

Fall 2013 EOPS Student Development 100 - GREG PERKINS, instructor - x 5571
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Sept 9 - Introductions, deadlines, petitions. Financial Aid - part 1
Sept. 16 - Financial Aid Pt.2. Time management, daily schedule. Student Services
Sept. 23 - Educational & career planning and Career assessments distribute catalogs.
Sept.30 - Goal setting. Math, ESL and English assessment results and sequence of classes
Oct. 7 - Certificates and AA/AS degree requirements, General Ed SEP worksheets.
Oct. 14 - IGETC, AA transfer vs. AA area of emphasis.
Oct. 21 - CSU Breadth Transfer requirements
Oct 28 - College Rules and Regulations. Deadline to schedule SEP appointment EOPS.
Nov. 4 - **Draft SEP due. Career Center assessment deadline.**
Nov.18 - Continue review of draft SEP's, More on student services .
Nov.25 - **Final draft SEP due**, review for final exam, course summary.
Dec. 2 - 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 11/04/13 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 11/05/13.
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 11/04/13
5. Students must bring their textbooks (GCC Catalog & *EOPS Guide*) and other necessary materials to all class meetings or they may lose points for being unprepared.
6. Students must show respect to other members of the class by not distracting the attention of other students with side discussion during lectures & class discussion.
7. Please study the *Policy on Academic Honesty* on page 17 and *Standards of Student Conduct* pages 61 - 62 of the 2013 – 14 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 student 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. Dec. 2nd **at the normal class meeting time.** Check page 5 in the Fall 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 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 11/4/13**) make an **appointment with me specifically for the career assessment interpretation in the EOPS Office prior to Friday 11/15/13.** 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 – **but all students are required to have a separate electronic SEP prep appointment.**

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