**UNIVERSITY COLLEGE**

**COUNSELING DEPARTMENT**

## SYLLABUS / COURSE OUTLINE

**Course Information: NOTE -This is a fictitious course syllabus**

**Course Title:** Introduction to College

**Course Number:** COLL 100F **CRN:** 12345

**Semester:** Spring 2017 **Credits:** One (1) Unit

**Instructor:** Lynda Smith

**Office:** Counseling Rm202

Tuesdays 3:00 – 4:00 p.m.

Also available via Skype, Skype ID **Coll 100F**

**Email:** lsmith@university.edu

**Phone Contact**: 555-555-555

**Class Schedule** Six Weeks (2/5/17 – 3/18/17)

**Class Meetings** 3.0 Hours arranged per week ONLINE

**Text & Materials:** All materials for this course is accessed online at  Cerritos College Canvas Course COLL 100F

Specific text materials are located in the ASSIGNMENTS tab of the website.

**Suggested Text:** "Yes" or "No": The Guide to Better Decisions – Spencer, Johnson ISBN-10: 0887306314

The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change **–** Covey, Stephen R.

ISBN-10: 1451639619

**Prerequisite:** None

**Catalog Course Description**:  The course content will be techniques and skills that can be used to succeed in college. Students will learn specific skills to enhance academic success and will develop their own action plans through self-evaluation. Topics that will be covered include attitude and personal commitment, goal setting, problem solving, decision making, time-management, career choice, campus resources, and study methods.

**Essential Equipment and Facilities**

To successfully complete this course, you will need access to a computer with reliable internet access and software Word 98 or newer, PowerPoint, Excel, and Adobe Acrobat Reader or the equivalent. Typical computer technical requirements are:

|  |  |
| --- | --- |
| Windows 2000 (XP or Vista) 64 MB Ram 28.8 kbps modem (56k or higher recommended) Sound Card & Speakers Mozilla Firefox 2.0 or higher; Internet Explorer 6.0 or higher | Mac OS X or higher 32 MB Ram 28.8 kbps modem (56k or higher recommended) Sound Card & Speakers Mozilla Firefox 2.0 or higher; Safari 2.0 or higher |

**Course Learning Objectives:** By the end of this course, the student will be able to

* Develop an organized time management system.
* Create a personal mission statement.
* Describe a future career choice suitable to their personality.
* List the services of the university campus library available to students.
* Evaluate a career choice for its educational requirements, financial investment, personal commitment, and perceived obstacles.
* Identify a minimum of five characteristics of highly successful persons.

**Instructional Strategies**: This course is offered in an online delivery format. That means that the class will comprise of online collaborative and independent learning activities. The class is highly interactive and coursework is to be arranged at 3.0 hours weekly time online at Cerritos College Canvas Course COLL 100F

**Coursework**

**Weekly Modules:** The class module begins on Monday and ends on Sunday. There are two main parts of each weekly module: 1) individual weekly assignments and 2) online discussion.

**Assignments:** During the course of the semester you will be provided with the opportunity to complete five (5) assignments worth six (6) points each for a total of 30 points. These assignments will be based upon major concepts presented during the course. All assignments need to be posted to the their respective blogs by 11:59pm on the due date

**Discussion Post:** There will be six (6) weekly discussion blog comments worth five (5) points each for a total of 30 class points. These comments are graded based on the following criteria -

* **Preparation:** Contributions should reflect thorough preparation and understanding of the course content.
* **Insight**: The ideas should be substantive, providing understanding and direction for the class.
* **Relevancy:** The points should be relevant to the discussion in terms of increasing other students understanding.
* **Listening**: The comments should take into consideration the ideas offered by others in the class.
* **Risk-taking**: The comments should demonstrate a willingness to explore new ideas.
* **Grammar and response**: Your writing should reflect proper grammar and spelling and you should respond to at least two (2) of your classmates.

**Final Examination:** The final exam consists of two components: a final project and a written exam. For full credit both components must be submitted. Failure to submit either component of the final exam will result in receiving zero (0) credit for this assignment.

**Project:** Each student will be assigned to develop a PowerPoint presentation to be completed as a final project. This presentation will be based on concepts conveyed by the instructor or assigned during the course of the class. This project is worth 20 class points.

**Written Exam:** Each student will complete a final written exam worth 20 class points.

**Late Work:** All work must be turned in by the due date. All late work will reflect a 10% point reduction in grade for each day it is late.

**Methods for Evaluation for Determining Grades**

|  |  |
| --- | --- |
| **Assignment** | **Total Points** |
| Discussion  | 30 |
| Assignments | 30 |
| Final Presentation | 20 |
| Final Exam | 20 |
| Total | 100 Points |

|  |  |
| --- | --- |
| **Points** | **Grade** |
| 90 -100 | A |
| 80- 89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |

**Academic Integrity:** As a learning community, University College emphasizes the ethical responsibility of all its members to seek knowledge honestly and in good faith. Students are responsible for doing their own work, and academic dishonesty of any kind will not be tolerated. Violations of academic integrity include, but are not limited to, cheating, plagiarism, or misrepresentation of information in oral or written form. Such violations will be dealt with severely by the instructor, and/or other designated individuals. Plagiarism means presenting someone else's idea or writing as if it were your own. If you use someone else's idea or writing, be sure the source is clearly documented.

**AMERICANS WITH DISABILITIES ACT STATEMENT** Any personal learning accommodations that may be needed by a student covered by the “Americans with Disabilities Act” must be made known to the instructor as soon as possible. This is the student's responsibility. Information about services, academic modifications and documentation requirements can be obtained from the instructor. Students with disabilities can also contact the College Disabled Student Programs and Services for additional information at 555-666-6666.

## Email Subject Naming Convention

Your instructor will provide a prompt response to all email inquiries. The information on the "SUBJECT" block of the "send" window of your e-mail program should start with “COLL 100” followed by the assignment number. For example, the SUBJECT" section of Sue Johnson’s Week 5 assignment e-mail should look like this:

**SUBJECT: COLL100 A6**

The "SUBJECT" block for all COLL 100F e-mail messages should follow this format, so the instructor can see that the message relates to this class and refers to a specific assignment.

## COLL 100F Course Calendar

|  |  |  |  |
| --- | --- | --- | --- |
| Module 1: 2/12 -2/18 | Course Overview / Time Management | **Readings**: Online Resources | **Assignments**: Assignment 1, Online discussion, |
| Module 2: 2/19-2/25 | Personal Mission Statement | **Readings**: Online Resources | **Assignments**: Assignment 2, Online discussion |
| Module 3: 2/26-3/4 | Personality Assessment | **Readings**: Online Resources | **Assignments**: Assignment 3, Online discussion |
| Module 4: 3/5-3/11 | Library Research | **Readings**: Online Resources | **Assignments**: Assignment 4, Online discussion |
| Module 5: 3/12-3/18 | Career Investigation | **Readings**: Online Resources | **Assignments**: Assignment 5, Online discussion |
| Module 6: 3/19 – 3/25 | Highly Successful People | **Readings**: N/A | **Assignments**: Online discussion, Final Project, Final Exam  |