



DEPARTMENT SYLLABUS

Department: Counseling Center

Campus: Martin Luther King

Building: Welcome Center

Room 103

<http://www.Alamo.edu/spc/admin/counsel/default.aspx>

(210) 486-2333

Personal & Academic Success, SDEV 0370

The College is dedicated to providing you ample opportunity for you to learn, practice, and master the skills and knowledge you need to succeed.

Course Section: SDEV 0370

Credit Hours: Three (3) credit hours

Instructor:

Classroom:

Phone Number:

Fax Number:

Email:

COURSE DESCRIPTION

This course is designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Topics covered include: campus services, critical thinking, time management and stress, career exploration, college reading skills, test-taking and study techniques, library use, decisions-making skills and communication skills. This course is primarily designed for the student who needs two or more remedial courses in the basic skills areas (English, Reading and Mathematics). Completion of this course will satisfy the orientation requirement for St. Philip's College.

COURSE PREREQUISITES

None

STUDENT LEARNING OUTCOMES

The statement of student learning outcomes is designed to bring awareness of what you will be learning and what skills you should be able to demonstrate by way of the acquired knowledge.

At the successful completion of this course, you should be able to demonstrate the following student learning outcomes:

- 1. Ask vital questions.** Pose vital questions and identify problems, formulating them clearly and precisely.
- 2. Gather relevant information.** Gather and assess relevant information to interpret it effectively.
- 3. Consider Alternatives.** Impartially consider alternative systems of thought, recognizing and assessing assumptions, implications, and practical consequences.
- 4. Developed Reasoned Conclusions.** Develop well-reasoned conclusion and solutions, checking them against relevant criteria and standards.
- 5. Communicate Effectively.** Demonstrate the ability to communicate effectively with others in determining solutions to complex problems.

COURSE OBJECTIVES

During this course you will be engaged in addressing the following course objectives:

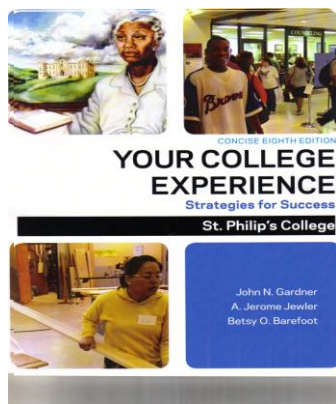
1801 Martin Luther King Drive, San Antonio, Texas 78203 (210) 486-2000
Southwest Campus 800 Quintana Road San Antonio, Texas 78211 (210) 486-7000
St. Philip's College is a member institution of the [Alamo Community Colleges](http://www.AlamoCommunityColleges.edu).

The Alamo Community Colleges do not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services.

- Students will identify the location of campus resources related to health, support services, academics, part-time employment, scholarships, student financial aid, by participating in a campus tour.
- Students will demonstrate success use of the Personal Access to Learning and Services (PALS) by successfully downloading an assignment, completing the assignment and sending it to the instructor as an attachment.
- Students will apply theoretical principles to real life college situations using the student policy manual, college catalog, campus rules and regulations that relate to his/her survival as a student.
- Students will demonstrate specific methods to manage time more efficiently by consistently using the St. Philip's College Student Planner.
- Students will describe reading strategies to improve comprehension and sharpen reading skills.
- Students will evaluate the best strategies for taking subjective and objective tests by developing multiple choice, matching, true/false, problem solving and essay test questions.
- Students will describe specific methods for listening and taking notes by identifying barriers to listening and developing effective note taking strategies.
- Students will demonstrate effective utilization of the library services and resource materials by participating in a library tour, researching an article relevant to his/her major using the library electronic database and typing a summary of the article.
- Students will clarify career objectives by, obtaining and reviewing a degree plan (major), completing a written career project and giving an oral presentation in class.
- Students will identify and describe how best he/she learns by completing and reviewing in class the VARK Learning Styles Inventory.
- Students will create a class schedule for a subsequent term by meeting with a counselor or advisor to select courses, attend a registration workshop and register for classes online when registration becomes available.

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TEXTBOOKS AND REQUIRED MATERIALS



Your College Experience

Concise Eighth Edition

Strategies for Success

ISBN: 978-0-312-68903-2

Bedford/St. Martin's Custom Publishing

Bedfordstmartins.com

St. Philip's College Bulletin 2009

St. Philip's College Fall 2009 Class Schedule (located on the Web)

The 80th Texas Legislature is the 2007 Legislative session passed SB1231 that limits the number of classes students can drop throughout their entire undergraduate career to six (6).

PERFORMANCE MEASUREMENTS

STUDENT RESPONSIBILITIES

A. Attendance

Regular and punctual class and laboratory attendance, day and/or evening, is required. A student who is absent for any reason will be allowed to do makeup work at the discretion of the instructor. A student will be held responsible for lecture materials when covered on subsequent examinations. An excused absence will apply only to a student representing the school in an official capacity approved by the administration. Absences of a student are recorded from the official date of enrollment in the class. **A student who has accumulated absences equivalent to two (2) weeks of instruction may be dropped by the instructor after the census date.** If a student is dropped from a class for excessive absences, the instructor will record a grade of "WN" (Withdrew for non-attendance).

Drop Procedures: In response to Section 51.907 of the Texas Education Code (TEC) which limits the number of courses that may be dropped under certain circumstances by students who enroll in higher education for the first time during the fall 2007 academic term or any term subsequent to the fall 2007 term, the Alamo Community Colleges have developed the following procedures.

Students are limited to a total of six course drops during their undergraduate career, including a course(s) dropped at another institution. A dropped course is defined as "a course in which an undergraduate student at an institution of higher education has enrolled for credit, but did not complete, under these conditions:

- a. the student was able to drop the course without receiving a grade or incurring an academic penalty;

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- b. the student's transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date; and
- c. the student is not dropping the course in order to withdraw from the institution.

B. Tardiness

Since tardiness is a form of absenteeism, the instructor may establish a policy regarding tardiness.

C. Plagiarism

In conjunction with **The Student Code of Conduct**, "scholastic dishonesty involving, but not limited to, cheating on a test, plagiarism and collusion" are a violation and will not be tolerated. Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. For additional information, refer to the "Student Code of Conduct" in the St. Philip's College Student Handbook.

D. ADA Statement for Students Requiring Special Accommodations

As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if special accommodations are needed by any St. Philip's College student, please contact the office of Educational Support Services, at (210) 486-2474, located in the Sutton Learning Center Building, Room 103.

Additional syllabus information:

For this class, your final course grade will be based on the following criteria:

| | |
|-----------|---|
| 90-100 % | A |
| 80-89% | B |
| 70-79% | C |
| 60-69% | D |
| Below 60% | F |

In Progress "IP" Grade

Students in developmental classes may receive "IP" grades if they have completed ALL of the course work but still have not earned a "C" or better. The only way to receive a grade in a course for which an "IP" grade has been recorded is to re-register for the course and earn a grade of "C" or better at the end of the semester or term in which the re-registration occurs. Other courses in which this grade is used are determined by the Vice President for Academic Affairs. **Grades will not be changed after one (1) calendar year.**

Children in the Classroom

St. Philip's College policy prohibits students from bringing children in the classrooms and laboratories.

Cellular Phone Policy

All cell phones and pagers should be turned off or placed on vibrate while in the classroom. Text messaging and/or talking on the phone is prohibited.