Spring 2013 EOPS Student Development 100 - GREG PERKINS, instructor - x 5571
gperkins@glendale.edu

Feb. 25 -   Introductions, deadlines, petitions. Financial Aid - part 1
March 4 - Financial Aid regulations Pt.2, costs of attending college - distribute catalogs
March 11 - College Rules. Academic standards. Time management & daily schedule.
March 18 - Educational goal & career planning - Career assessments Catalog overview.
March 25 - Math, ESL and English assessment results and sequence of classes.
April 1-   Certificates and AA/AS degree requirements, General Ed SEP worksheets.
April 8 -   IGETC, CSU Breadth, AA transfer vs. AA area of emphasis.
April 22 - Other transfer info. Deadline to schedule SEP appointment in EOPS**.**
April 29 - **Draft SEP due. Career Center assessment deadline.**
May 6 -.   Goal setting guidelines. Continue review of draft SEP's,.
May 13 - **Final draft SEP due**, review for final exam, course summary.
May 20 - Final exam, wrap up on all EOPS documents.

GRADING PROCEDURES FOR STUDENT DEVELOPMENT 100

Student Development 100 is a one unit educational and career planning/college
orientation course graded Pass/No pass. You will learn how to develop a complete
educational plan and how to use college resources most effectively. There is no
prerequisite but it is not recommended for students in beginning levels of ESL. Grading
is based upon the following criteria:

1. Students are expected to attend all classes. Students are not allowed to miss more
    than two class meetings. One make – up can be done in another EOPS SD 100
    class other than the one in which the student is officially enrolled, but only in the
    case of an emergency. Make – ups must be done the same week that you miss
    your usual class meeting; more than one make – up requires prior permission.
2. Students must make a **complete and detailed**, even if possibly temporary, SEP
    (Student Education Plan) for a specific goal (graduation or transfer.). **Half of
    these points depend on scheduling an appointment with me in the EOPS
    office** to start an **electronic SEP** on your " my planner " on the Student Center
    page and on having a **complete draft SEP by the 04/29/13 class meeting**. If you
    miss class on this date, you will need to make arrangements to turn the draft SEP
    in to me in the EOPS Office no later than April 30th.
3. Homework & quizzes. No credit for incomplete work – partial credit for late.
4. Students may complete up to 3 career assessments free in Career Center for extra
    credit. Please speak to me for permission & details. DEADLINE 04/29/13.
5. Students must bring textbooks (GCC Catalog & *EOPS Guide*) and required
    materials to all class meetings or they may lose points for being unprepared.
6. Students must show respect to other members of the class and instructors by not
    distracting the attention of other students with side discussions during lectures or
    class discussions.
7. Please study the *Policy on Academic Honesty* on page 55 and *Standards of
    Student Conduct* pages 57 - 58 of the 2012 – 13 catalog. These rules are observed

in this and most other classes at GCC. The use of cell phones and similar electronic devices is not allowed during the time class is in session.

8. **STUDENT LEARNING OUTCOMES:**
    1. Demonstrate understanding of college regulations and degree requirements
    2. Prepare a detailed and complete SEP for a specific educational goal.

Point system: students need minimum **185 of 250 possible points to pass**.
95 points for a complete SEP (45 pts. for complete 1st draft)
75 points for attendance
50 points for final exam
30 points for homework & quizzes. (Extra credit for completing 2 or more career assess.)

All assignments must be turned in by the next class meeting, **unless otherwise indicated**. *Incomplete assignments will receive no credit*, but some assignments may be accepted late for partial credit, see the instructor for time limitations for partial credit for each assignment. All students with disabilities requiring special accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities
* Final exams will be given on Mon. May 20th **at the normal class meeting time.** Check page 5 in the Spring 2013 Class Schedule to be sure that you will not have a conflict with another class you may be taking on Monday afternoons.

CAREER ASSESSMENT & RESEARCH EXTRA CREDIT

In order to begin the career self assessment process for choosing your best options for possible majors and/or career goals and to earn extra credit for SD 100, you may complete this career program for 20 points extra credit:

Based upon the number of interested students who are EOPS members or who may meet the criteria for EOPS, I will identify up to thirty from both sections of SD 100 who will go to the Career Center and complete the *Keirsey Temperment Sorter* and then complete the combined report version of the *Strong Interest Inventory*. There will also be a third *optional* skills assessment (the *Skillscan).* Taking all these assessments will give a strong picture of your balanced career planning profile. Once you have completed at least two assessments (the two required ones **must be finished no later than Monday 04/22/13**) make an **appointment with me** <u>**specifically and only for the career assessment interpretation**</u> **in the EOPS Office prior to Friday 04/26/13.** These will greatly help you to start your career research and Educational goal planning. Each of the assessments will require approximately an hour of your time (up to two to three hours total), so plan your time accordingly to be able to complete the whole process including your office appointment with me before the deadline. More details will be provided as our class is in progress. Please note that appointments with me in EOPS are scarce and must usually be scheduled the Monday prior to the week you wish to come in. This career assessment interpretation appointment is an optional extra credit – **<u>but</u>** <u>all students are required to have a separate electronic SEP prep appointment</u>.

My office hours vary weekly – contact EOPS Office X 6900 for information.