Los Angeles City College
Fall 2012

Course Title: Personal Development 40 (UC:CSU) 3 Units
Advisory: English 28 or equivalent
Instructor: Sonia Soto-Bair, Professor of Counseling
Office Location: AD 108 M
Office Hours: 8:00 - 8:50 Monday - Wednesday
1:45 - 5:00 Monday
Appointment Recommended
Telephone: (323)953-4000 X1255
E-mail: sotobacs@lacitycollege.edu

Student Learning Outcome (SLO) for Personal Development 40
Upon successful completion of Personal Development 40, the student will be able to complete an educational plan. *1

Textbooks:

Becoming a Master Student 14th Edition with Assessments by Dave Ellis
Los Angeles City College Catalog
Los Angeles City College Schedule
Day Planner 2011-12

Suggested Readings

1. The College Handbook by the College Board
2. Book of Majors by College Board Publication
3. College Money Handbook by various publishers
4. How to Get Into College by various publishers
5. Occupational Outlook Handbook
6. Forbes America’s Top Colleges for 2011/2012

Materials:

3-ring notebook
Subject dividers for Quizzes, Tests, Assessments, Projects, etc

Course Description:

This course provides information essential for survival in college, including an overview of various support services. Emphasis will be placed on development of student skills, such as productive time management skills, understanding LACCD and LACC college terminology, knowledge and utilization of college support services, as well as value and purpose of higher
education, ethics and responsibility, diversity in higher education, interpersonal communication, career development, health issues, and self-assessment techniques. Student will create a Student Educational Plan.

**Course Objective**

1. Identify and complete an educational plan leading to an approved educational goal. (Certificate, AA, AS, and/or transfer).
2. Demonstrate a thorough knowledge of LACCD and LACC policies and procedures; campus services and resources.
3. Demonstrate knowledge of the CSU and UC educational systems and the information necessary to prepare a plan for a degree at a college or university of choice.
4. Analyze, interpret, and implement various techniques of student success skills, such as time management, memory, reading, note taking and testing skills
5. Be able to explain goal setting and demonstrate the principles of effective decision making
6. Learn to do career research and learn about up-to-date career trends
7. Learn about current health issues, diversity issues, and interpersonal communication
8. Evaluate cognitive-learning style and integrate the results in a learning environment.
9. Enjoy and benefit from your college experience.

**Course Content (to include)**

Week of the Following: *2

| Week 1 | Introduction to Class/Campus Tour |
| Aug. 27 |

| Week 2 | Catalog: LACCD and LACC policies and procedures, includes Certificate, AA/S, and Transfer Information; Compare systems of post-secondary education |
| Sept 3 |

| Week 3 | College Resources; Financial Aid |
| Sept. 10 |

| Week 4 | Continuation of Catalog; Student Educational Planning: TEST |
| Sept. 17 |

| Week 5 | Student Educational Planning |
| Sept. 24 | STUDENT EDUCATIONAL PLAN DUE |

| Week 6 | Student Assessment and Evaluation: Academic/Life Skills; Cognitive Learning Styles, etc. Effective Student Habits Chapter 1 and 2; Transitions; Decision Making |
| Oct. 1 |

| Week 7 | Time Management Skills; |
| Oct. 8 |
**Week 8**  
Oct. 15  
Memory Techniques; **TEST**  
Chapter 3

**Week 9**  
Oct. 22  
Reading; Note Taking; **TEST**  
Chapter 4 and 5

**Week 10**  
Oct. 29  
Test Taking Skills, including Math Testing Skills  
Chapter 6

**Week 11**  
Nov. 5  
Critical Thinking; **TEST**  
Chapter 7

**Week 12**  
Nov. 12  
Communication; verbal and non-verbal; personal and academic; plagiarism and other forms of inappropriate academic performance; Chapter 8

**Week 13**  
Nov. 19  
Diversity; Money **TEST**  
Chapters 9 and 10

**Week 14**  
Nov. 26  
Career Development, and General Health issues  
Chapter 11

**Week 15**  
Dec. 3  
Putting It All Together  
Chapter 12; **TEST**  
Review

**Week 16**  
Dec. 10  
Final (Appropriate Time and Date will be discussed)

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**Student Learning Outcomes:**

*Exemplary:* The education plan is fully developed and contains a selected program of study with an identified educational goal, all general education and major courses required for the selected program of study, and the necessary amount of cumulative units required for program completion with a projected semester of completion.

*Acceptable:* The education plan is fully developed with an identified educational goal and contains the required classes and cumulative units necessary for completion of that goal. Each education plan states a description of an identified education goal and provides some appropriate references such as usage of college catalogs, GE patterns, articulation agreements, Assist.org., EUREKA, online contact with CSU, UC or private university advisors, meetings with college reps in the Transfer Center and/or Career Center.

*Unacceptable:* The education plan is only partially developed and is missing key elements (such as requirements for the major, general education, an identified educational goal, cumulative units required) required for program completion.

*2 Topics, exams, and schedule subject to change.

**Grading Criteria**

| Points Your Points |  
|-------------------|---|

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Student Education Plan (approved by Professor)*2 150 ____
Projects: Autobiography, Time Monitor, Assist, CSU Mentor, UC, Assessments (MBTI, Cognitive Learning, Student Profile – Pre/Post, and others)  
Presentation/Outline  
Chapter Put It To Work, Quizzes, and Skills (5 Points per chapter)  
Examinations (including Final)  
Sub-Total  
Total Possible Points  
Effort (subject to change)  

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tr>
<td>Projects: Autobiography, Time Monitor, Assist, CSU Mentor, UC, Assessments (MBTI, Cognitive Learning, Student Profile – Pre/Post, and others)</td>
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<tr>
<td>Presentation/Outline</td>
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<td>Chapter Put It To Work, Quizzes, and Skills</td>
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<td>Examinations (including Final)</td>
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<tr>
<td>Sub-Total</td>
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<tr>
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<td>Effort</td>
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**Grading:**
- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = 50 - 59%

**Attendance Requirement:**
Your attendance in class is expected. Your active participation is an integral part of this course. If you are unable to attend this class, it is your responsibility to notify me. **Two unexcused absences may result in you being dropped from the course.** If I am not in class, you can wait 15 minutes. Students can write their names on a sheet of paper submitted to me at the next class session.

**Made-up Work:**
Make-up work is not accepted without prior arrangements and documentation. All assignments are due when stipulated.

**Assignments:**
Computer generated assignments are expected unless instructed otherwise. Allow time for the unexpected. **Calls/e-mails** are responded to within a normal work schedule.

**Method of Instruction:**
Instruction will be by lecture, discussion, readings, multi-media, and guest speakers. All students are expected to complete assignments.

**Cell Phone Policy:**
As a courtesy to others and myself, **no cell phone or pager use** is allowed in classroom.

**Cheating Policy:**
Unethical conduct will not be accepted. Refer to school catalog, department standards, of class schedule for consequences.

**Reasonable Accommodations:**
Students with a verified disability who may need a reasonable accommodation(s) for this class are encouraged to notify me and contact the Office for Special Services (CH 109, (323) 953-4000 X2270) as soon as possible. All information will remain confidential.