

STUDENT DEVELOPMENT 100- COLLEGE ORIENTATION (1 UNIT)
Fall 2013

Syllabus and Class Overview

Instructor: Shakeh Ataian

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

sataian@glendale.edu Please call or e-mail me if you have a problem or can not open your assignment.

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.

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

_ College Catalog (online)

_EOPS Supplemental Orientation Guide

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 service and summarize activities offered to students. Identify and explain the College's specialized student 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

Attendance Policy: Students are required to attend an orientation session. This section is offered through online instruction with one on-campus, **MANDATORY ORIENTATIONS, Thursday September 5th, 5:45PM-6:45PM in room SF108 or Tuesday September 10, 3:00PM-5:00PM in room SF 108.** Students should possess basic computer skills and have access to Internet Explorer.

Students will be required to meet with the instructor regarding Student Educational Plan (SEP). The instructor may be contacted at sataian@glendale.edu

(Students must log into Moodle by September 5, 2013). This course meets EOPS program

Assignments: There are weekly reading assignments. Students will take quizzes once a week as listed in the schedule below. Students will also be assigned to collect information on their major and academic goal and submit it electronically to the instructor. 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 CR/NC basis. Students must complete the following requirements:

Quizzes	50
Assignments	50

Final Exam	100
SEP	100
Maximum	300

225-300 points=Pass

0-224 points=No Pass

Academic Dishonesty Policy

Students are required to do their own work. Glendale's academic honesty policy can be found in the college catalog and the student handbook. Incidents of academic dishonesty may be referred to the office of the Executive Vice-President of Instruction. All forms of cheating and plagiarism are forbidden. Students found to be using unauthorized materials on exams, copying off of another student's exam, work, or other written material without proper credit to the original author and representing it as their own, or any other form of cheating will receive "0" points for the work or exam and receive a "no credit" for the class.

WEEKLY TOPICS

Week 1	Class Orientation, Blackboard, Syllabus, Class Expectations, Deadlines, EOPS Services
Week 2	Financial Aid
Week 3	GPA Probation Types, Dismissal, Petitions
Week 4	Scholastic Information-Academic Regulations
Week 5	Time Management, Study Skills & Goal Setting
Week 6	Career Exploration Resources
Week 7	English/ESL & Math Course Sequencing
Week 8	Post-Secondary Education and Certificate Program Requirements; certificate students begin their work on SEP
Week 9	Graduation Requirements: AA degree and AS degree; degree students begin their work on SEP
Week 10	Transfer Requirements-UC, CSU and Independent College Systems; students gather information specific for their transfer goal
Week 11	Transfer Requirements-General Education; CSU Breadth, IGETC and other GE's; transfer students begin their work on SEP
Week 12	SEP preparation continues

Week13 preparation continues; preparation for Final Exam, taking the Final Exam

Online office hour - open to all students registered in this class simultaneously: Mondays 4:00pm-6:00pm. The office hour link is on your home page.

To make an appointment for an individual office visit call EOPS office: (818) 240-1000 ext. 6900

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

THE BEST WAY TO CONTACT ME: Send message through Moodle.

My phone number: (818) 240-1000 ext. 5573

My school e-mail address: sataian@glendale.edu