

PDC 120 – Spring 2011

PROJECT SUCCESS LINK WITH ENGLISH 98 & ENGLISH 98R

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Office Hours: By appointment
Office #: Bldg. 58J – Modular Village

Class Time: 12:30 pm – 1:45 pm
Days: Jan 24 – May 26, 2011, T/Th
Classroom: #36-330C
Section #: 8294
www.grossmont.edu/pearllopez

Catalog Course Description

Learn how to be successful in college by improving study skills such as textbook reading and marking, note-taking, listening to lectures, managing time, studying for tests, and improving memory. Additional success topics include exploring motivation and attitudes, managing stress, developing creativity, improving communications and relationships, and maintaining optimum health. Discover your values, interests, aptitudes, and personal strengths in order to plan your education and a successful career.

Course Credit

PDC 120 is a 3-unit course that is associate degree applicable as an elective course. The 3 units will also transfer and satisfy Area E to CSU, but units are not transferable to UC. A letter grade is awarded unless the student chooses to take the course Pass/No Pass (P/NP).

Required Texts, Materials, and Computer Access

- On Course, by Skip Downing, 6th Edition, ISBN: 978-1-4390-8217-1
*(EOPS students are eligible for a book loan) (Also available in Library for limited loan)
- 2010-2011 Grossmont College Catalog
- Journal – 3-ring binder with loose-leaf paper
- Kiersey Temperament personality type test - \$10.00 @ Career Center (optional)

*EOPS students who do not return their loaned On Course textbook by May 26, 2011 will lose their textbook grant through EOPS and may be subject to a hold on their records through Admissions & Records.

Course Objectives

In this course, you will learn how to . . .

1. **Take charge of your life.** You will learn how to take greater personal responsibility, gaining more control over the outcomes and experiences that you create both in college and in life.
2. **Increase self-motivation.** You will learn to create greater inner motivation by, among other things, discovering your own personally meaningful goals and dreams.
3. **Improve personal self-management*.** You will learn numerous strategies for taking control of your time and energy, allowing you to move more effectively and efficiently toward the accomplishment of your goals and dreams.
4. **Develop interdependence.** You will learn how to develop mutually supportive relationships with people who will help you achieve your goals and dreams as you assist them to achieve theirs.
5. **Increase self-awareness.** You will learn how to understand and revise your self-defeating patterns of behavior, thought, and emotion as well as your unconscious limiting beliefs.
6. **Maximize your learning*.** You will learn key research on how the human brain learns as well as discover your own personal learning style, giving you the keys to learning important course content in college as well as becoming a more effective lifelong learner.
7. **Develop emotional intelligence.** You will learn effective strategies for managing your emotional life, decreasing stress while increasing your inner sense of well-being.
8. **Raise your self-esteem.** You will learn how to develop self-acceptance, self-confidence, self-respect, self-love, and unconditional self-worth.
9. **Career Decision Making.** You will learn how to explore careers that may be suitable for you. You will accomplish this through a personality type assessment and a visit to the Career Center. “On Course at Work” essays in each chapter will also show you how *On Course* principles improve your chances for success in the work world.

10. **Write more effectively.** You will learn how to improve your writing skills through the extensive writing practice offered by your guided journal entries.
11. **Improve creative and critical thinking skills.** You will learn how to enhance the thinking skills essential for analyzing and solving problems in your academic, professional, and personal lives.
12. **Master effective study skills.** You will learn how to raise your grades in college by improving essential skills like reading, note taking, memorizing, studying, and test taking.
13. **Manage your money.** You will learn helpful techniques for increasing your income (including gaining more financial aid for college) and decreasing your expenses.
14. **Educational Plan*.** You will develop and apply an educational plan consistent with your major and career goals.

*Student Learning Outcome

Course Format

This course will be an individual and cooperative learning experience, meaning you will work individually as well as in small and large groups. Every individual brings a unique blend of background and experience to the class; therefore, each student is strongly encouraged to participate freely in class discussions and activities. Your active involvement will ensure a much richer experience for all of us.

Ms. Pearl's Course Policies & Class Rules

1. You are responsible for any material covered or announcements made if you are absent. E-mail me or a classmate to learn what was covered in class. In addition, you need to readily check the list of assignments for the week that is listed on the course calendar. These rules are set to create the best learning environment possible for you and your classmates.
2. Though I rarely send e-mail, you are expected to check e-mail daily and to respond promptly when appropriate. You are responsible for knowing the information in any e-mails I send.
3. Students are expected to arrive to class **on time** and participate in class discussions and exercises.
4. Three (3) tardies will be equivalent to one absence.
5. Three (3) absences may result in an excessive absence drop from the class.
6. You are allowed to add/drop classes the first two weeks of class without any record of the class appearing on your transcript. This first drop deadline is **February 4, 2011**. Any drops **after** this date will show a "W" (Withdrawal) on your record.
7. The last day to drop a class and receive a 'W' instead of receiving a **Failing grade is April 15, 2011**. Remember it is YOUR (the student's) responsibility to officially withdraw from a class.
8. In my classroom, each student should feel free to express his/her own opinion and ideas in a respectful manner. Students should be open to, listen to, and appreciate differences in others. My class is a hate-free zone. **Inappropriate, disrespectful, or disruptive** behavior will not be tolerated.
9. Electronic toys, including cell phones, laptops, IPODS, etc. must be **turned off and put away** in class.
10. Students are expected to respect standards of conduct. Charges of misconduct and disciplinary sanctions may be imposed upon students who violate these standards of conduct. Disciplinary procedures and student due process can be found in the college catalog and at the office of the Dean of Student Affairs.
11. Cheating and plagiarism (using as one's own ideas writings, materials, or images of someone else without acknowledgement or permission) can result in any one of a variety of sanctions. Such penalties may range from an adjusted grade on the particular exam, paper, project, or assignment (all of which may lead to a failing grade in the course) to, under certain conditions, suspension or expulsion from a class, program or the college. For further clarification and information on these issues, please consult with your instructor or contact the office of the Associate Dean of Student Affairs.

Special Accommodations

Students with disabilities who need accommodations in this class are encouraged to notify the instructor and contact Disabled Students Programs & Services (DSP&S) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students may contact DSP&S in person in Bldg. 58K in the Modular Village or by phone at (619) 644-7112 (voice) or (619) 644-7119 (TTY for hearing impaired).

| Course Projects: | Points |
|---|------------|
| 1. 14 Quizzes (5 pts. each) | 70 |
| 2. 32 Success Journal Entries (5 pts. each) | 160 |
| 3. Group Presentation | 30 |
| 4. Personality Type Assessment | 20 |
| 5. Career Research Paper | 30 |
| 6. Educational Plan | 20 |
| 7. Final | 70 |
| Total Possible Points: | 400 |

| Course Grades: | Points |
|----------------|--------------|
| A = | 360–400 |
| B = | 320–359 |
| C = | 280–319 |
| D = | 240–279 |
| F = | 239 or below |

Description of Course Projects:

1. Quizzes (70 points)

This is a course for students who wish to be successful in college and in life. One of the most important factors of success in any endeavor is consistent and active participation. To encourage and reward your preparation for active participation in every class, **fourteen (14)** unannounced quizzes on the readings will be given. If you have read the assignment and completed your journal entry, you should have no trouble earning the maximum points (5) for each quiz. **No quiz may be made up.**

2. Success Journals (160 points, 40% of total grade)

Your *Success Journal* provides an opportunity to explore your thoughts and feelings as you experiment with the success strategies presented in *On Course*. Although I will be collecting your journals and looking through them, **write your journal for yourself**, not for me. Your journal entries may occasionally be read by your classmates.

Journal Writings: During this semester, you will write thirty-two (32) numbered journal entries from our textbook. These entries will be written outside of class. **Please type your journal entries.** If you do not have access to a computer, you can visit the Tech Mall for access.

Journal Evaluations: Journals are due daily. It is my intention to read every journal entry you write, but I not always make comments. I will look through your journal to verify the completion of each assignment and to give credit for a job well done. I read journal entries to gain a sense of the issues you are working on. With this knowledge, I can be of greater assistance to you this semester.

Late journals will not be accepted.

Journal Points: Each journal entry will be awarded up to 5 points. Thus, all thirty-two (32) journal entries will be worth a possible total of 160 points. A journal entry will be awarded the maximum of 5 points if it fulfills the following two criteria:

1. The entry is **complete** (all steps in the directions have been responded to), and
2. The entry is **written with high standards** (an obvious attempt has been made to **dive deep**). Grammar, spelling, and punctuation will NOT be factors in awarding points in this journal.

3. Group Presentation (30 points)

You will receive a handout with detailed instructions for your group presentation. The group presentation occurs during the second half of the semester. The purpose of the group presentation is for you to learn how to work in teams. This experience will help you apply what you have learned in the real world when you are in your professional career. Not all groups work well together, but do your best to communicate with each other to make it work. Use the skills you have learned in *On Course*. You are welcome to talk to me about issues that may arise or to get feedback on your presentation ideas so that you earn maximum credit.

4. Personality Type Assessment (20 points)

There are many personality type assessments. The one we will focus on in class is based on the Myers-Briggs personality test. You can take a free version of the test on the Human Metrics website: www.humanmetrics.com, or you can take a similar type test at the Career Center for \$10.00 called the Kiersey Temperament test. The version at the Career Center provides more detailed information that will allow you to interpret your assessments more clearly. If you have an old version of the test results, you may submit those. We will have a guest speaker who will give an excellent presentation about your personality type so please make sure you have them ready.

5. Career Research Paper (30 points)

You will receive a handout with specific instructions on the career research paper. The purpose of the career research paper is to encourage you to explore a major you have either chosen or are considering. This is an important part of planning your future. Please take it seriously because this is about you, not me. Many students complete this research and find that it is either the major they dreamed of or they change their minds all together. This is an important step for you during your educational career.

I require a bibliography listing the sources you used to gather your information. If you choose to interview someone, their contact information must be included in your bibliography. You are not required to answer all questions, but the more you answer, the more points you will be awarded. Remember the Career Center is happy to help you find a lot of the information you need.

6. Educational Plan (20 points)

I will teach you how to develop your own educational plan. Please see the course calendar for the date. The educational plan is a very important part of your educational path at Grossmont College. The purpose of the educational plan is to plot out your classes for **each semester that you will be attending college**. It is called a Long Range Educational Plan. It should **not** be a 2-3 semester plan. Since the Counseling Center is very busy, it is important that you make an appointment as soon as possible. It is your responsibility to have as much of your educational plan developed before your appointment. The counselor will then assist you by reviewing it with you and making recommendations.

7. Final (70 points)

You will be receiving a detailed handout regarding the final. The final will consist of 2 parts. There is a visual part and a written part. The visual part is a storyboard that you will share with your classmates. The written part will be a 2 paragraph essay regarding your storyboard. In order to receive full credit, you must complete both parts of the final. There is no partial credit. Also, you must be present at the final in order to pass the class. If you have a special situation or emergency and will miss the final, you must see me in person as soon as possible or risk failing the class.

Course Calendar

The dates and assignments are subject to change. I will do my best to notify you in advance of any necessary changes.

| Week | Date | Topic | Readings & Assignments Due |
|------|--------|---|---|
| 1 | Jan 25 | Overview of Class | |
| | Jan 27 | Introductions/Ice Breakers | |
| 2 | Feb 1 | Taking the First Step Becoming an Active Learner | Chpt 1: pgs 1-11, Journal #1 Chpt 1: pgs 12-20, Journal #2 |
| | Feb 3 | Believing in Yourself: Develop Self Acceptance Wise Choices in College - College Customs | Chpt 1: pgs 20-23, Journal #3 Chpt 1: pgs 24-27 |
| 3 | Feb 8 | Grossmont College – Policies, Degrees, & Transfer | Bring Class Schedule & Catalog |
| | Feb 10 | Adopting the Creator Role | Chpt 2: pgs 29-35 Journal #4 |
| 4 | Feb 15 | Mastering Creator Language | Chpt 2: pgs 36-42, Journal #5 |
| | Feb 17 | Making Wise Decisions | Chpt 2: pgs 43-49, Journal #6 |
| 5 | Feb 22 | Believing in Yourself-Change Your Inner Conversation Wise Choices in College - Reading | Chpt 2: pgs 50-54, Journal #7 Chpt 2: pgs. 57-62 |
| | Feb 24 | Creating Inner Motivation | Chpt 3: pgs. 63-71, Journal #8 |
| 6 | Mar 1 | Personality Type Presentation – Scott Barr | Personality Type Results Due |
| | Mar 3 | Career Center Visit | Receive Career Research Assgn. |
| 7 | Mar 8 | Designing a Compelling Life Plan Committing to Your Goals and Dreams | Chpt 3: pgs 71-77, Journal #9 Chpt 3: pgs 77-85, Journal #10 |
| | Mar 10 | Believing in Yourself: Write a Personal Affirmation Wise Choices in College – Taking Notes | Chpt 3: pgs 85-90, Journal #11 Chpt 3: pgs 93-100 |
| 8 | Mar 15 | Acting On Purpose Creating a Self-Management System | Chpt 4: pgs 100-107, Journal #12 Chpt 4: pgs 108-115, Journal #13 |
| | Mar 17 | Developing Self-Discipline | Chpt 4: pgs 116-123, Journal #14 |
| 9 | Mar 22 | Believing in Yourself: Develop Self-Confidence Wise Choices in College – Organizing Study Materials | Chpt 4: pgs 124-127, Journal #15 Chpt 4: pgs 130-137 |
| | Mar 24 | Developing Mutually Supportive Relationships | Chpt 5: pgs 139-144, Journal #16 |
| 10 | Mar 29 | Creating a Support Network Strengthening Relationships w/ Active Listening | Chpt 5: pgs 145-151, Journal #17 Chpt 5: pgs 151-157 Journal #18 |
| | Mar 31 | Believing in Yourself: Be Assertive How to make your own educational plan. | Chpt 5: pgs 157-162, Journal #19 *Career Research Paper Due |
| 11 | Apr 5 | Wise Choices in College – Rehearsing & Memorizing Study Materials | Chpt 5: pgs 165-170 |
| | Apr 7 | Recognizing When You Are Off Course Identifying Your Scripts | Chpt 6: pgs 171-176, Journal #20 Chpt 6: pgs 177-183, Journal #21 |
| 12 | Apr 12 | Rewriting Your Outdated Scripts Believing in Yourself: Write Your Own Rules | Chpt 6: pgs 184-192, Journal #22 Chpt 6: pgs 192-195, Journal #23 |
| | Apr 14 | Wise Choices in College – Taking Tests | Chpt 6: Pgs 198-206 |

| Week | Date | Topic | Reading & Assignments Due |
|-------------|---|--|---|
| | Apr 19 Apr 21 | <i>SPRING RECESS</i> | NO CLASS!! |
| 13 | Apr 26 Apr 28 | Discovering Your Preferred Learning Style Employing Critical Thinking Learning to Make Course Corrections | Chpt 7: pgs 207-216, Journal #24 Chpt 7: pgs 216-221, Journal #25 Chpt 7: pgs 221-228, Journal # 26 *Educational Plan Due |
| 14 | May 3 May 5 | Believing in Yourself: Develop Self-Respect <i>Wise Choices in College - Writing</i> Understanding Emotional Intelligence | Chpt 7: pgs 228-232, Journal #27 Chpt 7: pgs 235-242 Chpt 8: pgs 243-249, Journal #28 |
| 15 | May 10 May 12 | Reducing Stress Creating Flow Believing in Yourself: Develop Self-Love | Chpt 8: pgs 249-259, Journal #29 Chpt 8: pgs 259-265, Journal #30 Chpt 8: pgs 265-268, Journal #31 |
| 16 | May 17 May 19 | <i>Wise Choices in College – Managing Money</i> Staying On Course to Your Success Video | Chpt 8: pgs 271-278 Chpt 9: pgs 279-285, Journal #32 |
| Final | Thurs. May 26 11:30 am – 1:30 pm | Final Exam | Congratulations! |

Updated 1/24/2011