



HOUSTON COMMUNITY COLLEGE SYSTEM
 SOUTHEAST COLLEGE
 DEVELOPMENTAL EDUCATION DEPARTMENT
 GUIDED STUDIES

**COLLEGE AND CAREER PLANNING
 GUST 1270**

Semester: Summer 2011, Second Start
 CRN: 80416
 Location/Day(s)/Time: Southeast / M-Th / 10:30-1:00 PM Rm: 101 FM
 Semester Credit Hours: 1.5 hour lecture / 1 hour lab
 Contact Hours/Length: 48 hours per semester / 5 weeks

TYPE OF INSTRUCTION

The instruction in this course is lecture and lab based.

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Charlotte Fontenot
E-mail: charlotte.fontenot@hccs.edu
Phone: 281-352-9002
Office Location/Hours: 10:AM – 10:30AM; M-TH

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and to discuss course topics.

COURSE DESCRIPTION: ACGM (Academic Course Guide Manual)

Student Success Course

Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of students' academic skills that apply to all disciplines.

Approval Number 32.0101.52 12
 CIP Area Basic Skills, General
 maximum SCH per student 9
 maximum SCH per course 3
 maximum contact hours per course 96

COURSE DESCRIPTION: HCC CATALOG

This course is designed to prepare students for the demands of college and for success in the world of work. The course emphasizes setting priorities, time management, effective listening, note-taking, concentration techniques, retention of information, book analysis and comprehension techniques, and test-taking skills. This course also incorporates modules that are designed to facilitate the use of library databases in conducting research, planning and setting educational objectives, lifelong career assessment and decision making, financial aid, tutoring and student support services, enabling the student to maximize the use of college resources.

COURSE PREREQUISITE(S)

Students must be placed into GUST 0341 (or higher) in reading. Students below this reading level will be deferred from the Student Success course requirement (GUST 1270) until their reading level has improved.

PROGRAM LEARNING OUTCOMES

STUDENT LEARNING OUTCOMES (SLOs)

Students will:

1. Develop an academic/personal/professional Action Plan, to include long-term goals, with detailed emphasis on time spent at HCCS.
2. Identify and use various student services at HCCS.
3. Use classroom skills, including test-taking, note-taking, time management, etc.
4. Identify and develop personal/professional characteristics sought by professors/ employers.

LEARNING OBJECTIVES

To accomplish the SLOs (1-4 above), as a student, you need to:

- 1.1 Have a Degree Plan on file, and signed off by your professor. (Application)
- 1.2 Write and prioritize short-term and long-term goals related to your academic/personal/professional development related to your time at HCC. (Analysis)
- 1.3 Write an Action Plan for those priority goals related to your HCC experience. (Analysis)
- 1.4 Explain the difference between a job and a career, and the purpose of and preparation for each. Clarify which of the two brings you to HCC. (Analysis)
- 1.5 Explore career options, incorporating the use of career-related search tools. (Application)
- 1.6 Relate the characteristics of a Life-Long Learner, and how you can develop such characteristics in your own life. (Synthesis)
- 1.7 Demonstrate that you are capable of being an Independent Learner. (Application)

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- 2.1 Discuss your educational/career plans with a counselor and relate other services available through the counseling office. (Application)
 - 2.2 Access system publications, including the student handbook, college catalog, and semester schedules. (Application)
 - 2.3 Select classes for the next semester using a degree plan and online registration. (Application)
 - 2.4 Access the Learning Web. (Application)
 - 2.5 Describe the pros and cons of distance education. (Comprehension)
 - 2.6 Use your student email account to communicate with professor. (Application)
 - 2.7 Obtain a student identification card and parking pass as needed. (Application)
 - 2.8 Meet with a financial aid officer and discuss your financial aid options. (Application)
 - 2.9 Utilize tutoring services provided on-campus and/or online to receive advisement on at least one assignment. (Application)
 - 2.10 Attend a library orientation session and access resources available on campus and online. (Application)
 - 2.11 Attend at least one system-sponsored special event or student organization meeting. (Application)

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- 3.1 Explain the basic learning process.
 - 3.2 Complete a week-long activity log and identifying at least one area where adjustments could be made to improve the student's use of time. (Application)
 - 3.3 Complete a schedule showing the length of time it will take to complete their degree plans using their current course load.
 - 3.4 Participate in at least one pair/share activity with other students or a modeling activity with an instructor in order to identify key ideas and supporting evidence from a variety of textbooks and possibly journal articles. (Application)

- 3.4 Write notes over one chapter or section of a chapter using at least two or more different note-taking styles. (Application)
 - 3.5 Adapt memory strategies by coming up with at least three different mnemonics for key information from a specific textbook chapter. (Synthesis)
 - 3.6 Word process and correctly format at least half of the written assignments for class. (Application)
 - 3.7 Use the computer to find at least three professional articles or reputable websites to be used in a career report or project. (Analysis)
 - 3.8 Demonstrate listening skills appropriate to the college classroom. (Application)
 - 3.9 Describe how to prepare for and answer a variety of question types found on typical tests. (Comprehension)
 - 3.10 Describe techniques for recognizing and alleviating test anxiety. (Comprehension)
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- 4.1 Identify and describe values for both personal and professional life. Relate those values to college and professional decision making. (Analysis)
- 4.2 Work in collaboration with others. (Application)
- 4.3 Network. (Application)
- 4.4 Apply time management strategies and techniques. (Application)
- 4.5 Prioritize immediate and future activities. (Analysis)
- 4.6 Identify and locate resources necessary to personal/professional success. (Application)
- 4.7 Identify and demonstrate communication skills appropriate for the college and professional settings. (Application)
- 4.8 Successfully interact with a diverse population. (Application)
- 4.9 Critically analyze selected materials. (Analysis)

COURSE CORE CURRICULUM COMPETENCIES

The goals of this course are to help you learn to maneuver your way through the college experience, to become more aware of some of the demands of the world of work, and to be well on your way to being an independent/life-long learner.

COURSE CALENDAR – 5 WEEKS – Second Start/Summer 2011

Week 1 Agenda:

July 11, 2011

Course Introduction/Syllabus Overview/Introductory Activities, Blackboard Introductory; Chapter 1: Change

Other Activities/Exercises (as directed by instructor)

Assignment(s): Read Chapter 1 & 2 DUE: _____

July 12, 2011

Last day to drop; Chapter 2: Engage; LIBRARY ORIENTATION (11:30-1pm)

Activities/Exercises (as directed by instructor)

Assignment(s): _____ DUE: _____

July 13, 2011

Chapter 3: Persist

Activities/Exercises (as directed by instructor)

Assignment(s): _____ DUE: _____

July 14, 2011:

Official Date of Record; Chapter 4: Communicate

Activities/Exercises (as directed by instructor)

Assignment(s): _____ DUE: _____

Week 2 Agenda:

July 18, 2011

Chapter 5: Think

Activities/Exercises (as directed by instructor)

Assignment(s): _____ DUE: _____

July 19, 2011: **Lab Day; Chapter 6: Prioritize**
Activities/Exercises (as directed by instructor)
Assignment(s): _____ DUE: _____

July 20, 2011: **Chapter 7: Learn**
Midterm Review (Chapters 1-7)
Activities/Exercises (as directed by instructor)
Assignment(s): _____ DUE: _____

July 21, 2011: **MIDTERM EXAM** (Chapters 1-7)
Other Activities/Exercises (as directed by instructor)
Chapter 8: Read
Assignment(s): _____ DUE: _____

Week 3 Agenda:
July 25, 2011: **Chapter 15: Plan**
Cover Letter & Resume Writing
Portfolio Introduction/Career Exploration
Activities/Exercises (as directed by instructor)
Assignment(s): _____ DUE: _____

July 26, 2011: **Lab Day: Chapter 9: Record**
Continue Portfolio Work
Activities/Exercises (as directed by instructor)
Assignment(s): _____ DUE: _____

July 27, 2011: **Chapter 10: Understand**
Activities/Exercises (as directed by instructor)
Assignment(s): _____ DUE: _____

July 28, 2011: **Chapter 11: Prosper**
Activities/Exercises (as directed by instructor)
CAREER PORTFOLIO DUE
Assignment(s): _____ DUE: _____

NOTE; July 29, 2011 is the last day to withdraw; 12:00pm noon.

Week 4 Agenda:
August 1, 2011 **Chapter 12: Inform**
Activities/Exercises (as directed by instructor)
Assignment(s): _____ DUE: _____

August 2, 2011: **Lab Day**
Activities/Exercises (as directed by instructor)
Assignment(s): _____ DUE: _____

August 3, 2011: **Chapter 13: Relate**
Activities/Exercises (as directed by instructor)
Assignments: _____ DUE: _____

August 4, 2011: **Chapter 14: Live**
Activities/Exercises (as directed by instructor)
Assignments: _____ DUE: _____

Week 5 Agenda

August 8, 2011:

Final Exam Review (Chapters 7-15)

Activities/Exercises (as directed by instructor)

Assignments: Prepare for Final Exam/Other (as assigned by instructor)

August 9, 2011 –

Lab Day

Activities/Exercises (as directed by instructor)

Assignments: _____ DUE: _____

August 10, 2011:

FINAL EXAM 10:30 – 12:30 (2 hours)

NOTE: The calendar may change. Place a copy of the syllabus and this calendar in your notebook; refer to the calendar on a daily basis to know what is expected of you. Your instructor will give detailed instructions for completing the portfolio as well as what is expected of you regarding online activities.

INSTRUCTIONAL METHODS

A variety of instructional methods will be used and may include: lecture, group discussion, group activities, Web-based instruction, videos, and exploration activities (regarding interests, abilities, careers). Though lecture may be included, you can expect to be involved in discussions and other collaborative work, individual activities, computer-based learning, as well as group and individual presentations.

STUDENT ASSIGNMENTS

Midterm and Final Exams: Each student is required to take departmental midterm and final exams. The exams will cover a variety of materials discussed in class and found in your readings. A study guide for each exam may be provided by your instructor. You will be given at least one week's notice before an exam. You will have 2 hours to take the final exam. Exam dates are posted in the course calendar.

Syllabus Test: Teaching and learning are at their best when a partnership is formed between the teacher and the learner. Think of the syllabus as a "contract" between the professor and student. As such, it is critical that you understand and know the content of the document. You will take a syllabus test, as well as sign an acknowledgment that the professor provided a copy of the syllabus.

Regular Quizzes/Tests: To ensure that each student is mastering the materials assigned for reading and discussion in class, quizzes/tests will be administered following select chapters.

Projects and Exercises: During the course of the semester, each student will be asked to complete a variety of projects that support lecture and reading materials. Projects/Exercises may include: library orientation, online assignments, critical thinking exercises, collaborative work/presentations, career research and reporting, journaling, oral presentations, and other projects assigned by your professor.

Academic Conference: Students are required to attend at least one conference. Proof of attendance is required.

Career Portfolio: Students are required to assemble a career portfolio that showcases his or her chosen career and includes various professional artifacts, including a cover letter and resume. The specific format and required elements of the portfolio will be explained in class and/or posted electronically.

STUDENT ASSESSMENTS

Participation (attendance, projects, exercises, online assignments, homework etc.)	25%
Career Portfolio	25%
Midterm Exam	25%
Final Exam	25%
TOTAL	100%

INSTRUCTOR REQUIREMENTS

As your Instructor, it is my responsibility to:

- Provide you with a syllabus that details course information, including a tentative calendar, classroom policies, the grading scale, and other information related to the successful completion of this course;
- Provide instructional support in class;
- Describe and provide details for any special projects or assignments;
- Provide feedback on assignments;
- Develop a positive learning environment;
- Respect each student;
- Arrange for office hours to meet with students, as needed.

To be successful in this class, it is your responsibility to:

- Attend and be on time for class;
- Participate in class discussions and activities;
- Read and comprehend assigned textbook and other readings;
- Complete and submit assignments and projects on time—**Late Assignments** are unacceptable (late work may be accepted at the professor's discretion and will include a point deduction);
- Ask for help when there is a question or problem;
- Abide by the rules of the class and institution;
- Show respect for one another and for the goal of learning;
- Notify the instructor of any issues that may affect your attendance or successful participation;
- Keep copies of all paperwork, including the syllabus, calendar, handouts and all graded work.

PROGRAM/DISCIPLINE REQUIREMENTS

GUST 1270 is required for all incoming freshmen. An exception is made for those who have completed 12 or more college level credits.

HCC GRADING SCALE

A	=	100 – 90.....	4 points per semester hour
B	=	89 – 80.....	3 points per semester hour
C	=	79 – 70.....	2 points per semester hour
D	=	69 – 60.....	1 point per semester hour
F	=	59 and below.....	0 points per semester hour
IP	=	(In Progress)	0 points per semester hour
W	=	(Withdrawn).....	0 points per semester hour
I	=	(Incomplete).....	0 points per semester hour
AUD	=	(Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

NOTE: In the event of an "I", students must arrange with the instructor to complete the course within 6 months or the I converts to an F). Grades are available online within one week of the end of the course on the website www.hccs.edu. Students needing an official copy of their grades for reimbursement, etc., may request a copy from the Office of Student Records at the System Administration Building.

INSTRUCTIONAL MATERIALS

- **Textbook:** Sherfield, R., & Moody, P. (2011). *Cornerstone: Creating Success Through Positive Change* (6th ed.). Boston: Pearson.
- **Online Student Access Code** (packaged with new textbooks)
- **Other Materials** (required by instructor): Folder with 3 hole fasteners (pockets ok)
Green scantron (2)

HCC STUDENT SERVICES POLICIES

All students are expected to familiarize themselves with the student services policies. Those may be accessed at: <http://hccs.edu/student-rights>

ADA (Services to students with Disabilities): Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Support Services Office (DSSO) of their respective college at the beginning of each semester. Faculty is authorized to provide only the accommodation(s) requested by the DSSO. For information and services at HCC Southeast, contact ADA Counselor, at 713- 718-7218. HCCS is compliant with the ADA and Sec. 504 of the Rehabilitation Act of 1973.

ACADEMIC HONESTY: Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Because an important part of being a college student is academic honesty, it is the expectation in this course that you will complete all academic work without cheating, plagiarism, lying and/or bribery, and collusion. Penalties for academic dishonesty (as outlined in the student handbook) could include receiving a failing grade for this course and/or being suspended from school.

ATTENDANCE: You are expected to attend all lecture classes and labs regularly. You are responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), you can be dropped after six hours of absence.
- For a four credit-hour lecture/lab course meeting six hours per week (96 hours of instruction), you can be dropped after 12 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially may result in a grade of "F" in the course.

WITHDRAWALS: Students may withdraw from courses prior to the deadline established by the institution. Before withdrawing from a course, students should meet with the instructor to discuss the decision. There are services available to students you may be referred to assist in completion and success in the course. Deadlines to withdraw are printed in the schedule of classes and on the HCC website. Be sure you adhere to the rules and deadlines in order to receive a 'W' otherwise a grade of 'F' will be given in the course by the instructor. Students should take care in dropping a course, as the third or future attempt to retake a course will result in a higher rate of tuition at HCC. ***Remember to allow a 24-hour response time when communicating via email***

and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline. If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

REPEAT COURSE POLICY

Effective Fall 2006, HCC will charge a higher tuition to students who are registering for a class for the third or subsequent time for the majority of credit and continuing education courses. A third attempt is any class that is reflected on a student's transcript with a grade of A-F, I or W. Attempts include only courses taken at Houston Community College since the Fall semester of 2002. Students can see a counselor or advisor to determine if they are taking a class for a third time. Students should also carefully select courses and take care in dropping a course, as the third or future attempt to retake a course will result in a higher rate.

Course Withdrawals - First Time Freshman Students - Fall 2007 and Later

Under Section 51.907 of the Texas Education Code "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in the Spring 2007 and applies to students who enroll in a public institution of higher education as a first - time freshman in fall 2007 or later. Any course that a student drops is counted toward the six - course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available. HCC students affected by this statute that have attended or plan to attend another institution of higher education should become familiar with that institution's policies on dropping courses.

******* 2011-Second Summer Term – LAST DAY TO WITHDRAW – JULY 29, 2011,
12:00 PM; NOON *******

SEXUAL HARRASSMENT: HCC shall provide an educational, employment, and business environment free of sexual harassment. Sexual harassment is a form of sex discrimination that is not tolerated by HCC. Any student who feels that he or she is the victim of sexual harassment has the right to seek redress of the Grievance. HCC provides procedures for reviewing and resolving such complaints through its Grievance Policy. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee or suspension of the student. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

Definition

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

- The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment; or
- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
- Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

CLASSROOM BEHAVIOR/CONDUCT

You are in college. You will be treated and respected as an adult. Because of the nature of discussion involved in this class, it is imperative that we respect each other's opinions and values. Classroom disruptions interfere with the learning environment and cannot be allowed. Any student failing to abide by appropriate standards of conduct during scheduled College activities may be asked to leave that day's class or activity by the instructor or another College official. (The student has the right to return to the

next class/activity.) If a student refuses a request to voluntarily leave the classroom, security may be summoned to remove the student so that the scheduled activity may resume without further disruption. In cases of serious problems, the faculty member will document and report the incident to his/her supervisor. Further disciplinary action may be pursued according to System guidelines, presented in the HCCS Student Handbook. In addition to cooperative and courteous behavior, follow these guidelines:

- Get handouts and returned work before class begins or after the class ends. DO NOT walk up to the instructor's desk during the class.
- Arrive to class on time and stay for the entire session. Tardiness and leaving early are disruptions to class.
- **Turn off cell phones** and other electronics prior to entering class. No calls, text messages, photographs, or any other electronic communication should be sent or received during class. NOTE: If you have a home, family, or work situation that requires you to keep a cell phone on hand, please discuss this with the professor beforehand.
- Obtain the instructor's approval before using a laptop or other electronic device during class
- Stay awake in class—no heads on desks.
- Unless you are asked to discuss class content, do not chat or visit with classmates during class.

***For repeated classroom disruptions, a student may be dropped from this course.

You are responsible to familiarize yourself with the policies, procedures, and other information in the HCC Student Handbook. It may be found online through the HCC Web site:

http://www.hccs.edu/hcc/System%20Home/Departments/Student_Handbook/student_policies.pdf

Acknowledgment of Syllabus

I have received a syllabus for the course GUST 1270. I understand that I am responsible for reading the syllabus and for asking my instructor to clarify any information on the syllabus that I do not understand. I also understand that the syllabus and calendar of assignments/tests may change, and that I will be informed of any changes.

Name (please print)

Signature

Date