



Syllabus – Counseling 120 ONLINE, College and Career Success

Instructor/Counselor: Cindy Morrin

Office Location: Room A-212 (Counseling Center)

F2F Office Hours: Will be Posted on My Door **Online Office Hours:** By Appointment

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(If I don't respond to you within 24 hours, email me again as I may have not seen your email)

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Online Orientation

You must complete an online orientation within the first week of class to make sure you are ready for online learning. You must read your course syllabus and course calendar carefully. You will have an orientation quiz in Canvas. You must complete this within the first week by the deadline posted or you will be dropped from this course.

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://gcccd.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. DON'T buy it at the bookstore as it is best to use a credit/debit card. The cost is \$25. **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: customer care@humanesources.com

- A Computer, Microsoft Office (Word), PDF capability, USB Port/Thumb drive/Flash Drive is highly recommended to organize and save your work for this course.

Grading (Check your grades in Canvas)

CALENDAR and POINT BREAKDOWN (READ CAREFULLY)

All assignments are due Sunday night at 11:55 pm unless otherwise notated. During week one and week 8, assignments are due Thursday night by 11:55 pm. Please include the dates in your calendar.

Module 1/WEEK 1 PERSONAL AWARENESS

- Orientation Quiz in Canvas = 10 pts
- CollegeScope Chapter 1
 - CollegeScope Journals = 10 pts **(Due Sun.)**
 - CollegeScope Quiz Chapter 1 = 10 pts **(Due Thurs.)**
 - AchieveWORKS – PERSONALITY Report (complete in Chapter 1) **(Due Thurs.)**
 - AchieveWORKS – INTELLIGENCE Report (complete in Chapter 1) **(Due Sun.)**
- Discussions 1 - Introductions = 10 pts **(Due Thurs.)**
- **Total Points for Week 1 = 30 pts**

Module 2/WEEK 2 COLLEGE AWARENESS

- CollegeScope Chapter 2
 - CollegeScope Journals = 10 pts
 - CollegeScope Quiz Chapter 2 = 10 pts
- Discussions 2 - Exploring your Personality = 10 pts
- Begin Education Plan Assignment due week four
- **Total Points for Week 2 = 30 pts**

Module 3/WEEK 3 CAREER AWARENESS

- CollegeScope Chapter 3
 - CollegeScope Journals = 10 pts
 - CollegeScope Quiz Chapter 3 = 10 pts
- Discussions 3 - Preparing for your Education Plan = 10 pts
- Begin Educational Plan Assignment due next week
- **Total Points for Week 3 = 30 pts**

Module 4/WEEK 4 GOAL SETTING AND PLANNING

- CollegeScope Chapter 4
 - CollegeScope Journals = 10 pts
 - CollegeScope Quiz Chapter 4 = 10 pts
- Discussions 4 Career Cruising = 10 pts
- Career Educational Plan and Goal Statement Assignment = 100 pts
- **Total Points for Week 4 = 130 pts**

Module 5/WEEK 5 LEARNING AND PRODUCTIVITY

- CollegeScope Chapter 5
 - CollegeScope Journals = 10 pts
 - CollegeScope Quiz Chapter 5 = 10 pts
 - AchieveWORKS – LEARNING PRODUCTIVITY Report (complete in Chapter 5)
- Discussions 5 – Career Cruising Assessment = 10 pts
- **Total Points for Week 5 = 30 pts**

Module 6/WEEK 6 COMMUNICATION, COLLABORATION AND LEADERSHIP

- CollegeScope Chapter 6
 - CollegeScope Journals = 10 pts
 - CollegeScope Quiz Chapter 5 = 10 pts
- Discussions 6 – Library Research Special Guest Librarian = 10 pts
- Start preparing for your Career Research paper due week 8
- **Total Points for Week 6 = 30 pts**

Module 7/WEEK 7 CAREER READINESS

- CollegeScope Chapter 7
 - CollegeScope Journals = 10 pts
 - CollegeScope Quiz Chapter 7 = 10 pts
- Discussion Board 7 – Career Cruising Assessment/Looking at Careers = 10 pts
- Begin Career Research Paper due next week
- **Total Points for Week 7 = 30 pts**

Module 8/WEEK 8 MONEY, HEALTH, AND TIME MANAGEMENT

- CollegeScope Chapter 8
 - College Scope Journals = 10 pts
 - CollegeScope Quiz Chapter 8 = 10 points
- Discussion Board 8 – Career Cruising/Looking at Work-Based-Learning & Employment = 10 pts
- Final Career Research Paper = 100 pts
- Anonymous Survey = 10 points
- **Total Points for Week 8 = 140 pts**

EXTRA CREDIT OPPORTUNITIES

- CollegeScope Chapter 9 – Rights, Respect and Responsibility
 - Journals = 10 pts
 - CollegeScope Quiz Chapter 9 = 10 pts
- Additional Extra Credit Project and Assignments (located under Modules after Week 8 Module) = 10 pts per assignment

TOTAL POINTS FOR THIS COURSE = 450

- 450 - 400 = A
- 399 - 355 = B
- 354 - 310 = C
- 309 - 265 = D
- 264 - 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 Reading 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.

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 responses. Be thoughtful in your posts.

Assignments

You will have two major assignments to complete throughout the semester. 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 for each assignment is located in the Modules. You must upload your assignment in Canvas. Your two major assignments are in week four (Career Educational Plan and Goal Statement) and week eight (Final Career Research Paper).

Late Work

Items are due every Sunday night by 11:55 PM except for week one and week eight as noted on the course calendar. Late readings in CollegeScope and assignments will receive partial credit depending on how late the assignment and/or readings are. You must work with your instructor regarding any late work. Extra credit opportunities will be announced throughout the semester and posted at the very end of your weekly modules.

Extra Credit

Extra credit items include creating a resume, practice interviewing, applying for a scholarship (scholarship essay), attending career and college workshops, applying for Financial Aid, 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

Student Learning Outcomes

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.

Course Content

The purpose of the course is to facilitate understanding of the human being as an integrated physiological, social and psychological organism. This course applies concepts from these three areas in order to assist students to be successful in college, the world of work, and throughout life. Topics included from the physiological perspective include wellness (physical, nutritional, emotional, social, intellectual and spiritual); drug and alcohol abuse; sexually transmitted diseases including HIV/AIDS; the physiology of stress and stress management techniques. Topics from the sociological perspective include understanding and appreciating social diversity and recognizing the harmful effects of prejudice and discrimination; adult socialization including life stages and successful aging; and the world of work including job trends of the future, the impact of technology, and work skills for success in the 21st century. Topics from the psychological perspective include personality theory, theories of motivation, and principles of learning.

1) Personal Growth and Life Management

- a. Self-Assessment: Personality (Myers-Briggs Type Indicator); Interests (Strong Vocational Interest Inventory) Values and Multiple Intelligence
- b. Life Management: Goal setting, decision making, time/money management, behavior modification
- c. Motivation: Intrinsic and extrinsic; Locus of control
- d. Life Stages: Adult development (Erikson, Levinson, Sheehy)
- e. Interpersonal Communication: Speaking, listening, conflict resolution
- f. Diversity: Social diversity, prejudice and discrimination

2) Career Assessment and Research

3) Lifelong Learning

- a. Psychological Principles of Learning and Memory; Note taking and test taking strategies
- b. Learning Style and Personal Learning Strategies
- c. Pre-Writing Techniques (Resume, Term Paper)

4) Health and Wellness

- a. Wellness: Physical, nutritional, emotional, intellectual, social, and spiritual
- b. Health, Exercise and Nutrition
- c. Psychology of Stress Management

5) Critical and Creative Thinking

- a. Critical Thinking
- b. Creative Thinking
- c. Methodology of a Social Science

Course Objectives (Expected Student Learning Outcomes)

Students will be able to:

- 1) Examine various motivational strategies and apply them to their success in college.
- 2) Examine vocational interests, values and personality theory to evaluate appropriate careers and college majors.
- 3) Analyze learning style and multiple intelligence to identify learning strategies that will facilitate productivity in college.
- 4) Analyze potential career choices by evaluating future job outlook, skills and salaries.
- 5) Evaluate learning strategies (memory, reading, note taking, test taking, time management) and demonstrate how to use them to facilitate college success.
- 6) Examine lifelong success skills that facilitate optimal communication, critical and positive thinking.

Method of Evaluation (Measuring Student Learning Outcomes with Representative Assignments)

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Objective and essay quizzes and exams that measure students' ability to apply physiological, social and psychological principles to success in college, careers and life.
- 2) Assessment of personality, interests, values and learning styles.
- 3) Written exercises or journal entries in which students assess their current behavior and make plans for improvement.
- 4) Writing assignments or journals describing personality, interests, values, learning styles, multiple intelligence, learning styles and lifetime goals.
- 5) Based on the behavior modification model presented in the text, students will complete a project to practice the techniques and establish a new pattern of behavior.
- 6) Completion of career research project that includes career description, outlook, skills required, and education needed.
- 7) Completion of an educational plan to match career goals.

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

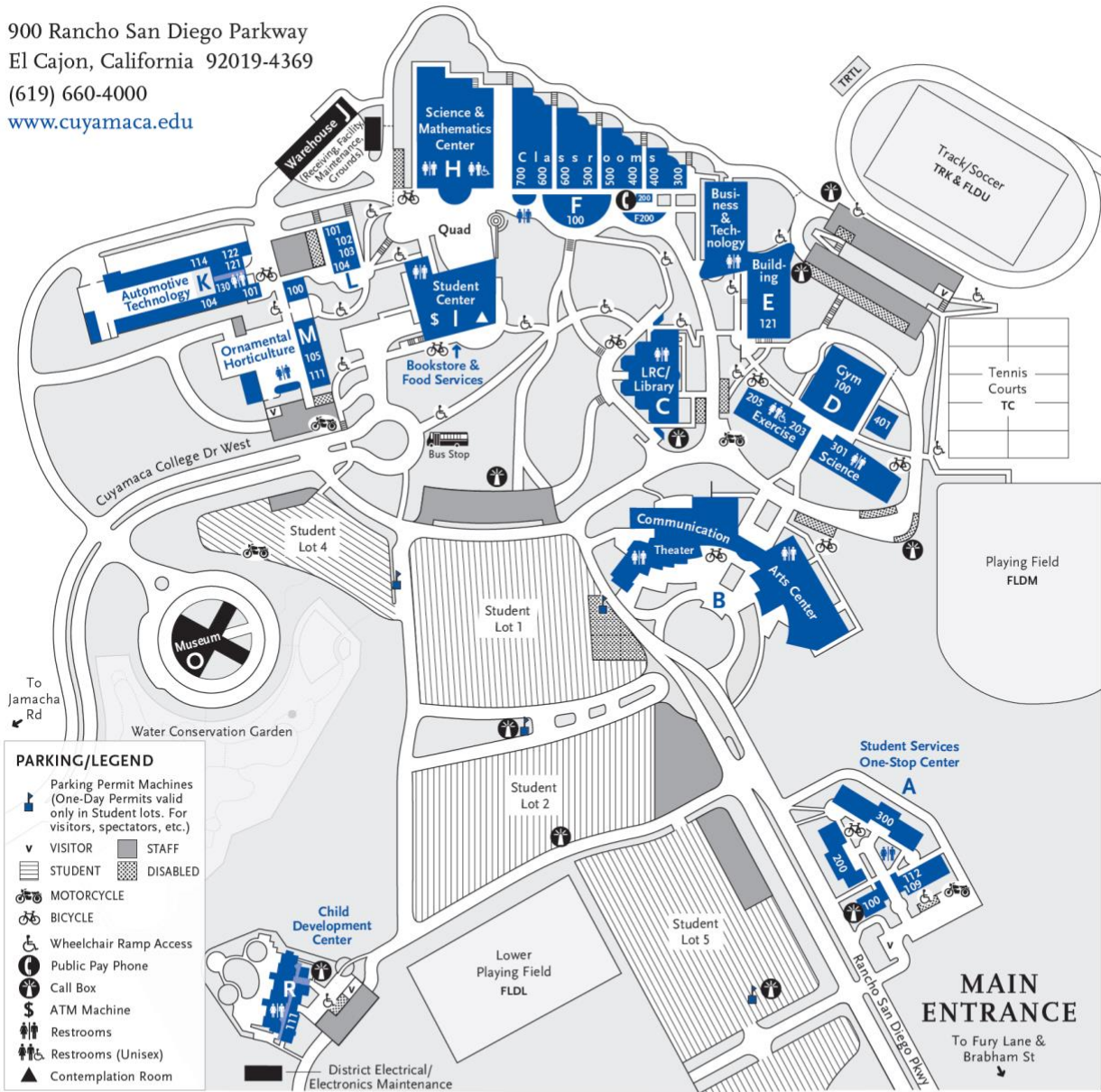
Please note that short-term classes have different deadline dates than semester length classes.

Student Resources

Academic Resource Center (ARC) www.cuyamaca.edu/academics/support/tutoring/	C-102 (619) 660-4306	The ARC provides tutoring in a wide variety of academic and vocational subjects.
Admissions & Records www.cuyamaca.edu/admissions/	A-300 (619) 660-4275	Register for classes; order transcripts; all other matters relating to student records.
Assessment www.cuyamaca.edu/services/assessment/	A-216 (619) 660-4426	Provides placement testing for English, English as a second language (ESL), math and/or chemistry.
Associated Student Government (ASGCC), Campus Clubs, & Events www.cuyamaca.edu/campus-life/asgcc/	I-125 (619) 660-4274	The official governing body representing all Cuyamaca College students, as well as campus clubs, and campus events calendar.
Campus Bookstore (Barnes & Noble) www.cuyamaca.edu/college-info/administration/as/bookstore.aspx	I-Bldg (619) 660-4333	Campus bookstore has snacks, gifts, and books. Textbook orders also available online.
CalWORKS www.cuyamaca.edu/calworks/	A-109 (619) 660-4344	Provides assistance with textbooks, childcare and transportation for TANF recipients.
Career Services www.cuyamaca.edu/career	A-221 (619) 660-4436	Assistance choosing a major and/or job search and explore career options.
Counseling Center www.cuyamaca.edu/services/counseling/	A-200 (619) 660-4429	Provides assistance with academic planning, general education questions, and career or personal counseling, as well as restorative assistance for formerly incarcerated students, & college success courses.
Disabled Students Programs & Services (DSPS) www.cuyamaca.net/dsps	A-113 (619) 660-4239	Disabled Students Programs & Services provides accommodations & support services to students with disabilities.
EOPS / CARE / UP! www.cuyamaca.edu/eops/	A-300 (619) 660-4204	Services for CA residents who are economically and/or educationally disadvantaged, single parents, former or current foster youth, youth raised in guardianship, homeless youth, and/or those who participate in AB540, CA Dream Act or DACA, including Food Pantry for all Cuyamaca students in need.
Financial Aid / Scholarships www.cuyamaca.edu/finaid	A-300 (619) 660-4201 (619) 660-4537	Provides information regarding financial aid and scholarship opportunities, including emergency book loans and nonrecurring financial emergencies, as well as BOG tuition fee waivers if income requirements are met.
Health & Wellness Center www.cuyamaca.edu/services/health/	I-134 (619) 660-4200	Provides assistance with illness or accidents, Mental Health Counseling, answers to health questions, and provides Wellness Interventions for Student Homelessness & Hunger (WISHH)
Library www.cuyamaca.edu/academics/support/library/	C Bldg (619) 660-4416	Offers research materials, copy machines, study spaces, and course textbooks on reserve.
STEM Achievement Center www.cuyamaca.edu/academics/support/tutoring/	H Bldg (619) 660-4396	STEM Achievement Center is a resource center that provides individual assistance in Science, Technology, Engineering and mathematics.
Student Affairs www.cuyamaca.edu/campus-life/student-affairs/	I-120 (619) 660-4612	Provides student engagement and involvement opportunities, and assists with student grievances and discipline issues.
Transfer Center www.cuyamaca.edu/transfer_center/	A-221 (619) 660-4439	Provides current information for transition to four-year universities & colleges.
Veterans Education & Transition Services (V.E.T.S.) www.cuyamaca.edu/services/veterans	A-204 (619) 660-4282	Liaison for Montgomery G.I. Bill. - Assistance with transition from military to college life.
Veteran Resource Center www.cuyamaca.edu/services/veterans/veteran-resource-center.aspx	I-121 (619) 660-4060	Communal space for veterans, including academic resources, study space, computer lab, and more.
Writing, Reading, & ESL Center www.cuyamaca.edu/academics/support/tutoring/	B-167 (619) 660-4463	Writing, Reading, and ESL tutoring provided on an appointment basis & online. ESL Open Lab B-154.

CUYAMACA COLLEGE

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| Academic Resource Center - C Bldg | DSPS - A Bldg | Library (LRC) - C Bldg |
| Adjunct Faculty Offices - B, E and F Bldgs | DSPS Learning Lab - C Bldg | Mailroom - F Bldg |
| Administration - F Bldg | Duplicating (Faculty Support Services) - F Bldg | Nursery (Plant Sales) - M Bldg |
| Admissions & Records - A Bldg | Environmental Training Center (ETC) - F Bldg | Ornamental Horticulture - M Bldg |
| Assessment Center - A Bldg | EOPS - A Bldg | Performing Arts Theater - B Bldg |
| Automotive Technology - K Bldg | Financial Aid - A Bldg | Sheriff's Office - A Bldg |
| Bookstore - Student Center | First Year Experience - A Bldg | STEM Achievement Center - H Bldg |
| CalWORKs S.T.E.P.S. - A Bldg | Fitness Center - D Bldg | Student Affairs - Student Center |
| Campus & Parking Services (CAPS) - A Bldg | Food Services - Student Center | Student Center - I Bldg |
| CARE - A Bldg | Gym - D Bldg | Switchboard - F Bldg |
| Career/Placement Center - A Bldg | Health & Wellness Center - Student Center | Transfer Center - A Bldg |
| Cashier - A Bldg | Heritage of the Americas Museum - O Bldg | UJI - A Bldg |
| Center for Innovation - L Bldg | High School & Community Relations - Student Center | Veterans Resource Center - Student Center |
| Child Development Center - R Bldg | Institutional Effectiveness, Success & Equity - E Bldg | Veterans Services - A Bldg |
| Computer Labs/Tech Mail (Student use) - E Bldg | | Writing Center - B Bldg |
| Counseling - A Bldg | | Word Processing (Faculty Support Services) - F Bldg |

