Basic Course Information

Semester	**Winter 2021**	**Instructor Name**	**Jose J. Plascencia, MSW**
Course Title	**Counseling 120 – College Success Skills**	**Email**	**jose.plascencia@imperial.edu**
CRN#	**30002**	**Office**	**Counseling Center (EOPS Office)**
Room	**Online**	**Office Hours**	**By Appointment (Via Zoom)**
Class Dates	**June 21, 2021 – July 29, 2021**	**Office Phone**	**(760) 355-6272**
Class Days	**Online**	**Contact Phone**	**(760) 355-6272**
Class Times	**Online**	**Emergency Contact**	**(760) 693-2903**
Units	**Three (3) units**	**Optional Zoom Meetings**	**TBD**

Course Description

This course is designed to assist students in learning how to reach their collegiate and life planning goals. Topics include college orientation, study skills, cultural diversity awareness, self-evaluation of personal characteristics related to educational success, and transitioning to college life. The central theme of the course is a holistic approach to the individuality of students in higher education, which include race, ethnicity, gender, sexual orientation and age. Strategies covered will include skills such as creative goal setting, note-taking, listening, time-management, learning styles, critical thinking, test taking, library and financial resources and educational program planning. Course is recommended for new and continuing students. (CSU, UC)

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Identify ten campus resources and be able to explain what resources they find are important for their personal college success. (ILO1, ILO3, ILO4)

2. Identify three study tips and three ways to take notes and state how improving these techniques are important for student college success. (ILO2, ILO3, ILO4)

3. Identify what is their short term/long term academic goal(s). ILO1, ILO2, ILO3)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Distinguish and Identify campus student support services on campus

2. Construct a personal timeline utilizing course information about important college dates and deadlines used for class assignments, personal priorities and to assist with development of educational plan.

3. Identify and utilize programs, services and resources, both on campus and in the community, that meet the individual student needs.

4. Identify and utilize academic skills such as test taking, note-taking, textbook reading techniques, time-management learning styles for the purpose of maximizing their learning in college courses.

5. Identify and utilize programs, services and resources, both on campus and in the community, that meet the individual student needs.

6. With presentation from librarian, define & utilize effective library research strategies by locating informational sources in campus library and World Wide Web and translate skills to formalize class projects.

7. Identify and demonstrate orally and in writing effective communication skills to enhance positive interpersonal relationships.

8. Analyze the value of nutrition, physical and mental fitness, and how these relate to their personal success.

9. Analyze attitude, motivation, behavior, and their impact on academic performance and success; identify the role of personal, family, cultural, and societal assumptions and expectations.

10. Analyze educational forecasting; recognize the ways group identification, gender identity and family roles impact experiences and assumptions.

11. Describe their personal cultural identity and recognize cultural, linguistic and physical ability groups.

12. Develop critical thinking skills as they relate to personal and educational development.

Textbook & Other Resources or Links

Textbook: College Success, Amy Baldwin, University of Central Arkansas, Open-Stax Publisher.

Online: You can view the book online at this url: https://openstax.org/details/books/college-success " Download for free at https://openstax.org."

Course Requirements and Instructional Methods

This course will be completed in an online environment. Students will be expected to complete each module within the given time frame. All of the assignments will be completed online via CANVAS.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Instructor Expectations:
o Students who do not participate during week one are automatically dropped. (Participation means turning in "**First Week Assignment, which is located in the Getting Started Module**)
o If you stop attending class, make sure to drop yourself from the class.
o Work is to be turned in on due date – no late work unless exception is made.
o You are responsible for knowing and observing due dates for all assignments.

What to Expect from your Instructor:
o All your assignments will be graded within one week from their due date.
o To contact me, email me: jose.plascencia@imperial.edu; you can also use the "Inbox" in Canvas to message me.
o Your emails will be answered within 24-48-hours (emails are typically answered within a few hours).
o My office hours are through Zoom.

o We will have optional Zoom meetings where we can discuss assignments or other issues.

o My goal is to help you succeed, so please reach out to me if you have any questions/doubts.

Three Exams (120 pts)

There will be three exams given throughout the semester. The first exam will cover the first four chapters (Chapters 1-4). The second exam will cover the next four chapters (5-8). The third exam will cover the last four chapters (9-12). The exams will be multiple choice, T/F, fill in the blank, and short answer. The content for these exams will be based on course competencies 1 – 12. Exams will be posted on CANVAS. They are untimed and you will only have one attempt.

Submitting your Exam after the due date will lose points.

Quizzes (120 pts)

There will be a total of 12 quizzes during the semester. These quizzes be true/false, multiple choice or fill in the blanks. Quizzes will be posted on each chapter module on CANVAS. They are untimed and you will have two attempts. CANVAS will record the highest of your two attempts.

Submitting quizzes after the due date will lose points.

Lab Assignments (120 pts)

These assignments are considered free writing assignments. They are related to the topics covered in each chapter but are open ended questions, so you can write about anything as long as it relates to the prompt. Each lab assignment will be half a page to one-page response, which you will upload to CANVAS by the due date**. No one word or one sentence answers.** You can submit your answers by uploading them as a text entry on CANVAS or upload files (preferably PDF or WORD files but you can also use GOOGLE Docs).

Submitting lab assignments after the due date will lose points.

Review Questions (120 pts)

These review questions are assignments that will test your critical thinking skills. There is no "right or wrong" answer to these questions. Rather you will earn points by how well you use your critical thinking skills. You will need to provide at least two or three sentences or (at least 50 words) for each answer. **No one word or one sentence answer.** You can submit your answers by uploading them as a text entry on CANVAS or you can upload files (preferably PDF, WORD file but you can use GOOGLE Docs).

Submitting your review questions after the due date will lose points.

Scavenger Hunt Assignment (50 points)

For this assignment, you are to research ten (10) resources available to you as a student at Imperial Valley College. These resources can include programs, offices, or services to help you with anything you may need to succeed at Imperial Valley College. Please check CANVAS for due date and a more thorough explanation on how to complete the assignment.

Submitting your scavenger hunt assignment after the due date will lose points.

Student Educational Plan (50 points)

For this assignment, you are to schedule an appointment with an academic counselor and complete a comprehensive educational plan or COMP SEP. Every student at Imperial Valley College is to have a COMP SEP on file during their first semester at Imperial Valley College. A COMP SEP will assist you in making sure you are taking the correct courses for you to complete your certificate, associate degree or transfer to a university. Please check CANVAS for due date and a more explanation on how to complete this assignment.

Submitting your student educational plan after the due date will lose points.

Course Grading Based on Course Objectives

You may earn up to **580** points, as follows:

Grading Scale:

Three Exams (40 pts each x 3)	120 pts	A **522 - 580**
Quizzes (10 pts each x 12)	120 pts	B **464 - 521**
Lab Assignments (10 pts each x 12)	120 pts	C **406 - 463**
Review Assignments (10 pts x 12)	120 pts	D **348 - 405**
Scavenger Hunt (50 pts each x 1)	50 pts	F **Below 347**
Student Educational Plan (50 pts x 1)	50 pts	

Attendance

Your attendance and participation is key. Log into CANVAS regularly every week to complete scheduled assignments. Students who do not log into Canvas and complete weekly assignments may be dropped from course. In addition, failure to complete assignments on time may result with reduction in class points.

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class.   Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

What does it mean to "attend" an online class?
Attendance is critical to student success & for IVC to use federal aid funds. Acceptable indications of attendance are:
Student submission of an academic assignment
Student submission of an exam
Student participation in an instructor-led Zoom conference
Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
A posting by the student showing the student's participation in an assignment created by the instructor
A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.
Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

LAST DAY TO DROP FROM THE CLASS WITH A "W" IS ON JULY 21, 2021.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.

    • Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General Catalog for more information on academic dishonesty or other

misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

How do I show academic honesty and integrity in an online "classroom"?

- **Keep Your Passwords Confidential.**
  o You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **Complete Your Own Coursework.**
  o When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor)

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
  • Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
  • Having someone else take an exam or quiz for you;
  • Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
  • Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
  • Excessive revising or editing by others that substantially alters your final work;
  • Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
  • Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Tentative Schedule of Assignments (Subject to Change)		
Date or Week	**Activity, Assignment, and/or Topic**	**Assignments Due**
Week 1 June 21 - June 24	Chapter 1: Exploring College	See Canvas Module
Week 1 June 21 – June 24	Chapter 2: Knowing Yourself as a Learner	See Canvas Module
Week 2 June 28 – July 1	Chapter 3: Managing Your Time & Priorities	See Canvas Module
Week 2 June 28 – July 1	Chapter 4: Planning Your Academic Pathways	See Canvas Module
Week 2 June 28 – July 1	Exam #1 (Chapters 1-4)	See Canvas Module
Week 3 July 5 – July 8	Chapter 5: Reading & Notetaking	See Canvas Module
Week 3 July 5 – July 8	Chapter 6: Studying, Memory & Test Taking	See Canvas Module
Week 4 July 12 – July 15	Chapter 7: Thinking	See Canvas Module

Week 4 July 12 – July 15	Chapter 8: Communicating	See Canvas Module
Week 4 July 12 – July 15	Exam #2 (Chapters 5-8)	See Canvas Module
Week 5 July 19 – July 22	Chapter 9: Understanding Civility & Cultural Competence	See Canvas Module
Week 5 July 19 – July 22	Chapter 10: Understanding Financial Literacy	See Canvas Module
Week 5 July 19 – July 22	Chapter 11: Engaging In Healthy Lifestyle	See Canvas Module
Week 5 July 19 – July 22	Chapter 12: Planning for the Future	See Canvas Module
Week 5 July 19 – July 22	Exam #3 (Chapters 11-15)	See Canvas Module