



Syllabus – Counseling 120 ONLINE, College and Career Success – WELCOME!

Welcome to Counseling 120 Online! This is an interactive course that will help you with your college and career journey. You will learn skills on how to be a successful student while you learn the career development process by taking career assessments and researching careers and majors to match your interests. In addition, you will create a career educational plan, resume and learn how to apply for scholarships and internships. I hope you will follow your passion and discover who you are in this course. Welcome!

My teaching philosophy is the belief that all students can be successful and find their passion. My goal for this course is to empower you with tools and resources to overcome barriers and roadblocks you may have faced or will face along your educational and career journey. I encourage you to contribute to our campus, community and world by creating effective change, social justice and anti-racism thinking and behavior. I am hopeful that my class will instill skills and values within yourself to be a life-long learner who seeks truth, justice and peace.



TEACHER CONTACT INFORMATION:

Professor:

Cindy Morrin

Email: cindy.morrin@gcccd.edu

858-717-5617 (cell phone - you can text me - just tell me your name and class)

The best way to contact me is through my email. I will respond within 24 hours. If I do not respond, please email me again as I may have missed your email. If the matter is urgent, you can text me but please tell me you are a student in my summer Counseling 120 class and your name.

Teaching Assistants:

Nadine Elia (Get help with activities and Arabic interpretations)

Email: nadine.elia@gcccd.edu

Noora Al Saegh

Email: noora.saegh@gmail.com

Nadine and Noora are wonderful resources to our class. Please contact them for any assistance with the subject matter, directions for assignments and grading. The best way to contact them is through email and they will respond within 24 hours. If they do not, please email them again as they may have missed your email.

Online Office Hours: By Appointment on Zoom: <https://cccconfer.zoom.us/my/morrin>

We can also Zoom with Nadine and Noora!

Grading Timeliness:

All grading for each week will be done within a week before the next assignment due dates. View teacher comments and feedback in [Grades](#).

Student Support and Help

Click on the Student Help button on the left navigation bar to take you to the Campus Help Desk for technical difficulties and Campus Student Resources such as Counseling, Tutoring, Library and more.

CollegeScope Help. If you have any technical difficulties with your e-textbook (CollegeScope), please contact the CollegeScope Help Desk. You can text, call, or email and get help quickly regarding any issues.

Phone/Text number: 1-888-295-1520 and Email: customercare@humanesources.com. (9 am to 5 pm Eastern, Monday through Friday).

Online Orientation

Please complete the online orientation within the first week of class to make sure you are ready for online learning. To complete the orientation, read your course syllabus and course calendar carefully.

Canvas for Online Classroom Work and Participation

Canvas is the course management system platform that we will be using. You will have an orientation quiz, weekly discussions, journals/quizzes in CollegeScope, and assignments that must be posted via your Canvas container. High-speed internet connectivity at home is ideal for this class. If you do not have internet at home, you need to find an internet connection. I recommend you use our campus computer labs.

Accessing your Canvas Account

- Go to <https://gccc.instructure.com/> (bookmark this site by adding it to your favorites)
- Your Canvas ID is your Webadvisor ID. This may be your first name and last name in lowercase with no spaces and a dot in the middle (For example, Joe Smith may have a Webadvisor ID of joes.smith).
- Your password is your birth date in 8 digits (For example, if Joe Smith were born on January 1, 1986, his password would be 01011986).

Required E-Textbook and Materials

- **COLLEGESCOPE:** We will be using an online interactive e-textbook for this class. CollegeScope is embedded in your Canvas account and in each weekly module. Each week, click on CollegeScope and then click again on the icon CollegeScope. You will register for your CollegeScope account and then be asked to either pay by credit card/debit card or enter an access code you purchased at the bookstore. The cost is \$40.
- **CollegeScope HELP DESK.** If you have any technical difficulties with your e-textbook, please contact the Help Desk. You can text, call, or email and get help quickly regarding any issues.
Phone/Text number: 1-888-295-1520, 9 am to 5 pm Eastern, Monday through Friday
Email: customercare@humanesources.com
- A Computer, Microsoft Office (Word), PDF capability.

Grading (Check your grades in Canvas)

CALENDAR and POINT BREAKDOWN (READ CAREFULLY)

All assignments are due Sunday night by 11:55 pm unless otherwise noted below. During week one, some assignments are due Thursday night by 11:55 pm.

Module 1/ Week 1

- Orientatin Quiz in Canvas = 10 pts
- Introduction Discussions 1 = 10 pts
- CollegeScope Chapter 1 = 20 pts
- CollegeScope Chapter 2 = 20 pts
- ***Total Points for Week 1 = 60 pts***

Module 2/ Week 2

- Discussions 2 = 10 pts
- Informational Interview Assignment = 50 pts
- CollegeScope Chapter 3 = 20 pts
- ***Total Points for Week 2 = 80 pts***

Module 3/ Week 3

- Mid-Course Survey
- Discussions 3 = 10 pts
- Comprehensive Educational Plan (CEP) and Goal Statement Assignment = 100 pts
- CollegeScope Chapter 4 = 20 pts
- ***Total Points for Week 3 = 130 pts***

Module 4/ Week 4

- Discussions 4 = 10 pts
- Resume Assignment = 50 pts
- CollegeScope Chapter 5 = 20 pts
- ***Total Points for Week 4 = 80 pts***

Module 5/ Week 5

- Discussions 5 = 10 pts
- CollegeScope Chapter 6 = 20 pts
- CollegeScope Chapter 7 = 20 pts
- ***Total Points for Week 5 = 50 pts***

Module 6/ Week 6

- Discussions 6 = 10 pts
- Final Career Research Paper Assignment = 100 pts
- CollegeScope Chapter 8 = 20 pts
- CollegeScope Chapter 9 – Rights, Respect and Responsibility = 20 pts
- End of Course Survey
- ***Total Points for Week 6 = 150 pts***

EXTRA CREDIT OPPORTUNITIES

- Additional Extra Credit Project and Assignments (located under Modules after Week 6 Module)
Extra Credit opportunities will include attending campus workshops, career fairs, transfer fairs, applying for financial aid, scholarships, additional informational interviewing, joining a club, etc. I will announce extra credit opportunities throughout the class and you are welcome to ask me about extra credit opportunities you might want to do as well.

TOTAL POINTS FOR THIS COURSE = 500

- 500 - 445 = A
- 344 - 395 = B
- 394 - 345 = C
- 344 - 295 = D
- 294 - below = F

A = 89-100% awarded for work that exceeds expectations and/or shows exceptional effort, skill, or creativity

B = 79-88% awarded for work that exceeds expectations

C = 69-78% awarded for work that meets expectations

D = 59-68% awarded for work that is below expectation

Online Interactive Textbook Assignments in CollegeScope:

You will be reading an online chapter every week which includes journal activities, video assignments and a chapter quiz. You cannot advance in the chapter until you've completed these activities. Access your text in Canvas under each weekly module. There are 9 chapters and each chapter is worth 20 points.

Online Discussions in Canvas:

You will respond to a weekly Discussion in this class, beginning with the first week to introduce yourself. This is an asynchronous chat room where you will view all student responses. You will be sharing your assignments and reflections on the Discussions as assigned. You must reply to at least two other students for full Discussion points. You will receive 6 points for your first post and 2 points for each additional post. Be thoughtful in your posts.

Assignments

In addition to your CollegeScope e-Textbook assignments, you will have four major assignments to complete throughout the term. You will receive detailed instructions in Canvas for each assignment. The assignment due dates are listed in the Course Calendar in Canvas and details/instructions/rubrics for each assignment are located in the Assignment. You must upload your assignment in Canvas. Your four major assignments are in week two (Informational Interview), week four (Career Educational Plan and Goal Statement), week six (Resume) and week eight (Final Career Research Paper).

Late Work

Please review the course calendar carefully and pay attention to the deadlines and due dates of your weekly module activities. Each weekly module is due Sunday night by midnight and you are expected to submit your assignments on or before the weekly due date. This allows me to grade your work within a week to provide you meaningful feedback before your next weekly module activities are due. Due dates have been designed in the course to ensure time is provided to allow you to produce your best work.

Time management is important for your college and career success. We will learn strategies and tips in this course.

Because time management is challenging, deadlines might not be met. But, you're in luck. Late submissions will be accepted with a penalty. Assignments submitted after the deadline may receive a 10% grade point deduction for one week following the due date and time.

Don't want the penalty?

If you recognize a due date might be a problem, advocate for your success by following these steps:

1. Identify the problem
2. Contact me to propose a solution
3. Let's negotiate"

Extra Credit

Extra credit items include attending career and college workshops, applying for Financial Aid/Scholarships, attending a career/transfer fair and much more. Some extra credit assignments are already posted in Canvas. Ask your instructor for details.

Academic Accommodations

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Disabled Student Services & Programs (DSPS) early in the semester so that reasonable accommodations may be implemented as soon as possible. DSPS&S website is <http://www.cuyamaca.edu/dsps/>.

Course Credit

General Education Credit for California State Universities, Area E; UC transferable

Catalog Description

This course teaches success strategies to enhance academic and lifelong learning. Explore personality, interests and values to increase self-understanding and select an appropriate major and career. Learn about careers of the future. Identify your learning style and apply psychological principles of learning and memory to academic study strategies. Apply life management techniques such as time and money management to accomplish personal goals. Examine adult stages of development and develop a plan for wellness and living a long and healthy life. Learn strategies for motivation and stress management. Practice creative and critical thinking techniques. Not open to students with credit in COUN/PDC 124.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Evaluate career, academic and personal goals through in class activities and written assignments.
- 2) Create an educational plan using various academic resources such as the college catalog, transfer resources and/or career research websites.

Course Objectives

Students will be able to:

- 1) Describe various motivational strategies and apply them to their success in college.
- 2) Describe vocational interests, values and personality theory to evaluate appropriate careers and college majors.
- 3) Identify learning strategies that will facilitate productivity in college.
- 4) Demonstrate lifelong success skills that facilitate optimal communication, critical and positive thinking.

Course Content

- 1) Personal Growth and Life Management
 - a. Self-Assessments
 - b. Life Management: goal setting, decision making, time/money management, behavior modification
 - c. Motivation: intrinsic and extrinsic; locus of control
 - d. Interpersonal Communication: speaking, listening, conflict resolution
 - e. Diversity: social diversity, prejudice and discrimination
- 2) Career Assessment, Educational Planning, and Research
- 3) Lifelong Learning
- 4) Health and Wellness
- 5) Critical and Creative Thinking
 - a. Critical Thinking
 - b. Creative Thinking
 - c. Methodology of a Social Science

Academic Calendar

The academic calendar lists class start and end dates, deadlines, holidays, finals and more. It is important you are know the dates and deadlines on the academic calendar each semester.

Short Term Important Deadlines

Please note that short-term classes have different deadline dates than semester length classes.

Campus Maps and Directions

Getting Started with Canvas (watch this student tutorial to help you understand Canvas)

GET STARTED by going to the Weekly Modules!

Canvas Support Videos and Resources for Students

Campus Help Desk for Students

Student Support Services and Guides for the Virtual Campus

[Student Resource Guide](#)

Campus Resources - locations, websites and phone numbers to student campus resources to help you in your college and career success!

[Download Emergency Services](#)

This document lists the Emergency Student Services during our Campus Closure! Please use these services to help you!

[Download Student Resource Guide](#)

Campus Resources - Online support services, websites and phone numbers to student campus resources to help you in your college and career success!

[Download Student Services Resources - Life Edition Guide](#)

What to do during COVID-19, resources to help you and your family and your lives!

[Download Tips for your Mental Health during COVID-19](#)

Tips to stay well both mentally and physically!

Please note that the syllabus may change. I will let you know if anything changes.