

Class Syllabus

Student Development 100-College Orientation

Spring 2013

Instructor: James Castel De Oro

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Course Description: Student Development 100 is an introductory college orientation course for newly enrolled and matriculated students. The course covers the following topics: college academic regulations, financial aid, probation, four-year schools; requirements for transfer, AA/AS degree requirements, Certificate programs' requirements, and college services. At the conclusion of the course, the student is able to produce a Student Educational Plan.

Prerequisite: None

Recommended Preparation: Eligibility for ESL level 2

Note: This is the only course that meets EOPS eligibility requirements.

Text: All the course material will be provided by the EOPS **free of cost** to you.

- College Catalog
- EOPS Supplemental Orientation Guide

Attendance/Absence/Tardiness Policy: Students are expected to attend **all** class sessions and participate in class activities. Two hours is the maximum of absences allowed. If possible, they must notify the instructor in advance. Students can make –up an absence in a different Student Development class, with a different instructor, during the same week (see schedule on the back side). They have to sign the make-up sheet in the class they are visiting in order to get credit with their regular teacher. Students are expected to arrive on time. If a student arrives **10 minutes** late/ leaves early on three occasions, this will result in **an absence**.

YOU MUST SIGN THE MAKE-UP LIST WHEN YOU ATTEND OTHER SD 100 CLASS. ALSO, YOU ARE RESPONSIBLE FOR ROLL CHECK AFTER CLASS.

DISABILITY STATEMENT: ALL STUDENTS WITH DISABILITIES REQUIRING ACCOMODATIONS SHOULD MAKE ARRANGEMENTS THROUGH THE CENTER FOR STUDENTS WITH DISABILITIES. IT IS THE STUDENT'S RESPONSIBILITY TO FOLLOW UP WITH THE INSTRUCTOR AS SOON AS POSSIBLE.

Test/Quiz: There will be a final exam, which is required of students in order to pass this course with a score of 70% or higher. Also, a satisfactory completion of an SEP is required. There will be pop-quizzes based on same day's lecture.

Course Grading: The class is a one unit CR/NC class. The following requirements are going to be taken into account to calculate your grade: attendance, participation, assignments, quizzes, SEP and final exam.

Assignments 15%
Participation 15%
Pop Quizzes 10%
Final Exam 30%
SEP 30%

Cheating: Cheating/Plagiarism is against college policy and is punishable by a **NO CREDIT** as course grade. Violators of the Policy will be reported to the Executive Vice President of Instructions and will become part of the GCC Cheating Incident file. (Please check GCC catalog for specific Policy on Academic Honesty on page 56-57.) There will be further discussion of this policy in class.

To make appointment at the EOPS office call: (818) 240-1000 ext. 6900

Office Hours: Monday-Thursday 8:30 a.m.-7 p.m. Friday 8:30 a.m.-1:00

The last walk-in/appointment will be at 6:30 p.m. Monday-Thursday and 12:30p.m. on Friday. Please plan ahead and arrive on time !!!

Instructor mailbox: Please leave messages in the EOPS office

- Student Learning Outcomes:** Upon successful completion of the required coursework, the student will be able to:
- Understand the college's academic regulations
 - Demonstrate an understanding of the specific requirements in order to transfer to the UC, CSU, & AICCU Systems.
 - Summarize Glendale Community College's AA, AS, & Certificate requirements
 - Identify the college's support services and summarize activities offered to students. Identify and explain the College's specialized student support services.
 - Prepare a Student Educational Plan.

Exit Standards:

- Student will be able to identify the college's support services and summarize activities offered.
- Student will be able to explain the college's regulations.
- Student will be able to explain the college's academic regulations.

EXTENDED OPPORTUNITY PROGRAM & SERVICES

STUDENT DEVELOPMENT 100

SPRING 2009

3365	Student Dev. 100	Mon.	2:05 – 3:15pm	SN 101	Greg Perkins
3371	“ “ “	Mon.	5:35 – 6:45pm	SN 101	Greg Perkins
3368	“ “ “	Thurs.	9:25-10:35am	SF 105	James Castel De Oro
3366	“ “ “	Fri.	9:25 – 10:35am	SR 115	James Castel De Oro
3389	“ “ “	Fri.	10:45-11:55am	SF 108	Roxanne Rafii

Hybrid class: Oct. 12,19,26, Nov. 9 & 16th

WEEKLY CLASS OFFERINGS

WEEK:

1	Feb 19-22	Introduction, Syllabus, Class Expectations, Deadlines, EOPS Service
2	Feb 25- Mar 1	Financial Aid
3	Mar 4-8	Catalog, GPA Probation/Dismissal, Petitions
4	Mar 11- 15	Orientation Guide, Academic Regulations, Class Schedule
5	Mar 18-22	Time Management
6	Mar 25- 29	Goal Setting
7	Apr 1- 5	English/ESL & Math Sequence
8	Apr 8- 12	Rules & Regulations
9	Apr 15 - 19	Spring Break
10	Apr 22- 26	Post-scondary Ladder
11	Apr 29-May 3	SEPS
12	May 6- 10	Questions/Answers, Final Review
13	MAY 13- 17	FINAL EXAM

Holidays:	April 15-20	Spring Break
	May 27	Memorial Day

Deadlines:	Feb 23	Last day to drop 8 or 9 week class with no “W” Last day to add 1 st 8 week classes
	Mar 2	Last day to drop semester classes with no “W” Last day to add semester length classes
	Mar 8	Last day to apply for P/NP in a semester length class
	May 18	LAST DAY TO DROP A SEMESTER LENGTH CLASS WITH A “W”
	June 5-12	FINAL EXAMS