Counseling 151 - Career Exploration & Life Planning

Course Info: CSU Transferable G.E. , Advisory Prerequisites: Eligibility for Reading 23 & English 35
Instructor: Katie O'Brien, (562) 463-3223, Rm. 2nd floor Library, email- **kobrien@riohondo.edu**
Days/Times: Monday & Wednesday, 12:50-2:15 – **RM.** B110, **Section#** 0078
Office Hours: By Appointment call 562 463-3223

Text & Required Materials

-On Course, Strategies for Creating Success in College & in Life, by Skip Downing 5th edition
-Myers-Briggs Personality Assessment (free if in EOPS, $4.50 with an ASB card, $10.00 if no ASB Card)
-COPS Career Assessment (free if in EOPS, $8.17 if not EOPS)
-SDS Inventory/Assessment – ($3.95 if pick up from bookstore and self-score, $10.00 if do online)
-One 2 or 3 hold Binder to use as Portfolio to save and organize all coursework

Course Description

This course is designed to provide you with the self-awareness, knowledge, and skill base required for effective career and life planning. The class revolves around three major themes. Firstly, we will explore personal awareness as a foundation for career exploration. Understanding theories of human development as well as your own unique strengths, skills, interests, and values is integral to finding satisfying career options. Further, identifying the personal qualities that lead to success on the job and in life can enable you to transform dreams into reality.

Secondly, once you have gained insight into yourself, it is crucial to know how to use and evaluate the many resources available for gathering information about the ever-changing world of work. Finally, you will be exposed to effective job search strategies. By practicing such activities as resume development and interviewing, you can gain confidence in your ability to get hired in today's competitive job market.

This course is not a magic wand that will mysteriously select for you a perfect career fit. Rather, this class is more like a mirror - held up to you and the world of work. While you will be offered multiple readings, assessments, and activities to help clarify your "vision," it will still be up to you to determine how you will interpret what you see, and then to decide which path you will follow. This can be an exciting journey – enjoy!

Student Learning Outcomes- Below you will find the outcomes successful students will gain in this class, along with the methods to determine that you have met them.

1. To define and utilize life skills and workplace competencies needed for success in the workplace and beyond. *To be assessed by satisfactory completion of journal assignments.*

2. To discover and integrate the interests, skills, values, and personality traits most important to personally satisfying career choices – *To be assessed by the Midterm Integration Paper*

3. To evaluate and identify appropriate job search and workplace skills and qualifications relative to a specific career. *To be assessed by satisfactory creation of a Cover Letter and Resume*

Methods of Instruction

-Lectures & class discussion (large and small group)
-Readings
-Career Assessments
-In and out of class activities and other assignments
-Quizzes

Grading

Grading will be based on a point system derived from satisfactory completion of assignments. Points required are as follows:

A = 405-450 points
B = 360-404.5 points
C = 306-359.5 points
D = 261-305.5 points
F = below 261 points

Any assignment not turned in at the beginning of class (before roll is finished) on the due date will have points deducted. Your assignment/reading schedule is attached. No assignments will be accepted after the day it is due unless you are using one of your **"Late Assignment Passes."** **IT IS YOUR RESPONSIBILITY TO REFER TO YOUR ASSIGNMENT SHEET & COMPLETE WORK FOR THE DUE DATES!**

Late Assignment Pass Policy

Completing work on time is a crucial habit to develop, but emergencies do happen. **Each student is offered *3 "Late Assignment"* passes where you can receive full credit for an assignment handed in no later than 1 week after the due date.** (Late Passes cannot be used for the Mock Interview, Info Interview presentation, and work due the week of December 1st). To take advantage of this you must:

1. **Notify me before class (in person, email or by the phone) on or before the day the assignment is due that you will be using your late pass.**

2. **Tell me what day you will hand in the late assignment & hand it in on time!**

Course Projects

Chapter Quizzes & Final	125
Journals (15 @ 5 points each)	75
Career History & Assessments	80
Midterm Integration Paper	45
Career/Research Summaries	45 (15 pts each)
Resume/Cover Letter/Portfolio	45
Info Interview	15
Mock Interview	20

"Don't be afraid of the space between your dreams and reality.

If you can dream it, you can make it so."

Belva Davis

Quizzes

An important work habit to develop is consistent preparation. To encourage and reward this, 8 unannounced quizzes on the Readings (from the book & handouts) will be given. **No make-ups.**

Journals

Your text includes a number of journals which will help you more deeply reflect on and practice the strategies for success covered in each chapter. To get full credit, you are expected to answer each section of each required journal, showing a depth of thought that includes specific examples from your life. Grammar and spelling will not be considered, as long as your write legibly and show that you have put time and thought into your answers.

Per your "Reading/Assignment" sheet, you will be required to complete 15 journals. On occasion, I may change the wording slightly from the text so that you answer the journal questions related to your career process (vs. answering the question about your process as a student.) While I will announce these changes in class, a good rule of thumb to follow if you miss class is that whenever a journal asks you to apply a concept as a student, change that to applying it to your career process. You are required to save each of your journals in the required class binder.

Readings, Handouts & Other Assignments

In addition to the reading and journals from your book, other handouts and assignments will be passed out in class. To be prepared for class and potential quizzes, all reading is expected to be completed before class begins on the date indicated. Details about other assignments will be distributed and discussed in class. To get full credit for assignments, it is important to show the level of effort and critical thinking expected of a university level course. A copy of the text is available on the 3rd floor of the Library.

Extra Credit

Upon instructor approval, a maximum of 30 points extra credit may be earned by satisfactorily completing additional assignments and or attending relevant workshops or activities.
Examples of activities: Job Fair Attendance write-up=10 pts, Sharing of Career Article=10 pts
Career Workshop write-up=10 pts Oral Presentation of Info Interview=10 pts

Attendance

As with any job, punctuality and regular attendance are critical. In this course *your job* is to be a responsible, involved student. Consequently, you may be "fired" from this class if you do not demonstrate a willingness to learn, proper respect for your co-workers (myself and the other students), on time attendance and staying for your entire "shift" (class sessions). The rules:

-Roll will be taken at the beginning of class
-If you are not present when your name is called you are considered absent
-If you come in late or leave early (a tardy), it is your responsibility to inform me that day
-2 tardies = 1 absence
-You are allowed a total of 5 absences (including tardies) throughout the semester assuming you inform me before class (phone, email, in person) that you won't be present
-After the 5th absence you may be dropped from the class
-If you miss class without informing me ahead of time, you may be dropped after 2 absences
-Phone calls, food and/or bathroom needs are to be taken care of before or after class
-If you have a health issue or emergency that would cause you to leave for part of the class inform me before class (not during the middle of a lecture!)
-If you simply leave for part of the class, this will be considered a tardy

I do not make a distinction between excused or unexcused absences; you have 2-5 to use TOTAL – I urge you to use them wisely. If you do not attend class or come late, it is YOUR responsibility to find out about missed work/assignments

Cell Phones/Electronic Devices/General Etiquette

As this creates a distraction for myself and the entire class, any student who allows a cell phone to go off or uses an electronic device during class time will have 5 points deducted from his/her grade and have the device confiscated for that class session. This is your only warning!

Work Load

Be aware of the following: #1 – this course assumes you are reading and writing at or close to college level (see Prerequisites) #2- this course meets a G. E. requirement at California State Universities (area E), therefore, university level work is expected. #3 – For a 3 unit course, 6 hours outside of class each week (reading, assignments…) is expected in order to pass. Keep these facts in mind in deciding if you can commit to the work required to succeed in this class.

Rules of Success

Studies have shown that successful people consistently employ 3 rules in their lives. Consider what you are will to commit to in these areas to achieve the results you would like in this class

1. **Show up** – meaning attending every class in its entirety
2. **Do the work** – choosing to do the readings and assignments to the **best of your ability**
3. **Participate Actively** – Staying alert in class, and offering your best comments, questions, and answers, when appropriate.

Syllabus – PE - 105
Basketball 1
Fall 2008

Instructor: Steve Hebert 562-692-0921 x 7414, *shebert@riohondo.edu*
Times: 8:30-11:40
Day(s): Fridays
Holiday: November 28

Grading Policy: **This is an activity class and your participation is required everyday to receive PE credit. The table listed below is a guideline for grading and attendance. If you miss 4 classes YOU WILL BE DROPPED. If you are late to class you will lose grade points and not be able to achieve an "A" grade.**

A -	**0-1**	**absences**
B -	**2**	**absences**
C -	**3**	**absences**
F -	**4**	**absences (I will drop you if this happens before the drop deadline.)**

Late to class will result in the following consequences.

1 – none
2 – lose ½ a grade point
3 – lose a full grade point
4 – 1 ½ grade points
5 – 2 full grade points

Make ups will be available, ask instructor for assignment.

SLO: ***The student should be able to compete in both the half court games and introductory level full court contests.***

Anyone leaving class (without prior approval) before the instructor dismisses the class, will lose attendance/participation points for the day. If you leave without permission twice in the semester, you will be dropped.

P.E./TH 191 Health: Personal Issues

Syllabus

***Instructor*:** **Professor Steve Hebert**

***Phone*:** **(562) 692-0921 x 7414 FAX (562) 908-3468** ***E-mail*:** **shebert@riohondo.edu**

Office hours: ***Tuesday1-3, Thursday 1-2***

Textbook*:** ***Focus on Health **(9th Edition) Hahn, Payne**

***Meeting Dates*:** **M/W Sec. # 1044 9:40 - 11:05 - Final Exam 12/08/08**
T/TH Sec. # 1055 9:40 - 11:05 - Final Exam 12/09/08

Holidays: ***September 1, November 10, 27***

Attendance: **Attendance is mandatory; you will receive points for attending each class session. If you are late more than 3 minutes you will lose 2 of your attendance points for the day. Excessive tardiness (3 or more) and/or leaving class early will prevent you from achieving an "A" grade.**

Late Work: **All Tests/Quizzes and Papers must be taken or turned in on the assigned date. If you are absent on a test/quiz date, you are expected to make this up during my office hours, within one week of the absence. Late paperwork will lose 5 points per day.**

Assignments: **All assignments must be *TYPED.***

SLO: ***The student will develop a diet and exercise plan to maintain a healthy weight for their body size and type.***

Grading: **All grades will be based on your total points compared to the total points possible for the course.**

A= 90-100%
B= 80-89%
C= 70-79%
D= 60-69%
F= 59%-below

Class Policy: **This is a course that will be enhanced by class participation and discussions. Therefore, it is important that we all show each other respect and allow our viewpoints to be heard. I encourage you to ask questions and participate in the class. Rude or inconsiderate behavior will not be tolerated, and may lead to your removal from the class.**

Cell Phones:

1. **TURN IT OFF**
2. **DO NOT ANSWER IF YOU FORGET AND IT *RINGS!!!***
3. **ABSOLUTELY NO TEXTING DURING CLASS**

Inappropriate cell phone usage is rude and you will be asked to leave immediately.

ANYONE CAUGHT CHEATING ON A TEST OR ASSIGNMENT WILL IMMEDIATELY BE TURNED INTO ADMINISTRATION AND RECEIVE AN "F" GRADE.

Due Dates: **Tests and assignment dates will be announced during class. This is designed to encourage your attendance EVERY day.**

PE 181 - Men's Basketball

Syllabus

Coach Steve Hebert: 562-692-0921 ext. 7414 shebert@riohondo.edu

Class Hours: **TBA**

Coaches Expectations: **I expect you to be coachable. This means you will attempt to do what I want you to do, without reservation. Your job is to be a team member that is here to assist in making this a great team. I will not ask anyone to be the entire team. We will use a variety of training regimens, work hard at all times.**

Team Guidelines:

1. **Be on time.**
2. **Always have your equipment.**
3. **Stay in communication at all times.**
4. **You must attend all classes, everyday.**
5. **Bring a positive attitude.**
6. **Compete with teammates, don't fight with them.**
7. **Participate fully in whatever we are doing.**
8. **Treat everyone @ RHC with respect.**
9. **No one player is bigger than the team.**
10. **No drugs, alcohol or tobacco.**
11. **ATTEND EVERY ACADEMIC CLASS, EVERY DAY THAT IT MEETS! NO EXCUSES!!!**

Grades: **In this class you will receive a grade (2 units). If you are choosing to drop this class, make sure you get the paperwork turned in on time. You will receive points (1 each) for attendance and participation daily. If you choose not to attend a class, you may be dropped from the class and receive a failing grade (after 4th week).**

Equipment: **You are required to have the following every day.**

1. **Basketball, running and weight training shoes.**
2. **T-shirt w/sleeves (fitness center).**
3. **Shorts/sweats.**

Questions: **All policy questions are directed to Coach Hebert after class.**