



COURSE OUTLINE

Instructor: Fred Jordan

Semester/Session: Fall 2015

Course Number: SDS102
Course Title: Academic and Personal Development
Course Credits: 1
 Lecture hours: 1 Lab hours: 0 Other hours: 0
Pre-requisite(s): None
Co-requisite(s): 0

Course Description:

This is a course in the techniques for becoming a successful college student. Coping skills and strategies for transitioning to college are emphasized. The course fosters an awareness of self, the role of self-esteem and confidence in learning, and the importance of self-management skills and tools. Links between student needs and campus resources and processes are explored.

Learning Outcomes:

Upon successful completion of the course, the student will:

1. Utilize campus resources and processes for a particular purpose after having been exposed to the various services.
2. Identify learning styles, recognize teaching styles, and develop strategies to respond to them in order to be successful.
3. Set realistic short and long term goals.
4. Identify the steps necessary to make informed decisions.
5. Identify stressors and ways to decrease stress using time and stress management techniques.
6. Demonstrate communication styles/skills for effective interpersonal relationships.
7. Demonstrate concepts learned in class through discussion of real time situations.

LISTED TOPICS:

1. Campus resources and processes
2. Goal setting/decision-making
3. Learning styles
4. Stress management
5. College culture
6. Values, motivation, and achievement
7. Diversity
8. Communication styles
9. Health/Life-style issues

REFERENCE, RESOURCE, LEARNING MATERIAL TO BE USED BY STUDENT:

CCAC Student Handbook
 CCAC College Catalog

	Section	Dates	Days	Time	Room
Class Section(s) Time & Location:	NC01	8/17-12/07	TH	1:30pm-2:20pm	1124

Instructor:	Fred Jordan	Office Hours:	12:30pm – 1:20pm Tuesday
Telephone:	(412) 369-4145	Office Location:	2012
E-Mail Address:	fjordan@ccac.edu		

Materials and Resources:

Required Text(s):	N/A
Required Materials:	Hand-outs, assigned materials
Recommended Text(s):	<u>Keys to Success</u> Brief 6 th ed., Carter, Bishop, and Kravits 2012; Student Handbook; CCAC College Catalogue
Audio-Visual Materials:	As assigned
Directed Study:	
Open Lab, Tutoring, etc.	

Teaching Methods:

Lectures will follow themes based on the topics and outcomes listed above. Students will also work in cooperative groups and utilize computer technology in this class. Students are expected to read and master materials presented in class and in the handouts. Careful note-taking is expected. Active class participation is required. Homework assignments must be completed on time as they will become an important part of class discussions.

Evaluation Plan:

Grades are determined from a cumulative point system and are based on the following:

Homework, assignments, in-class activities, and group work

Quizzes

Attendance and class participation

Final Project

Final Exam

Grades are based on percentages:

90-100% = A

80-89% = B

70-79% = C

60-69% = D

59% or less = F

The final project will be due 12/07/15.

There will be both announced and pop quizzes

Other Policies and Procedures:

Plagiarism Policy: *Honesty and integrity are valued not only in the CCAC academic community but as a general life practice. Violations of academic integrity such as plagiarism or cheating on a test will result in the automatic failure of the course. Questions about this policy are welcomed after class.*

Make-up Policy: *If you miss class, you will be responsible for getting class notes and assignments from the syllabus or another student. Assignments will be due for all students on the same day. The final project must be submitted by the due date. Only two other assignments may be submitted late (no more than one week late). These assignments will be reduced by one letter grade. Other late assignments will receive an automatic "F" grade.*

Other Policies:

- Cell phones must be turned off during class. No texting.
- Be on time. This is only a one-hour class. Students more than 5 minutes late will not be permitted to stay for the class. This will count as an absence. If you miss more than 2 classes, you will be given an automatic “F” grade. If you are late and not permitted to stay for class, you may still drop off any homework assignments in the instructor’s mailbox located in room 2007. This work must be placed in the mailbox before 7:15pm of the day of class for it to be considered “on-time.”
- Respect the class. Class participation is encouraged and required but undue interruptions, conversations not germane to the class, or inappropriate dialogue or behaviors will not be tolerated and the student will be asked to leave the classroom. Extreme cases may result in permanent dismissal and an “F” grade.
- Be prepared for class. Assignments should be completed and ready to be discussed.

Students with Disabilities:

The Community College of Allegheny County makes every effort to provide reasonable accommodations for students with disabilities. Questions about services and procedures for students with disabilities should be directed to the Office of Supportive Services at your campus.

Course Outline Corrections:

During the semester/session, reasonable changes to the course outline may be academically appropriate. Students will be notified of these adjustments by the instructor in a timely manner.

Course Plan:

Class Week/Date	Lesson or Topic	Learning Activities	Assignments	Evaluation
1	Introductions and Overview	<ul style="list-style-type: none"> Review syllabus Complete contact and academic interest survey. Review HS V. College V. Work Review 3-way Learning. 	<ul style="list-style-type: none"> Obtain <i>CCAC Student Handbook</i> and review. Complete assessment handout Complete study schedule handout email 	Class participation Quiz
2	Library Resources	<ul style="list-style-type: none"> Pass out and review class notes from last week. Take library tour – Chris Galluzzo 	<ul style="list-style-type: none"> Review last week’s class notes Complete library search and printout 	Two handout assignments due. Quiz on handbook. Email response due.
3	CCAC Resources	<ul style="list-style-type: none"> Meet Student Success Coach Resources – Michelle Thomas Meet Career Services – Michelle Talbert-Horsey 	Student should be prepared to discuss which CCAC resource they need and will use.	Library printout due.
4	Computer Lab/ITS Resources	<ul style="list-style-type: none"> Query/discuss student resource usage Create work groups (business, psych, CIT) 	<ul style="list-style-type: none"> Assign library database article – Find, print, skim. 	Class participation “kryptonite homework”
5	Active Learning – part one	<ul style="list-style-type: none"> Review resources student needs (kryptonite) from week 3 assignment. Review P 130 -131 <i>Keys to Success</i> (Surveying book material) Review 131-153 (Learning book material) 	<ul style="list-style-type: none"> Survey your article Topic Sentence Homework 	Database printout due.
6	Active Learning –part two	Review the following <ul style="list-style-type: none"> Thesis statements Paragraph topic sentences Support sentences Transition sentences Conclusions 	<ul style="list-style-type: none"> Thoroughly read your article Note-take your article 	Quiz – topic sentence Homework due – topic sentence
7	Listening and Note-taking	Review P160-182	<ul style="list-style-type: none"> Re-read article Re-do notes (groups) Math Cafe 	Notes due

8	Active Learning – part three	<ul style="list-style-type: none"> Note-taking reviews 	<ul style="list-style-type: none"> Update Notes 	Quiz on listening and note-taking
9	Active Learning – part four	<ul style="list-style-type: none"> Review synthesizing knowledge – Critical Thinking 	<ul style="list-style-type: none"> Review Notes in terms of higher level knowledge discussed in class – answer assigned questions – As a group, find a similar article in the library database. Print and skim. 	Class participation
10	Active learning –part five	<ul style="list-style-type: none"> Review compare and contrast skills 	<ul style="list-style-type: none"> Skim , read, note and compare/ contrast another database article with your original 	Second article due.
11	Article discussions	<ul style="list-style-type: none"> Review/discussion of articles in terms of critical thinking 	<ul style="list-style-type: none"> Compare and contrast project (can be done as a group) (spelling and grammar included). 	Class participation
12	Career Planning Tips and Tools	<p>Review:</p> <ul style="list-style-type: none"> LMI Career Links Resumes Interviews 	<ul style="list-style-type: none"> Assign LMI information work 	Class participation
13	Career Planning Tips and Tools	Mock Interview	<ul style="list-style-type: none"> 	Interviews
14	Research		<ul style="list-style-type: none"> 	Class participation
15	Review		<ul style="list-style-type: none"> Projects Due - 	LMI information due
	Final			