

Imperial Valley College
COUN 120 College Success Skills
Spring 2013

Instructor: Crystal McSee
Class Time: Friday 8:35a.m.-11:45a.m. (CRN# 20229)
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Contact Number: (760) 355-6129 *line is shared with IVC Counselor Lilia Neidiffer
Office Hours: By Appointment Only

Required Textbook: The Essential Guide to Becoming a Master Student (2nd Edition)
Dean Mancina, Sherri Singer, & Oscar Velasquez.

Course Description: This course is designed to assist students in learning how to reach their educational and life planning goals. Topics covered will include orientation to Imperial Valley College, study skills, and personal adjustments to college life. Strategies covered will include skills such as creative goal setting, note-taking, listening, time-management, learning styles, test taking, library and financial resources and educational program planning.

Student Learning Outcome (IVC): Students will identify campus resources, develop short term/long term goals, and time management skills.

Course Requirements:

Attendance (50 pts)

Attendance is mandatory. If for any reason you will be absent, please inform the instructor in advance when possible. If you decide not to continue the course, you are responsible for dropping the class by the drop date. Keep in mind; two tardies are equivalent to one absence.

Class Participation (50 pts)

Class participation is an important part of this course. Students are expected to complete any assigned reading(s) prior to the class meeting. In addition, students should be prepared to participate in class discussions and/or activities.

Case Studies (100 pts)

More information regarding this assignment will be given in class.

Scavenger Hunt (50 pts)

Students will work together as a group for this in-class assignment. The exercise is designed to ensure students can easily identify campus recourses. This will also help students to develop leadership and organizational skills.

E-Mail Activity (50 pts)

Students will proof read an e-mail and identify any errors. In addition, all students will write a professional e-mail to the instructor. More information will be given in class. **Due 1/31**

Personality Test (50 pts)

Students will take an online personality test. Following, they will read their results and copy and paste this onto a Microsoft Word document. On a second page, students will write a paper explaining what the findings mean to them.

Midterm (50 pts)

Students will meet with an Academic Counselor on campus to develop a SEP. Further information regarding this assignment will be discussed in class.

Final (50 pts)

Students will have a cumulative final exam. To ensure you are well prepared please make sure to attend all class meetings, participate in class discussion, and complete all assignments.

Total Points Possible:

Grading:

- A- 400-350 points**
- B- 349-300 points**
- C- 299-250 points**
- D- 249-200points**
- F- 199 & below**

Classroom Etiquette:

- Please make sure to arrive on time & not leave class early.
- No texting or browsing Facebook while in class.
- Set cell phones to “silent” or vibrate” when in class.

Disabled Student Programs and Services (DSP&S):

“Students with disabilities at Imperial Valley College are eligible for accommodations related to their disability under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Services are provided to students with mobility, visual, hearing, speech, and orthopedic impairments, learning disabilities, psychological disabilities, Acquired Brain Injury, and other health impairments. Services are provided on an individual basis and may include reader services, note taking, tutoring, counseling, sign language interpreting, priority registration, learning disability assessment, and adapted computer instruction.”

Any student with a documented disability who may need educational accommodations should notify the Disabled Student Programs and Services (DSP&S) office as soon as possible. Contact Info: (760) 355-6312, Room 2117

Class Agenda

Date	Topic	Homework
Week 1 1/18	Introductions/Syllabus	Buy your Book for class
Week 2 1/25	E-Mail Assignment & Scavenger Hunt	E-Mail Assignment Due 1/31 Read Chapter 1
Week 3 2/1	Chapter 1 Review/Activities	Personality Test (Info will be posted On Blackboard)
Week 4 2/8	No Class	Read Chapter 2
Week 5 2/15	Chapter 2 Review	Read Chapter 3
Week 6 2/22	Review Personality Test Results Chapter 3 Review	Prepare For Midterm
Week 7 3/1	No Class Time for Midterm	Make sure your Midterm Is in order
Week 8 3/8	MIDTERM!	Read Chapter 6
Week 9 3/15	Chapter 6 Review/Activities	Read Chapter 7
Week 10 3/22	Chapter 7 Review/Activities	Read Chapter 10
Week 11 3/29	Chapter 10 Review/Activities	Read Chapter 8 Before next class
Week 12 4/5	NO CLASS THIS WEEK SPRING RECESS!	Enjoy Your Break! ☺
Week 13 4/12	Chapter 8 Review/Activities	Read Chapter 9
Week 14 4/19	Chapter 9 Review/Activities	Read Chapter 5
Week 15 4/26	Chapter 5 Review/Activities	Prepare For Final

Week 16 5/3	Review For Final	Review for Final To ensure you Are prepared
Week 17 5/10	FINAL	Have a wonderful Winter Break!! ☺

***Dates for chapters to be covered are subject to change. However, due dates for the midterm & final will **NOT** change & will remain the same!