

Tuesday/Thursday 1:30-3pm

August 20 - December 12, 2019

Tauzer 947

Course Description

This first course in a four-course sequence builds foundation skills for academic and vocational success. Students will be introduced to information about the resources, services, skills, tools, and processes to make important decisions about their individual pathways for success. They will also build awareness about their personal needs and challenges to success, and learn behaviors that establish a platform from which to build patterns of success in academic, personal, and workplace endeavors.

Course Objectives**Upon completion of the course, students will be able to:**

1. Describe a range of resources, services, skills and processes for making informed decisions about an individual pathway to success
2. Reflect on and analyze personal strengths, weaknesses, and challenges to academic and vocational success
3. Develop a personal vision statement and Ten-Year Plan for educational and professional goals
4. Apply effective academic skills to achieving student success

Attendance, Participation & Grading**Attendance**

Students who fail to attend the first class meeting may be dropped by the instructor. Instructors are required to drop all No-Show students immediately following the second class meeting. A No-Show is an enrolled student who has not attended any class meeting of the course.

Any class missed is an absence, regardless of the reason. If you miss class due to an illness, injury, appointment, or school function please communicate with your instructor. **This course meets multiple times each week and you may be able to make arrangements to attend another class to make up your missed section and earn credit for attendance for that particular class.**

Students who fail to attend a class for the entire class may be marked absent for that class meeting. If you arrive late, it's your responsibility to check in after class to receive credit. If you need to leave early, you need to make arrangements with your instructor prior to class to be considered for credit.

Attending 80% or more of classes is required (in addition to coursework) to pass this course.

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class. Ten percent of this class is five hours of class time.

Participation

Participation consists of attending class, participating in the entire class period, and completing any assignments. Arriving late, leaving early, giving minimal effort, or failure to complete work on time will negatively affect your participation and subsequently, your grade.

Make-Up Policy

You may make up missed sections as needed by attending other sections of the same course. Please communicate appropriately with your instructor if you need to do this.

Pass-NoPass (P/NP)

This is a P/NP course. A passing grade is 80%. You must have an attendance record of 80% or better and earn at least 80% of all points available for submitted work to pass the class. A grade of less than 80% in EITHER attendance OR points may earn a NP grade.

Late Policy

All assignments are due on the due date. Assignments are submitted through the Canvas portal. Arrangements for late work to be accepted need to be made in writing with the instructor in advance of the deadline.

Grading Policy

Click the "Grades" link in Canvas to keep track of your grades. Instructors grade regularly and post grades and comments in the Canvas gradebook.

To pass this course, you need to earn 80% of the available points (in addition to an attendance record of 80% or better).

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work.

Units and Topics

Week	Date	Class	Unit Title	Topic(s)
1		1	Navigating this Course	Overview, Canvas, Intake Form
1		2	Navigating this Course	Orientation, Checklist
2		3	Navigating this Course	Checklist review
			Introduction	Essential Questions, Campus Resources
2		4	Introduction	Self-Awareness
3		5	Introduction	Self-Awareness
3		6	Unit 1: Organization & Planning	Essential Questions, Personal Vision Statement
4		7	Unit 1: Organization & Planning	Goal-Setting
4		8	Unit 1: Organization & Planning	Goals: Process vs. Outcome
5		9	Unit 1: Organization & Planning	CLASS DISCUSSION: Goals Process vs. Outcome
5		10	Unit 1: Organization & Planning	Successful Students: Performance Character Values
6		11	Unit 1: Organization & Planning	Common Obstacles to Success
6		12	Unit 1: Organization & Planning	Time Management
7		13	Unit 1: Organization & Planning	Time Management
7		14	Unit 1: Organization & Planning	Decision-Making
8		15	Unit 1: Organization & Planning	Unit Review
8		16	Unit 1: Organization & Planning	Unit Review
9		17	Unit 2: Academic Skills for Success	Essential Questions, Lifelong Learning
9		18	Unit 2: Academic Skills for Success	Active Listening

10		19	Unit 2: Academic Skills for Success	Active Reading
10		20	Unit 2: Academic Skills for Success	Note-Taking
11		21	Unit 2: Academic Skills for Success	How to Conduct Research
11		22	Unit 2: Academic Skills for Success	Plagiarism and its Consequences
12		23	Unit 2: Academic Skills for Success	Taking Tests
12		24	Unit 2: Academic Skills for Success	Writing Essays
13		25	Unit 2: Academic Skills for Success	Thesis Strategies
13		26	Unit 2: Academic Skills for Success	Short Answer Response
14		27	Unit 2: Academic Skills for Success	Unit Review
14		28	Unit 2: Academic Skills for Success	Unit Review
15		29	Student Update Form	Student Update Form
15		30	Review	
16		31	Review	
16		32	Reflections & Final Thoughts	Student Feedback Form
17		33	Reflections & Final Thoughts	
17		34	Final Preparation	
FINALS		Exam	Final version of student success plan	

Program Office: Regional Adult Education Programs

contact@socoadulted.org

(707) 527-4253 or/ o (707) 521-7829

Monday-Friday 9:00-5:30pm *Note: closed on Fridays during June & July*