

Counseling 20 STUDENT SUCCESS SEMINAR SYLLABUS

Spring 2015, Tues&Thurs:: 8a, Section #1598

Instructor: Dyana Valentine, MA

E-mail: Valentine_Dyana@smc.edu

Course site: www.smconline.org

Mail Box Location: Transfer Counseling

Classroom: Math Complex Room 8

Office Hours: Thurs 730am (confirm via email)

WELCOME!

I expect you to give *yourself* the most you can give during this semester. I believe you can do even better than you may think you can. I will push you and I commit to *bringing my best work to our class as well*. This Syllabus is a **contract** between you and me, and among each of us in class. Read it carefully. Please take my invitation to you, to take chances, learn something new and teach me and each other some of your best ideas. All of us are expected to show up for ourselves *and each other*. I stand for less. Are you in? Great--make sure you understand this Syllabus--ask questions, any time, and then you'll sign the signature page of your Student Information document to let me know you agree and we'll get going!

Here's a quote about attitude: *There are so many people out there who will tell you that you can't. What you've got to do is turn around and say, "watch me."* Ivan Amezcuca

Course Description:

Here are the topics we may work on together this semester. I believe they'll help you take responsibility for your success, teach you how colleges/universities work (so you can get what you want), and generally support your greatness:

<ul style="list-style-type: none">• Motivate!• Say What You Mean• Working in Groups• Goals That Matter• Critical Thinking	<ul style="list-style-type: none">• Time&Money• Educational Planning• Feel Better&De-Stress Yourself• Test Strategies• Your Best, Even Better	<ul style="list-style-type: none">• Learning to Learn• Memory/Concentration• Notes, notes and more notes• Diversity/Relationships• Reading and Really Getting It
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Meetings/Communications with Me:

I really appreciate it when you reach out to me and take advantage of office hours. "Stay In Touch" is the general rule here. Keep in mind, you will be required to meet with me at least once during the semester to support your success and to encourage you to develop collegial relationships. You are responsible for setting up your own office hour for this requirement. In addition, I may give you a verbal or written request to attend an office hour to discuss homework or a quiz or any other academic issue. By signing your Syllabus signature page, you agree to do so as it's part of your full Attendance and Participation in the course.

BEFORE you write to/tweet or message me, read and do the following:

1. Use the eCompanion system to e-mail each other and me. (prevents your e-mail from turning into junk mail).
2. Put your **full name, the time of your class and the topic of your email** in the subject line of anything you send to me (see example below).
3. Please be nice and say hello, and address me as Ms. Valentine, Ms. V, Professor Valentine, or Dyana. "Hey" is not okay. Okay?
4. You may reach a point where you send me a last minute/late night panic email--I understand that urge, but I may not respond (not because I don't care, but because I'm asleep and may not see it before class the next day). I will get to it and respond as soon as I can. I highly recommend writing/texting your classmates if you are really confused or need help quickly.

5. E-mail me **as soon as your question or concern arises**. I can always help you when given advanced notice but may not be able to after the fact. Please let me know as soon as you do if you have a doctors' appointment, family emergency, court date, religious holiday, or any other situation that will keep you from bringing your best to class. We are all human. I can help you make a plan if you let me know what's happening as soon as you know.
6. I almost always respond to e-mails within 24 hours, Monday **to** Friday, between 8am-5pm, and on Sundays between 4 **to** 6pm. I will do my best to respond to inquiries outside these time periods but I cannot guarantee a response within 24 hours. Do not wait until the last minute. You are responsible for all of your work.
7. If you do not receive a response from me, it is possible I have not received it. Be sure you send me your email via eCompanion. Resend **ONLY** if you have not heard from me within 24 hours.
8. Here is a sample email that is formatted properly (note the Subject line--always lead with the text "COUNS 20")::

To:: Valentine_Dyana@smc.edu

From: (your email here--please use SMC email only)

Subject: Couns 20, 1245pm class, Barbadillo, Majors&Careers Paper formatting

Dear Ms. V:

I am working on my Majors & Careers Project and have a few questions:

1. What is the order of the sections? Is it okay if I put them in this order::

Major/Career/Summary Essay:

2. Do I need to staple my draft to the back of my paper?
3. Do I need to include all of my research, or just incorporate it into my discussion essay?

Thanks so much--I realize you need 24 hours to respond, so any reply in the next two days would be helpful.

Elena Barbadillo

Section #1619, Spring 2015

Student Learning Outcomes:

We (me and SMC) expect you to learn how to find and practice ways of studying/working/making plans that work for you (listed under Course Description above). We also hope to help you recognize the demands of the college environment and create a workable Educational Plan for yourself. If we come out at the end of the semester and you are better at self-reflection, your confidence is higher, you make solid plans that support you and you are communicating better, then we (SMC, you and I) have done a good job!

Code of Academic Honesty:

Read, understand, agree to and follow [SMC's Code of Academic Honesty](#) (in your Student Handbook and Academic Planner as well as online at (copy and paste the following link) <http://bit.ly/SMCConduct14>).

Attendance & Participation:

This is the deal: *If you are not present, you cannot participate*. Plan for and agree that you will *actively attend* all class sessions, log into and use eCompanion, bring required materials to class and be on time. Active involvement looks like this: doing your work on time, active listening, note taking, asking/answering questions, volunteering for class exercises, completing evaluations & summaries of class sessions. For those of you

who are shy, or used to not participating in classes--I completely understand where you are coming from. We will all (I'm included here) be stretching and trying new things. What matters is that you TRY. **Every student starts with 300 Participation Points; KEEP THEM.**) If you are absent from any class period or have more than three tardy appearances, **25 points** will be deducted. You may be dropped from this class after 3 undiscussed absences. If you are absent from a class session, contact another class member to get the assignment and **find a way** to turn in your homework before the due date. AND, if you arrive after roll is called, it's up to you to let me know you are in the room, so I can change your Absence to a Tardy on the roll sheet by the end of that class period--m'kay?! Okay!

Quote about how we look at time & effort:

It is more important to know where you are going than to get there quickly.

Do not mistake activity for achievement. Mabel Newcomer

Class Deadlines:

Go to the SMC [Dates and Deadlines](http://bit.ly/SMCdatesdeadlines) page at <http://bit.ly/SMCdatesdeadlines> for the most current information on drop, refund, exam and pass/no pass dates and deadlines. If you wish to withdraw from a class you must complete the withdrawal by yourself online or by request if the self-service date has passed. It's on you to stay on top of this for all of your classes.

Classroom Guidelines & Discussions:

When you sign your Syllabus Signature page (you'll sign both this document, for your own records, and the Student Information Sheet for my records), you are agreeing to this whole document--including that you'll turn OFF all of your devices (*other than* anything that is medical or required to support an ability or course accessibility--or, you know, reasonable stuff that you tell me about). If not, you may lose 25 points. Every participant, including me, you, guest speakers and visitors agree to commit to making our classroom respectful and safe for all to participate fully. At times, topics that we talk about may be personal or emotional. **Each person has a right to her or his own opinion, a right to be heard and respected.** We all have a right to courtesy and to privacy. We are going to keep what happens in our classroom IN the classroom--assume everything is confidential (save for anything I have to report for legal reasons--which has only happened once in eight years, so don't stress). Anyone who does not respect these guidelines may be asked to leave the room, the class or face other action appropriate to the situation.

Course Requirements:

Think about college course work like this: the average requirement is that you work two hours of study/outside class work for each hour you spend in class (e.g., if you are in the classroom for 3 hours/week then plan to do **6 hours per week outside class**). To do better than average ("C"), you may need to spend more than 6 hours on schoolwork outside class, or less, depending on what YOU need to do the work. Plan for more time than **than** you think it will take, then you can celebrate if you finish early!

Projects, Assignments, Quizzes, Exams, and Study Cards:

I will give you detailed descriptions of the requirements for every assignment, project and exam (except for the rare pop quiz). All of our Major assignments (those worth 50 or 100 points) are *mandatory* (meaning if you don't complete them, you will not be eligible to pass the class, *even if your point value in the eCompanion Gradebook is a passing grade*). Some assignments may be completed for Extra Credit. Please review your returned homework carefully as I may request revisions or provide instructions in their comments. **Your response** to my requests may affect your grade. You will be making a variety of styles of notes. On the day of each quiz, you *might* be allowed to use those notes (so MAKE them:)). *Pop quizzes happen. If your homework is late, it will not be eligible for full point value, and in some cases may not qualify for points at all.* Stay in touch with me and try not to fall off into a pattern of silence and late work. Everyone has computer and printer problems at some point; they are not excuses for late work. Plan ahead and **let me know** when something is happening or might happen that will prevent you from getting your work done.

Technology:

We will use the Internet, e-mail and eCompanion in this course. You have been assigned an SMC e-mail address. Find out what it is and **check it daily**. If you don't have Internet access from home, go to the computer center on the first floor of Bundy Campus, Counseling Complex Lobby, the Cayton Center, the Library, or any other computer lab on campus (see your campus map in your planner). Your Attendance and Participation score includes logging onto eCompanion and using the Internet for research projects. eCompanion is an online tool we will use to post announcements and handouts that you will need for the class. To access eCompanion go to your Corsair Connect account and log in.

Academic Accommodations:

I encourage students requesting disability-related accommodations to contact Disabled Student Services as soon as possible. I will work with you and the Center for Students with Disabilities to provide appropriate and reasonable accommodations. Timely requests are necessary to ensure that your tests are administered appropriately; testing accommodations cannot be applied retroactively. The DSPS office is located in the Admissions/Student Services Complex, Room 101, and the phone numbers are (310) 434-4265 and (310) 434-4273 (TDD).

Your Grades:

You will be **tracking your own grades** using the GradeBook in eCompanion. Monitoring and making corrections to your grade is your responsibility. I sometimes make mistakes entering grades; I'm human. It's up to you to keep track and make corrections *every week*. Your grade includes Participation points. If you do not make an adjustment to your Gradebook within ONE WEEK of the assignment or class meeting, then my grade will stand as the official grade. KEEP all of your graded homework and track your own attendance until you receive and agree with your final grade. Hard copies of graded homework, quizzes and exams are the only way I will make a GradeBook correction. Simply write "Grade Check" next to the score on your graded homework and turn it in. I will know that means you want me to check and/or correct the grade you received as compared to that entered in the GradeBook. There will be no adjustments in grades made after one week following the day you receive graded homework back. The last day for grade adjustments is one week prior to the date I submit final grades or one week after you've received your graded homework back, whichever is sooner.

Grade Distribution (percentages are approximate):

Quizzes and Major Exam: (20%); Assignments: (20%); Major Projects: (40%); Attendance and Participation: (20%). The standard grade scale applies: 90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, 59-0% = F

You are eligible to earn up to 100 points of Extra Credit (see the next page for details)--which will only be added to your final grade once all of the major projects, the major exam and group participation presentations have been completed--that's why it's called "extra" credit.

Required Books & Materials: (all available at the SMC Bookstore)

Mastering Student Success: Strategies for College and Lifelong Learning. First Edition. 2013
Santa Monica College. Authors: Dave Ellis, Skip Downing, Dianna Van Blerkom. Additional copies of your textbooks are available for you to use at the SMC Library, in the Counseling Complex, in the African American Collegiate Center, Latino Center and at the EOPS office. It is up to you to be sure you have access to a book after the first day of classes.

Counseling 20: Supplemental Packet. 11th Edition (check the edition # when you are at the bookstore).
Student Handbook & Planner (provided by Ms. V during the second or third week of classes).

One-Scantron #889-E, check the number carefully.

One *small* blue book (NOT the 8.5x11 size, but half of that)

Suggested supplies:

- A 3-ring binder (big enough for the following and also your quizzes, notes and homework) containing this Syllabus, Supplemental Packet and blank note paper.
- pens, pencils, highlighters.
- 3inch x 5inch white note cards (not post-it style) and rubber bands (not hair bands) to hold them together.
- *mini-stapler*, pencil case, 3-hole punch, notebook dividers, any other organizational material that would be useful to you.

EXTRA CREDIT

- Extra Credit is **due no later than Tuesday, June 2nd**, at the beginning of your class meeting time. You may turn in extra credit any time during the semester, up until this deadline.
- Any combination of assignments below may be completed for extra credit points. You may complete more than (4) four of the following. You may earn a *maximum* of 100 total points.

EACH OF THE FOLLOWING IS WORTH 25 POINTS (unless noted otherwise):

1. Create your own extra credit assignment idea and submit it to me for pre-approval.
2. Sign up and volunteer for a [Sustainable Crew](#). Complete all assignments and attend all team meetings. Go to the Center for Environmental and Urban Studies/Sustainable Works at 1744 Pearl Street, and ask to sign up for a Crew. More info on The Sustainable Works website www.sustainablecrews.eventbrite.com (**worth 100 points** and may not be combined w/other extra credit.) This option is only available in Spring and Fall--check website for details.
3. Attend any of the workshops or events offered by the SMC Counseling Department. See eCompanion under Course Home for a link to the workshop list. See the eCompanion Homework&Extra Credit unit for how to format this assignment.
4. Go visit a Student Service office (of any kind) or the Transfer Counseling Center, interview someone there and give an oral presentation about what you gained from **both** the interview and the service offered. Be sure to bring any flyers, brochures or hours of operation and contact info relevant to the office you visited.
5. Go to any tutoring session offered on campus (on any subject), submit proof of your completed appointment. AND create a class discussion about what you gained from this event and one action you will take as a result. (The only time you *do not get extra points* for this is during the required appointments for your Ed Plan.)
6. Meet with a representative from any college or university you are interested in. Prepare questions for the counselor in advance. (Ask for help creating the questions if you'd like to.) Type your interview questions/answers and share them with the class.
7. Search your Counseling 20 eCompanion webliography; identify *two* (2) websites you found that were useful; write down the link and one paragraph on what the sites said they'd do; what you got out of it; and why you felt it supported your success. Describe (in detail) what sites you visited, how they were useful and three (3) specific and very detailed actions you will take as a result of what you learned.
8. Be the first student to find typos, mathematical errors on any Counseling 20 handouts that I create (syllabus, homework, rubrics, exams or quizzes). (Worth 5 (five) points for each discovery).
9. Find an online resource, video or tool relevant to student success that is not already on our eCompanion site. Write up a review of the resource including: address/link where you found it, three reasons why it would be useful to us. Include one specific action you'll take as a result of what you learned.
10. Any other ideas? I look forward to hearing them! Make your interests/life into extra credit.

COUNSELING 20: SIGNATURE AND CONTACTS PAGE
YOU KEEP THIS COPY

By signing this page (the signature page that's attached to your Student Info Sheet must also be signed and turned in--you'll **keep** this one), I am confirming that:

1. I have read carefully, understand and agree with and will follow all of the guidelines, statements and requirements stated in this Counseling 20 Syllabus;
- 2.
3. I understand that the grade I earn in this class is entirely my responsibility and I will track it on eCompanion to ensure it's correct;
- 4.
5. I understand that our class is a learning community. I will support my learning and the learning of my classmates and instructor by coming to class prepared, participating fully and completing my work; and
- 6.
7. I commit to giving my best effort throughout the term of the course and to seek out my fellow students to support my success.

Please sign your name here:

Today's date

Print your name here:

Please ask four of your fellow students to write down their names, telephone numbers and e-mail addresses to: let them know if you are going to be late/absent, clarify homework, share notes, create study groups, find out what you missed if you are absent and, overall, to support your learning:

Classmate #1 Name(first&last):
Phone# & E-mail:

Classmate #2 Name(first&last):
Phone # & E-mail:

Classmate #3 Name(first&last):
Phone# & E-mail:

Classmate #4 Name(first&last):
Phone# & E-mail:

If one of your classmates drops the class or doesn't call you back--get someone else's contact info and put it here. I'm so glad to be working with you. Good luck this semester! Ms. V

Homework & Project CHECKLIST

USE this guide for EVERY assignment you turn in. If you do not understand how to start an assignment, please get support before the due date. I want you to do well and to have some fun doing this work--don't stay frustrated--ASK!

1. Follow all of the directions carefully and show that you have:
 - put a lot of thought into your assignment;
 - given it your best effort; and
 - made it neat and easy to read.
2. All papers and assignments must be typed (I created a template for Word on eCompanion--use it and this will be EASY) and include:
 - your last name on every page in upper **right** corner (in the Header) with the page number, such as Romero 1, Romero 2, and so on. (do not put a # sign before the number)
 - in the top **left** corner of the first page (only), put:
 - Your name
 - Course name & Section# (Counseling 20, Section #####)
 - My full name (Dyana Valentine)
 - The assignment name
 - The assignment due date
 - the title (a creative one that is relevant to the content of your paper and is *not just the assignment name*) of your project in the center of the first page;
 - 1 inch margins on top, bottom, left and right of your document;
 - use left aligned text after the creative title;
 - double spaced type;
 - black colored ink, size 12pt, Times New Roman font; and
 - if the assignment is not required to be typed, please use black or blue ink or dark pencil.
3. Most papers must be written in paragraphs (think essay-form) and must include:
 - a thesis statement – for this class, it is usually the answer to a question; and
 - very **specific** examples (personal wherever possible) to support the thesis.
4. Your papers are graded on thought, effort and quality of the work. Give yourself enough time to review your assignments carefully and give them to a friend to read. *Read your paper out loud to catch mistakes.* Then, make corrections and hand them in. If there are excessive typos, grammar and spelling mistakes, I will consider that a lack of effort and low-quality work and will deduct accordingly.
- 5.
6. Please review your returned homework carefully--I worked hard to give you feedback and I expect you to have high standards and turn in excellent work. Incorporate the feedback and resubmit your homework (see Resubmitting Homework on eCompanion under the Homework&Extra Credit unit for how to do this). You can get MORE points than you initially earned (up to the full value of the homework) when you follow these guidelines.
7. **Keep all of your homework for your records.** If you disagree with a grade you have received and do not have the homework, your eCompanion recorded grade will be the final grade.