine when you first stepped into this classroom and how you have grown in these 8 weeks. What did you like the most about this class? What did you like the least?*

Final Exam