

STUDENT DEVELOPMENT 100- COLLEGE ORIENTATION (1 UNIT)
Spring 2013
Online

Syllabus and Class Overview

Instructor: Dr. Ramona Barrio-Sotillo, Counselor/Professor, EOPS

Office Hours: Please check with EOPS office at (818)240-1000 ext. 6900 for appointment

rbarrio@glendale.edu

Course Objectives: Student Development 100 is a one unit, 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 (UC, CSU and Privates); requirements for transfer, AA/AS degree requirements, Certificate program requirements and college services. At the conclusion of the course, the student will be able to produce a Student Educational Plan.

Prerequisite: None

Recommended Preparation: It is **highly recommended** that the student be eligible for ESL level 3.

Note: Students should possess basic computer skills and have access to the internet either from home or from the campus computer labs. This is the only course that meets EOPS eligibility requirements. All materials will be available online.

Exit Standards: Upon successful completion of the required coursework, the student will be able to:

1. Understand the college's academic regulations;
2. Demonstrate an understanding of the specific requirements needed to transfer to the University of California (UC), California State University (CSU) and Association of Independent California Colleges and Universities (AICCU) systems;
3. Summarize Glendale Community College's Associate of Arts (AA)/Associate of Science (AS) Certificate requirements;
4. Identify the college's support services and summarize activities offered to students; identify and explain the college's specialized student support services;
5. Prepare a Student Educational Plan.

Student Learning Outcomes:

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

Attendance/Tardiness Policy:

It is expected that you participate in at least 1 MANDATORY orientation session in order to remain in the class. The dates will be Tuesday, 2/19/13, 10:45-11:45 a.m. in SF 107 or Thursday, 2/21/13 at 4:45 p.m. to 5:45 p.m. Please arrive promptly.

MAKE UP QUIZZES OR FINAL IS NOT PERMITTED.

Students are also **required to meet with the instructor** at least one time to complete Student Plan (SEP). Students must schedule an appointment through the EOPS Office.

Cell Phone Policy:

Cell phones must be turned off or placed on vibrate during the orientation. NO TEXTING. If you need to take a cell or test, please be respectful of your class mates and go outside to transact a conversation.

Academic Dishonesty Policy

Students are required to do their own work. Cheating on exams or assignments (in any form) or plagiarism will NOT be tolerated in this class. At a minimum, any person who cheats on an examination or commits plagiarism will receive a grade of zero for that particular exam or paper and will not pass the class. Cheating is also grounds for receiving a failing grade, and/or expulsion from the college. Glendale's academic honesty policy can be found in the college catalog and the student handbook.

Disability Statement

All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities. It is the student's responsibility to follow up with the instructor as soon as possible.

Assignments: There are weekly reading assignments. Students will take quizzes listed in the schedule below. Completion of the Student Educational Plan (SEP) and the final exam are requirements for successful completion of this course.

Course Grading: The class is a one unit Pass/No Pass basis. Students must complete the following requirements:

Quizzes	60 (6 total, 10 points each)
6 Assignments	60 (10 points each)
Final Exam	75
SEP	65
Maximum	260

185-260 points=Pass

0-184 points=No Pass

IF YOU MISS THE FINAL OR DO NOT TURN IN YOUR SEP AT THE DUE DATE YOU WILL NOT PASS THE CLASS!

*To make your individual appointment please call the EOPS office listed above. Remember: **YOU NEED TO MEET WITH THE INSTRUCTOR AT LEAST 1 TIME TO PASS THE CLASS. DO NOT WAIT UNTIL THE END TO DO THIS.***

The best ways to contact me is through e-mail or call me at the office number ext. 6900
Weekly Topics

Week 1- 2/19/13- Introductions and EOPS Services. **Biography assignment due 2/24/13.**

Week 2 –2/25/13–Financial Aid, **Quiz 1, 3/3/13**

Week 3 –3/4/13- Academic Regulations and Policies, **College Rules and Regulations assignment due 3/10/13**

Week 4- 3/11/13, Academic Regulations and Policies continued, **What is GPA? Assignment Due and Quiz 2, 3/17/13**

Week 5- 3/18/13, Support Services and Post-Secondary Education, **Campus Tour Assignment due 3/24/13**

Week 6- 3/25/13 -Setting Goals and Career **Quiz 3, 3/31/13**

Week 7- 4/1/13- Certificates/AA/AS Requirements **Career Center Assignment, due, 4/7/13.**

Week 8- 4/8/13, Transfer Requirements, General Education and Major, **Quiz 4, 4/14/13**

Week 9- 4/15/13 through 4/21/13 **Spring Break**

Week 10- 4/22/13, Transfer Continues, **Quiz 5, 4/28/13**

Week 11- 4/29/13, Time Management, **Time Management Assignment 5/5/13**

Week 12- 5/6/13, SEP preparation- **Quiz 6-5/12/13**

Week 13- 5/13/13, Final Review **SEP completion and approval, 5/16/13**

Final exam **due 5/18/13**

THE FOLLOWING ARE A LIST OF DUE DATES FOR QUIZZES, ASSIGNMENTS, SEP AND THE FINAL

Biography Profile Sheet due 2/24/13

Quiz 1- 3/3/13

College Rules and Regulations assignment due 3/10/13

What is GPA Assignment **AND** Quiz 2 due 3/17/13

Campus Tour Assignment due 3/24/13

Quiz 3-3/31/13

Career Center Assignment due 4/7/13

Quiz 4- 4/14/13

Quiz 5- 4/28/13

Time Management Assignment due 5/5/13

Quiz 6- 5/12/13

Final SEP due- 5/16/13

Final Exam-5/18/13