College Success

"You cannot un-educate the person who has learned to read, you cannot humiliate the person who feels pride. You cannot oppress the people who are not afraid anymore." - Cesar Chavez

Welcome to PD 100!!! It is my honor to facilitate a teaching and learning environment in which all your identities, life experiences and diversity can contribute to the overall learning in this course. But let me be clear! You have much to contribute to this course, and *I expect it of you!* You will only get as much out of this class as you put into it!

Instructor	Christina Wright-Morgan (she/her)
Office	Part-Time Instructor/Counselor: Office locations will vary
Office Hour	By appointment
Phone	(805) 922-6966 ext. 5263
Email	christin.wright@hancockcollege.edu
Online Text	**Title**: Blueprint for Success in College and Career v1.3
Other required materials	An active AHC email account, Internet access, 3-ring binder, 8 ½ X 11 college-ruled notebook paper, writing instruments, and reliable computer.
Teaching Strategies	Lecture, small group discussions, student participation, guest speakers, group projects, and final project.

Course Description: This course is designed for students to deeply consider career options while exploring personal values, interests, identities, and abilities. Research and self-assessment instruments will be incorporated to support the examination of career choice. Instruction includes self-paced materials, small group discussion, lecture, interviews, and input from various campus departments (3 units).

Student Learning Outcomes: At the end of this course, students will demonstrate the ability to…
- Identify basic theoretical perspectives on adult development and human nature.
- Examine one's abilities, values, and skills with an awareness of the academic and professional preparation requirements for a given career.
- Identify steps used in a decision-making model.
- Prepare supporting documents and practice job interviews.

Evaluation:
90% - 100% of the total points in the class = A or Pass (if this grading option is selected)
80% - 89% = B or Pass
70% - 79% = C or Pass
60% - 69% = D or No Pass
0% - 59% = F or No Pass

The grading option for this course is GR/P/NP (Letter grade is default; you must select P/NP using MyHancock by the established deadline if you prefer P/NP grading option). Please see a counselor before selecting this option to ensure that it is acceptable for transfer credit at UC and CSU. College/university level participation and work is not only expected, it is required.

Course Materials and Software
Textbook
You do not need to purchase any textbooks to complete the requirements for PD 100.

➢ The required textbook for the course is an OER (Open Educational Resource) and is available free to students.
Title: Blueprint for Success in College and Career v1.3

The webbook (digital) version of the text is here: https://press.rebus.community/blueprint2/front-matter/license/

There are multiple **options to download textbook** also available at https://press.rebus.community/blueprint2/

It is also available for download for offline viewing in epub3, epub, pdf (print or digital), mobi, xhtml, pressbooks xml, and wordpress xml and can be viewed on most desktops, laptops, tablets, kindles, nooks, and smartphones (click the "download this book option" on the link provided above: **options to download textbook**)

Internet and Computer
This course is dependent on technology. Students need to have direct, personal access to the Internet and an email account for successful completion of this class.

- It is expected that an enrolled Hancock Student will check her/his/they email *at least* once a day (if not more) and follow-up with academic matters in a timely fashion.

- Much of the content in this course can also be accessed from the Canvas App, which is available for free.

If you do not own a computer or have direct, personal access to the Internet, you do have options:

i. **COMPUTER ACCESS**
The Open Access Computer Lab is open to students **by appointment only**. To make an appointment, please call 805-922-6922 ext. 3260. Visit: https://www.hancockcollege.edu/arc/oacl.php

An Emergency Computer Lab is open at the Lompoc Valley Center in room 2-121.   Call ext. 6507 for more details.

ii. **HOTSPOT & WI-FI ACCESS**
Wi-Fi is available in every building on the Santa Maria, and Lompoc Valley Center campuses. In addition, we have outdoor Wi-Fi available in a few areas on the Santa Maria campus. You can connect on the patio between the library and the Student   Center, in the parking lot outside of the gym (bldg. N), and in the parking lot near Humanities (bldg. C). To see campus map: Click "Student Technology Resources" at
https://www.hancockcollege.edu/covid/

iii. **LAPTOP LOANING PROGRAM**
Do you need to borrow a laptop this semester? Fill out a financial aid application and the Student Computer Request form to get started. Submitting these forms do not guarantee a laptop will be available. Laptops will be distributed to eligible students per college supply. Click "Student Technology Resources" at
https://www.hancockcollege.edu/covid/ for the forms you need for this request

Teaching Philosophy:

Please know, that this class will only be as meaningful as what we make it *together*. I will undoubtedly learn as much from you as you will from me. I welcome and invite your multiple identities and life experiences to enhance the overall learning of this course.

Requirements	Points
Participation (20 points each week @ 15 weeks) – see note #1	300
Career Assessments (50 points each @ 4 assessments) – see note #2	200
Assignments/Discussion Boards (25 points each @ 16 assignments) – see note #3	400
Team Project & Presentation – see note #4	400
Midterm Assignment (100 points)	100
Final Project (mandatory)	400
Total (subject to change)	1800

Note #1 – Attending class is VERY important. Calculated 300 points is based on 15 weeks of instruction which allows for up to 2 missed classes. If you miss more than 2 class sessions, it will affect your final grade in the class or you may be dropped from this class. **Please contact me directly if you have extenuating circumstances that might prevent you from attending class for more than the 2 allowed absences.**

Note #2- Within the first few weeks you will receive a career assessments packet (paid for through your class materials fee). This packet will include several assessments meant to help you identify your interests, abilities, and personality type.

Note #3 – Assignments will include a variety of exercises from the text as well as outside resources. These assignments will assist you in self-exploration and professional development. Please see requirements for discussion boards outlined later in this syllabus.

Note #4 – The team project & presentation is a large part of your grade. If you fail to complete this requirement, you *may* not pass this class. You will be assigned a team research project and be required to present your findings to the class.

All writing assignments must be typed/word processed. If you do not have a computer, there are computer labs on campus for your use. Please see me ASAP if you would like information about this resource.

NOTE: No late assignments will be accepted without prior arrangements; any work missed because of an absence is due the day you return, unless otherwise arranged with the instructor.

Discussion Boards:

READ CAREFULLY! THE REQUIREMENTS MAY BE DIFFERENT FROM OTHER CLASSES YOU ARE TAKING OR HAVE TAKEN ONLINE

- This course requires responses to assigned readings and videos at various times throughout the semester. These responses, which will be posted on the Canvas Discussion Board, should demonstrate active reading and critical thinking.
- You will not be able to see any posts until your put your original post up on the discussion board. Two responses to your peers are ALWAYS due by Sunday (although you can make any of these posts earlier).
- The 25 points possible for each discussion are broken down in the following way: 5 points of the 25 points for a discussion are for participation. You will receive all 5 if you do the following: 1. Make at least one post and two responses. 2. Write posts and responses that are at least 100 words *Failure to meet these minimum participation requirements will mean that these 5 points will not be earned.
- 20 points of the 25 points are earned on quantity and quality.

Attendance and Participation: Your success in this course (and in college) depends greatly on your interest, enthusiasm, and willingness to complete assignments, attend class, and participate in class discussions. Because so much of the learning experience is interactive, you are expected to be an active participant in the class activities and discussions. Attendance is mandatory. However, I know occasional absences due to illnesses or emergencies may occur. You will be allowed two absences during the semester. You may be dropped or receive a failing grade for any absence over two class sessions. Please see me if you are experiencing problems which cause you to miss class. I may be able to help. In the event of an absence, you are responsible for any announcements and assignments for that week. This includes changes in class schedule, reading assignments, projects, or other information. Some class activities cannot be made up if you are absent. Make every effort to notify me in advance when you know you will be absent. Additionally, due to college policy, no one who is not officially enrolled in this course will be allowed to attend (this includes children, friends, relatives, etc.)

Note: You are required to silence cell phones and abstain from text messaging while in class. Lack of compliance with this rule will negatively impact your class participation points and grade.

Late/Leaving Early Policy: Please understand that tardiness and leaving early is rude and disruptive to your classmates and instructor. If you are late or must leave early from class more than twice it will cost you 50% of your participation points per tardy/leave. There will be activities, polls, and discussions in class that will require that you be present in order to receive full participation for that day. If tardiness and leaving early continue to be an issue, we will need to discuss the situation privately.

Self-Advocacy: This is an expectation in this course, as well as your overall college career. What does this mean? It means that it is your responsibility to advocate for yourself with your instructor. I invite you to share with me one-on-one or in email any areas I may be able to support you. ***This is a life lesson as well as an educational must! If you don't advocate for yourself, no one else will!***

Withdraw Policy: <u>If you stop attending class, do not expect me to automatically drop you from the course</u>. It is <u>your</u> responsibility to officially withdraw from the class. Failure to do so will result in a failing grade in this course on your transcript. Make sure to note the official deadlines for withdrawing from classes.

Critical Dates for this Course	
Term:	Fall 2021
Last day to drop with a refund:	27-AUG-2021
Last day to drop without a "W":	29-AUG-2021
Last day to add class with add code:	29-AUG-2021
Census Roster Due Date:	29-AUG-2021
Last day to choose Pass/No Pass grade option:	17-SEP-21
Last day to drop with a "W":	05-NOV-2021

Students with Disabilities: Students who have any documented disabilities are encouraged to inform the instructor at the start of the term. Adaption of methods, materials, and/or testing may be made as determined by the Learning Assistance Program (LAP) to ensure equal educational access and participation. For more information about services available to AHC students with disabilities, contact:

Santa Maria: 805-922-6966 ext.,3274   Lompoc: 805-922-6966 ext.,5274

ACADEMIC FREEDOM

From the AHC Catalog: "Faculty members and their students are entitled to freedom in the classroom and/or other teaching environments in discussing their subject matter. Controversy and debate are necessary aspects of critical inquiry, but the freedom to teach and learn must be joined by a sustained effort to distinguish between knowledge and belief. To ensure the freedom to seek and profess truth and knowledge, the faculty member shall not be subjected to censorship or discipline by the college on grounds that the faculty member has expressed opinions or views, or provided access to materials, or guest speakers, which are controversial, unpopular, or contrary to the attitudes of the community or institution. Faculty members should encourage the expression of differing points of view, while being careful to avoid the repeated and excessive intrusion of material that has no relation to their subject matter. Students have the same freedom in discussing the subject matter in the classroom, and the same responsibility to respect the rights and opinions of others."

ACADEMIC INTEGRITY/HONESTY

This course, and many college-level courses, encourages collaborative work (with your classmates) on different types of class assignments, exercises, and projects. Academic integrity and honesty are essential in college. However, direct copying or cheating on quizzes, tests, or any assigned course work will not be tolerated. This class, in accordance with AHC's policies on academic integrity, observes and enforces the rules with respect to plagiarism.

Plagiarism, in any form, is not tolerated and will be dealt with in one of two ways: a fail (F grade) or receiving 0 points on the assignment, or a fail (F grade) or No Pass (NP) grade in the course. Any student who is unsure about what constitutes plagiarism in his or her writing or assignments should consult with me before submitting any assigned work. For more details: Refer to "Academic Honesty" section on page 43 of the 2018- 2019 catalog.

Expectations:

➢ Please come to class on time and be ready to engage in the learning environment.
➢ Do your homework/reading assignments and come prepared to contribute and learn. For every hour of class time, you are expected to put in 2 hours of study time per week (this is a standard college expectation). For this class that would mean you are in class approx. 3 hours per week and expected to do at least 6 hours of studying/homework. Assigned chapters are to be read before class begins on their assigned date.
➢ Be polite to your classmates, pose relevant questions and comments, and complete projects on time.
➢ Uphold academic integrity - in accordance with college policy, plagiarism, in any form, will not be tolerated and will be dealt with per the policy which could result in expulsion from the college.
➢ Do not engage in disruptive behavior during class such as ringing cell phones, text messaging, making disrespectful comments or gestures, use or possession of drugs, threats, obscenity or vulgarity, and harassment - these behaviors will not be tolerated and college policies regarding them will be enforced.
➢ Respect academic freedom – this is an adult learning environment that fosters thought provoking conversations. You may encounter viewpoints that differ from your own. Such differences enhance the learning environment. A culture of respect of other's viewpoints will be enforced.
➢ Check your AHC email account regularly for any class announcements and important information that I send you.