
Counseling 20

Student Success Seminar

Spring 2015

Monday/Wednesday (Class #1)

Section 1595 8:00-9:20am MC6

Monday/Wednesday (Class #2), MC14

Section:1622 3:45-5:05p MC14

Professor: Sarah Carrillo-Sarr, M.A.

E-Mail: carrillo_sarah@smc.edu (type "C20" in subject line)

Office Hour: I am available briefly after class or by appointment.

Mail Box Location: Counseling Complex

Overview

Counseling 20 is designed to help students gain an understanding of the process of learning and acquire the skills and behaviors necessary to be successful in college. This course provides an exploration of intellectual, psychological, social, and physical factors that impact lifelong learning, well-being and success. Students will learn about the opportunities, resources, and support services available at Santa Monica College. Students will learn how they relate to their own educational process, their college, the community, and society as a whole. Counseling 20 is transferable to both UC and CSU systems. This course will provide instruction, guidance and practice in areas essential to academic success such as:

- Educational Planning
- Choosing a Major & Career
- Time Management
- Goal Setting
- Lecture & Textbook Note Taking
- Memory & Concentration
- Test Taking

Required Materials

- The Textbook: MASTERING STUDENT SUCCESS, *Strategies for College and Lifelong Learning* ISBN 1-285-88431-0
- A 3-ring binder containing the class syllabus, Counseling 20: Supplemental Packet and lined paper for note taking.
- SMC Student Handbook & Planner (will be given to students)
- 2 different color highlighters, pen & pencil
- 3x5 note cards
- 10 Scantrons

Assignments & Grades

As with all academic courses, this course requires work outside of class. The average requirement is two hours of study for each hour spent in class. For this class that means a minimum of 6 hours on average of outside work per week. To do better than average (C work) most students need to dedicate more than this.

Late assignments will not be permitted with one exception listed below. You must make prior arrangements to turn in an assignment via email and the

Dates & Deadlines:

Friday, 3-20-15

Deadline to apply for Pass/No Pass

3-1-2015

Last day to withdraw and receive a refund and avoid a grade of "W" on your transcript.

5-17-15

No further transactions.

May 25, 2015

Memorial Day-Campus Closed

April 13-17

Spring Break-Campus Closed

June 9-June 16, 2015

Spring 2015 Semester Final Exams

Grade Scale:

Please note that your grade is based on your active participation in this class (in the classroom, on special projects and eCompanion). Active participation means that you ask questions, complete and turn in homework on time, prepare for quizzes, seek out support, offer help to others, attend all classes on time, bring appropriate and required supplies to class, interact in productive and supportive ways with fellow students, staff, peer mentors and instructors.

Students will be tracking their own grades on eCompanion. Students are required to submit their grade monitor to Ms. C three times during the semester to ensure that grades are being correctly tracked by students. It is your responsibility to track your own grades.

assignment must be received via email prior to the start of the class session in which it is due to be “on time”. I will then need a paper copy of your work upon your return to class with a notation of when (date/time) you sent the work. Your name needs to be on every page you turn in and **stapled** (if more than one page). **All assignments (except worksheets) must be typed.** You will receive ½ credit if the assignment is not typed. For assignments not typed, you must write clearly and use dark blue or black ink. Academic Integrity Homework will not be accepted if not typed.

- **Major Assignments:** (600 points). Major assignments will be required throughout the semester. These 6 assignments will give you the opportunity to apply or practice using the skills learned in class to your personal or academic life. Detailed descriptions of the requirements of each major assignment are found in the Counseling 20 Supplemental Packet or will be given to you in class. Major assignments are Lifeline Presentation (100 points), Educational Plan (100 points), Exploring Majors & Careers Project (100 points), Time Management Portfolio (100 points), Group Campus Resource Presentation (100 points), and a Cumulative Examination (100 points). All major assignments must be completed for a student to be eligible for extra credit. Each student has one opportunity to make up **one** major assignment up to one week late for partial credit. This opportunity is for one of the above-mentioned Major Assignments only.
- **Homework:** (80-140 points). Short homework assignments will be given regularly and are indicated on the course outline. These assignments will often be the basis for the class activity of the day and necessary for your active participation. These assignments vary in point value. You will also be required to submit journal entries on given topics via e-Companion.
- **Quizzes and Study Cards/Notest:** (160 points). Each quiz will be worth 20-40 points. Be prepared to be quizzed on the chapters assigned in the textbook as well as on lecture material. For quizzes 2-6, you are to prepare by creating and then studying a set of note cards. You will be required to take the quiz without the use of study aides. Your cards will be turned in prior to taking your quiz and will be 50% of your quiz grade. There are no make-ups for quizzes.
Study Cards Are simply 5 cards you create with the most important/interesting information from each chapter. Side one consists of a question you create based on the material, along with memory devices, and the other side of the card has the answer to the question you created.
****Quizzes are usually given during the first 20 minutes of class so don't be late.**
- **Attendance & Participation:** (100 points). As a seminar, your involvement in each class session is expected and includes: practicing strategies, active listening, note taking, asking/answering questions, volunteering, working in pairs and small groups, oral presentations, completing evaluations & summaries of class sessions, etc. Excessive absences/tardies will result in a loss of participation points.

Class Expectations Regarding Attendance:

- You are expected to attend all class sessions and be on time. Roll is taken at the beginning of class ONLY.
- If you are not present when your name is called, you will be marked absent. If you arrive after roll has been taken, you must see the

FINAL GRADE ASSESSMENT

- A: 100%-89.6%
- B: 89.5%-79.6%
- C: 79.5%-69.6%
- D: 69.5%-59.6%
- F: 59.5-Below

Extra Credit

80 points of possible extra credit or 100 for Sustainable Works. Students may NOT earn extra credit if any major project or the major exam is not completed. No extra credit will be accepted during finals week or without my approval. Extra Credit is only accepted during weeks 4 and weeks 7, for extra credit earned in the days/weeks leading up to the due date. In addition to attending/participating in the following extra credit events, write both an “Awareness Action Statement” (make a copy of the form from your Supplemental Packet to use in completing your write-up) and a paragraph about what you gained from the event, what motivated you to participate, etc. Possible extra credit activities include:

- Attend the Campus Resource Fair, Club Row, College Fair or any other campus events during the semester (10 points).
- Meet with a tutor on campus or one of the Counseling 20 Mentors (in the Counseling Complex) and submit proof of your completed appointment (10 points).
- Volunteer in your community, place of worship or find a volunteer opportunity on www.usaservice.org, President Obama's service initiative which promotes community service events (10-25 points).
- Meet with a representative from a college or university to which you are considering transferring. Appointments can be made at the

instructor at the end of the class session so that you can be marked tardy.

- Your attendance is critical to your success in this class. After 2 absences, 10 points will be subtracted from your final grade for each absence.
- It is important that you arrive to class on time and prepared to start. After 2 tardies, 5 points will be subtracted from your grade for each tardy.
- You may be dropped from the class after 4 absences.
- 5 points will be subtracted from your final grade for each time you leave early from a class and for each time you leave the classroom excessively. This is distracting to your classmates and to your instructor.
- **You are responsible for all assigned work.** If you are absent from a class session, contact another class member (from your class contact list or via e-Companion) to get the assignments or any other information, or the instructor if you can't reach your class contact. If you will be absent when an assignment is due, you must make prior arrangements with the instructor to turn in the assignment.

Other Classroom Guidelines:

- All regular SMC rules will apply.
- There is a zero tolerance for electronic devices, which includes but is not limited to: cellphones, pagers, laptops, or any other electronic device which has been deemed a distraction. All or any distraction may receive disciplinary sanction for violating the Santa Monica College Student Conduct Code. **All electronics must be turned off before class begins. Use of electronic devices while class is in session will result in subtraction of 10 points from your grade for each incident.**
- Talking when your instructor or another student is presenting is not permissible. If this continues after one warning, you will be required to leave class and not return for the remainder of the class session. You will not get your participation points for the day if you are asked to leave.
- SMC does not permit food or drinks in the classroom. Water is permitted.
- Leaving the classroom excessively, either during one session or over the course of several sessions is not permitted and will be counted as one or more tardy.

Counseling Complex. You must prepare questions for the representative in advance (ask Ms. C for assistance with the questions if you are uncertain what to ask) Complete a write-up of this meeting following the guidelines used for the "Meet with Your Professor" assignment in your packet.

Course Objective SLO

At the end of this course you will be able to: **demonstrate an understanding of health and lifestyle choices and their impact on learning and well-being.**

Course Expectations:

Students who perform at their potential, welcome change, and are willing to assume responsibility, make decisions, and express opinions, are successful in this course. *It is very easy to fall behind. It is your responsibility to complete assignments and exams as scheduled on your syllabus. You must be a self-directed student who can plan your schedule to accommodate the deadlines outlined here. You are expected to visit the course e-Companion website: www.smconline.org and keep up to date.*

eCompanion:

eCompanion will be used in this course for posting grades, the syllabus, forms, announcements and instructions as they come up. You can access eCompanion by going to <http://smconline.org>. If you have questions about using eCompanion, please visit their support page where you'll find tutorials, FAQ's, and a link to their email help desk: <http://www.smc.edu/ecompanion/support/> ****Make sure you go to user profile and update your email address because I will be using this platform to email all**

Individual Meetings & Communications with Instructor:

Please feel free to meet with me immediately after each class session. Individual appointments may be made at other times throughout the week. I am available to review your work in advance. All students will be required to check their grades on eCompanion and submit a grade monitor at weeks 4,8 and 12. A grade monitor is simply a 3x5 index card with your name, course number, date and current grade (both a percent and total. For example, 93% AND 93/100 points). Any student earning a “D” or an “F” at these grading periods will be required to schedule an individual meeting with the instructor before the next class session. Please note that the instructor may give you a verbal or written request to attend an office hour to discuss homework or a quiz or any other academic issue. You must meet with your instructor immediately after class or make an alternate appointment before the next class. If you do not attend a requested office hour, 25 points will be deducted from your final grade.

BEFORE you write an e-mail, read this:

- Use the eCompanion system to e-mail each other and me (prevents your e-mail from turning into junk mail).
- Please include your **full name and C20 section number** in the subject line of any e-mail that you send me.
- Your e-mails must address any recipient with respect. You may address me as “MS. Carrillo-Sarr”, “Ms. C”, “Professor Carrillo-Sarr.
- Please do not send me panic e-mails. Make friends in class and e-mail them first and then me, if the need arises.
- E-mail me as soon as the question or concern arises. I can always help you when given advance notice but may not be able to after the fact.
- You will usually expect an e-mail response from me within 24 hours, M-F. I will do my best to respond to inquiries after this time period, but I cannot guarantee a response within 24 hours. **Do not wait until the last minute. You are responsible for all of your own work.**

Code of Academic Honesty

Santa Monica College promotes academic integrity and does not permit cheating, plagiarism, or other forms of academic dishonesty. The Code of Academic Honesty is in your Student Calendar and Academic Planner. It is important that you understand this code; it is the official regulation of the college.

Technology

We will use the internet, eCompanion and e-mail in this course. You will need to have an e-mail address by the second class meeting. You may use any account including yahoo and Hotmail, but it must be an account that you check regularly, at least once per day. To get an SMC account (you will need this account to use any of the campus computers) goes to www.smc.edu, click on

students. You should have already received an email from eCollege, so if you did not receive it you need to update your email as described below:

1. Go to www.smconline.org and Log in.
2. Click on the User Profile Tab (on the upper right hand corner of the screen).
3. Update your email address and click Save.

Classroom Discussion

Our course will involve a great deal of classroom and small group discussion. It is important to participate in the classroom activities, including discussion. The following are guidelines for discussion that are to be used by all in any discussion during the course.

- Each person has the right to his or her own opinion (even if you don't like it).
- Each person has the right to be respected and heard. Be aware of our own prejudices.
- Each person has a right to courtesy. Students who are rude or disruptive will be told to leave.
- Each person has the right to privacy. No one is required to comment on a given topic if a person requests confidentiality, others agree not to repeat what is said.
- It is everyone's responsibility to make the classroom a safe and private space within which to engage in discussion.

“technology resources” then click on “request student e-mail/network account”. If you do not internet access from home, go to the Counseling Complex lobby, The Cayton Center, SMC Library, or any other computer lab on campus for free access. Printers are available in the Cayton Center (above the cafeteria) where a limited amount of printing is free of charge (included in your tuition).

Students With Disabilities

Please contact the Center for Students with Disabilities if this applies to you. The Center for Students with Disabilities is located in Room 101 of the Admissions/Student Services Complex, located on the north side of Main campus, next to Admissions. For more information, call (310) 434-4265 or (310) 434-4273 (TDD)

Counseling 20 Mentors

Counseling 20 mentors are a special addition to this course. They have been hand selected by Counseling 20 instructors to be a part of this program. They must have earned an "A" and have been an outstanding student and role model to have been selected. You, too can be a mentor! They are here to assist you with your assignments and any questions you have. They are under my direct supervision and guidance and have been given scoring rubrics and guidelines when asked to score any work. They will be assisting me in providing feedback on some of your work. I, the instructor, have final say on all grades and points earned. The mentors will simply be assisting me in order to provide prompt feedback to you all. They will review your study cards as well as total your quiz points. If you ever have any questions or concerns on scoring, please see me.