

Instructor reserves right to make changes: to be announced in class or on Blackboard

GUST 1270: College and Career Success CRN 52794 Fall, 2011 Central Campus-Room 204 JBW|10:00-11:30 T/THU 2 hour lecture course/48 hours per semester/ 16 weeks

Instructor/Contact Information: Cynthia Adams, Ph.D.
email: cynthia.adams@hccs.edu
phone:

Office location and hours:

Your progress in this class is important to me. Please feel free to see me after or before class to discuss your concerns. You can also set up a time via my email address to discuss your concerns with the class or related problems.

Course Description:

This course is designed to prepare you for the demands of college, and for success in the world of work. The course emphasizes how you set priorities, manage your time, listen effectively, take notes, use concentration techniques, retain of information, analyze college level books and materials, and take tests. This course also incorporates modules that are designed to facilitate your ability to use library databases in conducting research, to plan and set educational objectives, lifelong career assessment, as well as decision making, financial aid, tutoring and student support services, enabling you to maximize the use of college resources.

EXPECT A QUIZ AT ANY TIME, BE PREPARED, IT WILL IMPROVE YOUR GRADE.

Prerequisites:

You must placed into GUST 0342 (or higher) in reading. Students below this reading level will be deferred from the Student Success course requirement until their reading level has improved.

Course Goal:

When you leave this course, you will not only be able to maneuver your way through the college experience, but will be aware of some of the demands of the world of work. You will be well on your way to being an independent/life-long learner.

Student Learning Outcomes (SLOs):

1. Develop an academic/personal/professional Action Plan, to include long-term goals, with detailed emphasis on your time at HCC.
2. Identify and use various student services at HCC.
3. Use classroom skills, including test-taking, note-taking, time management, etc.

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4. Identify and develop personal/professional characteristics sought by professors/employers.

Learning Objectives:

Appropriate learning objectives will be supplied in support of the above listed SLOs and related text material in class.

16-WEEKS CALENDAR

ALL text reading, and chapter activities are to be completed the FIRST week chapter reading is assigned. You are to come to class *prepared* to discuss each chapter and exercises. You are responsible for the content. Do not wait for the instructor to cover the material before covering related readings and activities.

<u>SESSIONS</u>	<u>ACTIVITIES</u>
WEEK ONE: 8/29-9/3	INTRODUCTION: Introduction to the course. Overview of class guidelines. Assignments: Read and study introductory pages, xix-xxiv
Instructor's Assignment	_____ Date: _____ _____ Date: _____
WEEK TWO: 9/5-10	Chapter ONE: Change OFF 9/5 FOR LABOR DAY Assignments: Read and complete Chapter 1, pp. 4-27
Assignment	Instructor's _____ Date: _____ _____ Date: _____
WEEK THREE: 9/12-17	Chapter TWO: Engage Assignments: Read and complete Chapter 2, pp. 28-49
Instructor's Assignment	_____ Date: _____ _____ Date: _____

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WEEK FOUR:
9/19-24

Chapter THREE: Persist

Assignments: Read and complete Chapter 3, pp. 50-71

Instructor's
Assignment

Date: _____
Date: _____

WEEK FIVE:
9/26-10/1

Chapter FOUR: Communicate

Assignments: Read and complete Chapter 4, pp. 72-93. **Prepare for Test covering unit 1-4.**

Instructor's
Assignment

Date: _____
Date: _____

WEEK SIX:
10/3-8

We will begin the **Career Project**. *Background reading:* Chapter 15, Plan, pp. 356-380; and Chapter 12, Inform, pp. 290-313).

Assignments: Read selections from Chapters 12, and 15 (to be assigned in class).

Instructor's
Assignment

Date: _____
Date: _____

WEEK SEVEN:
10/10-15

Chapter FIVE: Think

Assignments: Read and complete Chapter 5, pp. 94-123

Instructor's
Assignment

Date: _____
Date: _____

WEEK EIGHT:
10/17-22

Chapter FIVE: Think (continued)

Assignments: Read and complete Chapter 5, pp. 92-123

Instructor's
Assignment

Date: _____
Date: _____

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WEEK NINE:
10/24-29

Chapter SIX: Prioritize

Assignments: Read and complete Chapter 6, pp. 124-155

Instructor's
Assignment

Date: _____
Date: _____

WEEK TEN:
10/31-11/5

Chapter SEVEN: Learn

November 03, 4:30 pm, is the last date for Withdrawals from class.

Assignments: Read and complete Chapter 7, pp. 156-183.

Instructor's
Assignment

Date: _____
Date: _____

WEEK ELEVEN:
11/7-12

Chapter NINE: Record

Assignments: Read and complete Chapter 9: pp. 210-235

Finish preparation of written portion of **Career Project**.

Instructor's
Assignment

Date: _____
Date: _____

WEEK TWELVE:
11/14-19

Chapters TEN: Understand

Assignments: Read Chapter 10: pp. 236-263. **Prepare for Test 2(Chapter 5,6,7,9,and 10)**

Instructor's
Assignment

Date: _____
Date: _____

DUE:

Written portion of Career Project, including interview materials.

WEEK THIRTEEN:

THANKSGIVING HOLIDAY: 11/24-27

11/21-26

UNIT TEST TWO: Chapters 5, 6, 7, 9, and 10

Assignments: Continue Chapter 10: pp. 236-263

Instructor's
Assignment

Date: _____
Date: _____

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WEEK FOURTEEN: Chapter ELEVEN: Prosper

11/28-12/3

Assignments: Read and complete Chapter 11: pp. 264-289
Career Project presentations begin.

Instructor's _____ Date: _____
Assignment _____ Date: _____

WEEK FIFTEEN: Complete Chapter 11: pp. 264-289
12/5-10 Preparation for Final Examination.

Complete Career Project presentations.

Instructor's _____ Date: _____
Assignment _____ Date: _____

WEEK SIXTEEN: FINAL EXAMINATION. SEE SCHEDULE BOOK FOR DATE AND TIME: TO BE ANNOUNCED
12/12-17

Instructor's _____ Date: _____
Assignment _____ Date: _____

Instructional Methods:

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

Because learning requires active (not passive) involvement on the part of the learner, you must come to class ***prepared***. This includes having studied and being ready to discuss or otherwise work with all reading and other materials assigned prior to class. Minimum preparation is taking notes and thinking about personal application of the text material.

Though I lecture when appropriate, you can expect to be involved in group discussions and other collaborative work, individual participation activities (to include, but not to be limited to NOTE-TAKING), some computer centered learning in a lab setting, group and individual presentations, as well as interaction with guest speakers.

Student Assignments:

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Besides quizzes on each of the assigned readings from the text, and related materials, the Unit Examinations, and Final Examination, the two major assignments due are the Career Project, and one of your Professor's choice (This may be a presentation, portfolio, community service, etc.) These are described in detail in handouts provided in a timely manner in class, but the main components of these are as follows:

Career Project: You will choose a career and do a three-part project. This will include a written portion, an interview with an actual member of that profession (or other individual OK'd by your instructor), and an in-class presentation. When we begin the project, you will be provided with guidance from an on-line career research program, as well as an introduction to the HCC Library and related databases and other materials.

Professor's Assignment: TBA.

Student Assessments:

These guidelines will be followed for determining students' grades:

Unit Tests/quizzes/assignments	50%
Final Examination	25%
Career Project/Professor's	25%
• Career Project	
• Portfolio	
• Community Service	
• Other	

Instructional Materials:

Textbook: Robert M. Sherfield, Rhonda J. Montgomery, Patricia G. Moody, *Cornerstone: Building on Your Best, Sixth* Edition, Prentice Hall, 2011. A new text MUST be purchased to obtain on-line access to Course Compass. Any other edition or the CONCISE version is unacceptable.

2010-2011 Catalog for Houston Community College. Access to the online version is acceptable.

Note paper, Pens, Dictionary.

HCC Policy Statement: ADA

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of the semester. Faculty is authorized to provide

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only the accommodations requested by the Disability Support Services Office. (The Disability Support Services Office at Central is in the Learning Hub room 106, 713/718-6164.)

HCC Policy Statement: Academic Honesty

Scholastic Dishonesty as explained in the *Student Success Student Handbook* is as follows (I would suggest that you obtain a copy of the Handbook as it provides a good deal of material with which successful students are aware):

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.

HCC Policy Statement: Student attendance, 3-peaters, withdrawal deadline

- Your attendance: Research has shown that the *single most important factor* in student success is **attendance**! Therefore, attendance and punctuality are mandatory. Parking is a continuous problem, so leave early for class and avoid excessive absences. H.C.C.S. policy states that you can be withdrawn by your instructor after missing 12.5% of the course; in this course that is equal to 8 total hours. If you withdraw from a class for excessive absences, you will receive a grade of “W”. This is not negotiable and cannot be changed for a letter grade. If you are on financial aid or an F1 student, you may be particularly affected and could forfeit your financial aid or be out of compliance, and have your F1 status revoked. These are serious consequences, and it is your responsibility to maintain required attendance. Check with your instructor about specific attendance policies.

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- The last date for *Withdrawal* from any class is November 3, by 4:30 p.m. YOU must take the responsibility to withdraw from the class, do not depend upon your instructor to do it for you. IF you do not withdraw by the above date, the grade assigned you will be an F (unless otherwise agreed by Professor.) Do not take Withdrawals lightly! In Fall, 2007 the Texas State Legislature passed a law limiting first time entering freshmen to not more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree. Your professor may issue an *Early Alert* notifying Counseling of problems you may be having attendance or academic wise. If this happens and Counseling contacts you, it is up to YOU to further initiate contact with your professor and/or counselor to see if there is some kind of intervention (tutors, child care, on-line tutor, financial aid, job placement, etc.) that might help you stay in class. If for any reason you register for a class, show up once or twice, and then decide not to attend, **DROP THE CLASS OR YOU WILL END UP WITH A “W” (WITHDRAWAL) OR AND “F”!**
- **Repeat Course Fee:** The State of Texas encourages students to complete college without having to repeat failed classes. If you repeat the same course more than twice you may be subject to higher tuition and fees (TBA: but it comes out of your own pocket, not Financial Aid.) A course is considered a “repeat” if you received a grade of A-F, a W, or an I. Check with a counselor to see if this rule applies to any of your courses. A fuller discussion of the rule is on the homepage under Current Student and Admissions (scroll down).

Technology in the classroom: NO technology (cell phones, computers, cameras, ear phones, etc.) are allowed in the classroom unless permitted by your professor. Cellular phones (and other technology) create annoying and unnecessary interruptions and distractions to you, your classmates, and the professor during class. Take the responsibility and be courteous, and show respect (as well as being an active learner!) Please **switch them OFF or keep them out of the classroom.** If unpermitted technology is used during a test, or other in-class activities, a grade of F may be assigned at your professor’s discretion.

HCC Grading Scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

59 and below = F

FX= The FX grade indicates a lack of attendance. This may result from not being present in class or lack of attendance at an academically related activity—not turning in academic work. Such a grade **WILL** jeopardize Financial Aid for subsequent semesters and student Visas.

Instructor’s Grading Criteria/Policy:

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Late work (including missed quizzes) is accepted only if you have made arrangements with your professor. It is likely that you will earn a reduced grade for late work. Work you miss due to absence can **ONLY** be made up if your absence is **EXCUSED** (official paperwork—Dr., Dentist, Probation Officer, Court, job interview, hospitalization, etc., or if the absence has been arranged with you professor.) It is **YOUR** responsibility to initiate the makeup process (including missed quizzes) and to follow it up to make sure it gets completed, not your professor's. Work missed for an unexcused absence receives the grade of F.

EGLS3—Evaluation for Greater Learning Student Survey System:

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

NOTE:

- Attendance will be taken daily.
- If you exit class early without clearing it with professor, it will be considered an absence and any work done prior to leaving will receive a grade of F.
- Complete homework assignments before coming to class. In general, you should plan to spend 1-2 hours studying outside of class *for every hour* spent in class.
- HCCS policy does not allow students to bring their children (including unregistered visitors and pets) to class under any circumstance. If you find that you need care for your child, you will have to use one of your allotted absences.
- Save all old assignments, quizzes, tests, etc. in case questions arise concerning them.
- You are responsible for any material, assignments, tests, etc. covered during an absence.
- During the week of September 5, ALL students will demonstrate they have an available copy of the **SIXTH** edition of Cornerstone (not **CONCISE**) or be dropped from class.
- Students not providing a hard copy of his/her **Declaring Form** for the HCCS Degree Plan by the scheduled time of the Final Examination, will **NOT** receive a passing grade for GUST 1270.
- Your grades for Spring Semester, 2011, will be available by Noon, December 19 either on-line at the HCCs website or by calling Registration (713/718-6111).

If you have any concerns now, or during the semester, please do not hesitate to contact me, either in class, by email, or phone and *let me know what is going on!* I can not help you solve a problem if I am not aware of it. It is **YOUR responsibility to make me aware of it.**

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