

# Course Syllabus

Fall 2021

**Counseling 101 (3 units)**

**College and Life Success**

**CRN 73838**

**T/R 8:05 am – 9:30 am**

Instructor: Arely Castaneda

Email: [acastaneda@riohondo.edu](mailto:acastaneda@riohondo.edu)

Office Hours: By Appointment

**Required Text:** NO purchased books are needed for this course! The FREE College Success EBook and RHC 21-22 Catalog PDF for this course are available on Canvas.

**Course Description:** This course is designed to develop and enhance decision making strategies for students interested in transferring. In addition, provides an exploration of cognitive, psychological, social, and physical factors influencing success in college and in life. Topics include personal responsibility, critical thinking, motivation, self-efficacy, personal awareness, life-long learning, self-management, health and wellness, interpersonal communication in a diverse world, and introduction to career and educational planning. Students will learn about the purpose, demands, requirements, and support services of higher education including both Rio Hondo College and four-year institutions. Students will develop critical thinking skills by identifying, comparing, and analyzing the differences in university entrance and major requirements as related to their educational and career goals. Students will examine the requirements of the universities and complete a comprehensive educational plan. On-site research field study at universities required.

**Transfers:** CSU and UC (credit limit), CSUGE – Area E

## **Student Learning Outcomes:**

- Students will recognize the benefits of lifetime financial literacy.
- Students will demonstrate and understanding of health and lifestyle choices and their impact on learning and well-being.
- Students will be able to analyze their current time management practices and be able to identify and apply time management strategies that work effectively for them
- Students will be able to select appropriate campus services to support their college success
- Students will create a comprehensive educational plan and identify an academic goal
- Students will gain the skills necessary to navigate the community college/higher education environment and gain life management skills

## **Materials and Supplies Required for Each Class Session:**

- Textbook and College Catalog (download)
- Syllabus
- Paper, Pen, Pencil, Highlighter
- 1-inch Binder with Dividers
- Assigned Homework

### **DOWNLOAD THE CANVAS APP!**

The Canvas application can be downloaded to your smart phone, Chrome book, or iPad. Be sure to set the notifications to receive announcements from me regularly. Please use the Canvas site to submit assignments; do not email work unless we talked about it together.

### **Technology:**

You may find it helpful to have a camera and/or a microphone for Zoom video conferencing (but not required). Technology (Chromebooks and hot spots) are available to borrow through the Rio Hondo College library.

**If you need any online assistance, please reach out to the Distance Education Office at**

**<https://www.riohondo.edu/distanceeducation/technical-support>**

### **Important Dates:**

- Start Date: AUG. 21, 2021, End Date: DEC. 10, 2021
- Last Day to add class: SEP. 6, 2021
- Last Day to drop without a "W": SEP. 17, 2021
- Last Day to drop with a "W": NOV. 11, 2021
- Last Day to Petition for P/NP: SEP. 20, 2021

### **Attendance and Late work**

**Zoom Class Attendance:** You should attend Zoom (on-line class) when scheduled, be on time, and stay the entire class. Come to class prepared, ready to learn. I understand that emergencies or unexpected situations may arise that can make this difficult (PowerPoints reviewed will be posted (not recorded lecture) on Canvas for review. If you cannot attend a class, please let me know, communication is essential. You are responsible for missed information and/or assignments. All homework assignments will be posted on Canvas. **Participation:** All of us in the class, you, your peers, and me have a responsibility to create an environment in which we can all learn from each other. Your participation in both individual (active listening, taking notes, asking/answering questions) and in group/canvas discussions are expected and welcomed. Remember to be respectful of others and use appropriate language. Be respectful to those who are talking/sharing by listening attentively. **Late Assignment Policy:** Completing work on time is a crucial habit to develop. I understand that life/emergencies do happen, therefore, communication is crucial; make sure to communicate with me.

**Classroom Guidelines:** All electronic devices must be on silent and put away. Text messaging during class is not allowed. If you are expecting an important call, please notify me in advance

**Homework:** Assignments will be given regularly. These assignments will often be the basis for the class activity/discussion and are necessary for your active participation. Homework is due at the beginning of class and no late work will be accepted. If an assignment is listed on the syllabus and I don't remind you of the due date, you are still responsible for completing it. Details regarding the

specifics of an assignment will be given when it comes time to prepare for a assignment. Be responsible for your learning. If you do not understand an assignment, it is your responsibility to seek help and ask for clarification. Keep all assignments.

**Reflections:** Your book includes several reflections to help you more deeply reflect on and practice the strategies for success covered in each chapter. By carefully completing each reflection, you can discover which strategies can best assist you in creating a rich, fulfilling life.

All reflections must be sent to me electronically through Canvas.

**Individual Meetings with Instructor:** If you feel like you need to meet with me outside of class, please contact me to schedule an appointment. If you email me over the weekend, I may not respond right away.

**Special Accommodations:** Students with verifiable disabilities who want to request academic accommodations are responsible for notifying their instructor and Disabled Students Programs and Services (DSPS) as early as possible in the semester. To arrange for accommodations, contact DSPS by phone at (562) 908-3420 or stop by the DSPS Center in Room SS330.

**Extra Credit Opportunities:** Will be discussed during class.

**Student Code of Conduct:** All students are expected to follow the Rio Hondo College Student Code of Conduct stated in the college catalog. Additionally, academic honesty is expected and cheating on tests, quizzes, and/or assignments will result in a failing grade or dismissal from class.

**Responsibility to Add, Drop, or Withdraw:** It is the student's responsibility to add, drop, or withdraw from classes before the deadlines stated in the class schedule (applies to every class). If you plan to drop or withdraw from the course, please notify the instructor as a courtesy. Do not assume that the instructor will drop or withdraw you from the course.

\*\*If you decide to "drop" this class after the drop deadline, it will be considered a "Withdrawal" and a "W" will be permanently placed on your record. To avoid a "W" on your record (which will have a negative impact if you have too many), drop the class by the deadline.

**Syllabus Changes:** To optimize your experiences in this course, I may modify, add, or delete topics outlined in this schedule, change schedule dates, or assignments. Your continued enrollment in the class serves as your consent of the conditions of this syllabus. The total possible points will be based on all assignments given. Remember, your grade will be based on the total points achieved on the assignments you choose to complete.

## **Chapter Readings**

**Reflections – 1-page minimum typed reflection**

**Class Lectures (Via Zoom/Canvas)**

**On-line Canvas Discussions**

**Activities and homework Assignments will be given. Assignments are to be submitted or uploaded on Canvas on due date. Make sure to check your syllabus and canvas for due date, you are responsible for completing and submitting all assignments listed.**

**Your grade will be based on the total points achieved on the assignments assigned. Please make sure to ask questions if you do not understand an assignment, I am more than happy to clarify. I encouraged you to reach out/meet with me to problem-solve if you experience anything that is preventing you from doing well in the class.**

Quizzes on chapter readings and/or material covered. Will be given via Canvas (open book/notes).

Student Services Assignment Mid-Term (Vision Board).

Final Project (University PowerPoint/Reflection).

Comprehensive Educational Plan- Every student registered in this class is required to have a counselor approved Comprehensive Educational Plan on file.

Extra Credit Opportunities will be available; I will notify you of extra credit opportunities via Zoom class or through Canvas announcements.

Extra credit will require proof or a paragraph of your experience/what you learned.

**Points and Grading Scale:**

90%-100%= A

80%-89%=B

70%-79%=C

60%-69%=D

Below 59%=F

Participation & Attendance.....	50 points
Mini Quizzes.....	100 points (5 X 20 points)
In Classroom Exercises & other Assignments.....	100 points (5X20points)
Chapter Reflections/Activities.....	100 points (5X20 points)
Library Scavenger Hunt.....	50 points
Student Services Group Assignment/Presentation.....	50 points
Final (University Presentation &research paper) .....	100 points
Comprehensive Educational Plan .....	50 points

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**Total Points    600 – 650**



# COUNSELING 102

## INTRO TO TRANSFER PROCESS

2.0 UNITS, CSU TRANSFERABLE

### Course Information

**Instructor**

Kevin Castillo, M.S.

**Email**

[KCastillo@riohondo.edu](mailto:KCastillo@riohondo.edu)

CANVAS Preferred

**Office Hours**

By appointments

**CRN:** 76396

**Semester:** Fall 2020

**Class Meeting:**

Fridays

8/28, 9/4, 9/11, 9/18, 9/25,  
10/2, 10/9 (FINAL)

9:00am-2:15pm

**Location:** ZOOM & CANVAS

### Required Texts/Materials

DUE TO COVID-19, NO  
TEXTBOOK REQUIRED.

WILL NEED ACCESS TO  
INTERNET

***Remember, the  
responsibility for learning  
is yours.***

### Course Description

This course is designed to develop and enhance decision-making strategies for students interested in transferring. Students will develop critical thinking skills by identifying, comparing, and analyzing the differences in university entrance and major requirements as related to their educational and career goals. Students will examine the requirements of the universities and complete a comprehensive educational plan. On-site research/field study at universities required.

### Student Learning Outcomes

1. Utilize vocabulary commonly used to discuss the goals and processes of higher education.
2. Identify 4- year institutions, compare and contrast the differences between the systems, requirements for admissions, graduation and availability of majors.
3. Apply decision-making, analytical and evaluative skills in selection of university major and course preparation.
4. Successfully navigate the transfer process to 4-year institutions.
5. Identify and apply academic planning concepts for transfer to 4-year institutions.
6. Identify and evaluate transitional issues and support services that may influence their academic performance.

### Course Requirements & Expectations


Students in this course will be treated as adults. The instructor will not simply transmit information. Adults do not learn most effectively by sitting quietly and absorbing the words and thoughts of another person from lecture or textbook. Instead, the instructor will act as a (a) socializing agent, (b) facilitator, (c) role model, and (d) resource consultant.

**Every student comes to class with areas of knowledge, lived experiences, and insight that are invaluable for the learning and development of other students and the instructor.** We will share so we all may learn together.

## Reasonable Accommodations

In support of the Americans with Disabilities Act, reasonable accommodations will be made for students registered with **Disable Students Programs and Services (DSP&S)**. Please notify the instructor as soon as possible if you are registered with DSP&S and/or require special accommodations.

## Attendance Policy

- ❖  **Attendance is mandatory.**  
No missed classes allowed or dropped from course.
- ❖ **Must be on time to ZOOM CHAT.**

Students who attend class on time and come prepared are more likely to succeed. This means more than just showing up. This means being ready with your materials and homework to actively participate in class. In the unlikely event you are absent, it is your responsibility to find out the material you missed and the assignments that are due from a classmate.

## Policy for Dropping

- Last day to drop with a refund  
**Fri. Aug. 28<sup>th</sup>**
- Last day to drop without a "W"  
**Fri. Aug. 28<sup>th</sup>**
- Pass/No Pass Petition Deadline  
**Fri. Sept 4<sup>th</sup>**
- Last day to drop with a "W"  
**Fri. Oct 9<sup>th</sup>**

## Assignments

All assignments are due at the beginning of each class meeting, unless otherwise stated. Once I have collected homework at the beginning of class, anything after that time is considered late. **NO LATE ASSIGNMENTS ACCEPTED.** However, each student will be allowed **TWO LATE PASSES for 2 Assignments** for the semester. The late pass **CANNOT** be used on any FINAL or Personal Success Plan.

**Exceptions are granted for extreme emergencies only.**

All assignments must have a cover letter with your full name, date and title of assignment in the center of your paper, times new roman, double spaced, and 12-inch font.

## Cell Phone Free Zone

Please turn cell phones and other electronic devices to silent mode or turn them OFF completely. If you want to use a laptop to take notes or an Ipad to access course material, that is fine. You will lose your daily participation points, be marked absent for the day, and will be asked to leave the class for remainder of the day for instances of using technology for non-academic work. **This is the first & only time I will speak on this matter.**



## Tolerance & Academic Honesty

In this class, each person is asked to constantly share their writing and ideas. Therefore, it is essential that we create and maintain an atmosphere of tolerance and respect. While we invite and encourage debate and differences of opinion, **I will not tolerate acts of disrespect towards myself, the course community, hateful or malicious commentary.**  
**This is the first & only time I will speak on this matter.**

All students are expected to be in complete compliance with the Rio Hondo College's policy on academic honesty. In **NO** instance will cheating of any type will be tolerated in this course. Written work must be original. If you have any doubt about what constitutes **plagiarism**, please speak with me. Any student found to be behaving in an inappropriate manner will be reported to the Dean and will receive a failing grade for the course.



*Castillo Kevin, Coun 102, Fall 2020, Counseling, Rio Hondo College*

Instructor	Class Schedule & Office Hours
<p><b>Diego Silva</b>  Coordinator/Counselor, CalWORKs  Department  Rio Hondo College  3600 Workman Mill Road, Whittier, CA  90601  (805) 316-0388   <a href="mailto:dsilva@riohondo.edu">dsilva@riohondo.edu</a>  <a href="http://www.riohondo.edu">www.riohondo.edu</a></p>	<p><b><u>Class Days/Times:</u></b>  Wednesdays, 3:15PM – 6:35PM, La  Serna High School</p> <p><b><u>Office Hours:</u></b>  By appointment only. Email  Professor Silva to schedule.</p>

### Learning Objectives:

- Students will analyze and evaluate diverse leadership theories, characteristics, and communication styles
- Students will assess and evaluate personal leadership values and beliefs
- Students will be able to apply leadership theories and models to real life experiences
- Students will be able to construct and design a personal philosophy of leadership that includes an understanding of self, others, and community

### Course Description:

This 3-unit course will support you in understanding key elements in leadership and building your leadership potential. We will examine leadership theories, articles, and application in student government and organizations. We will develop your leadership philosophy that includes an understanding of self, others and community. Some topics to be covered include: leadership theories, characteristics, and competencies, ethics, diversity, decision making, team building program development, and parliamentary procedure.

### Required Text & Materials

This course will use a combination of Rio Hondo College open educational resources, articles, and websites. All materials will be provided at zero cost to the student.

### Text Books/Materials Utilized (you do not need to purchase):

Clifton, Donald O.; Anderson, Edward "Chip", StrengthsQuest: Discover and Develop Your Strengths in Academics, Career, and Beyond, (ISBN: 978-1595620118) (2016)

Daft, Richard L., The Leadership Experience, 7th Edition, (ISBN: 978-1337102278) (2017)

Komives, Susan; Lance, Lucas; McMahon, Timothy, Exploring Leadership: For College Students Who Want to Make a Difference, (ISBN: 978-1118399477) (2013)

Robert III, Henry M., Daniel H. Honemann, and Thomas J. Balch, Roberts Rules of Order, Newly Revised in Brief, (ISBN: 978-0306820199) (2011)



**Methods of Instruction**

- Lectures & class discussions
- Readings
- Leadership/Career Assessments
- In and out of class activities and other assignments
- Quizzes & Final Presentations

**Communication Methods for this Course**

Email will be the primary form of communication outside of this class. Check your email at least twice a week. Phone calls or in-person meetings can be arranged as needed, but we will all use email to ensure that we keep a record of our communication.

<b>Assignment/Project Point Scale</b>		<b>Grading Scale</b>	
Attendance/Participation (15)	150	A	90% – 100%
Quizzes (2)	50		
Homework Assignments (3)	75	B	80% – 89%
Reflections/Journals (12)	120		
Final Presentation and Paper	100	C	70% – 79%
<i>TOTAL</i>	<i>495</i>	D	60% – 69%
		F	0% – 59%

\*The professor reserves the right to assign a minus or plus grade at his discretion (e.g. A-, B+)

**Quizzes**

There will be 2 quizzes based on readings. Quizzes will be announced one class prior to assigned date.

**Reflection Journals**

Reflection Journals will be assigned in class/homework to help you more deeply reflect on and practice the strategies for success covered in each chapter. To get full credit you must answer each section of each required journal, showing a depth of thought that includes specific examples from your life. You are also welcome to include pictures, poetry, music, or other creative means to explore the journal content.

### Readings, Handouts & Other Assignments

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.

### 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.

### Attendance Policy

- Class starts at 3:15PM; attendance will be taken at 3:30PM for every class
- Each student is allowed 2 excused absences and 2 excused tardies
- Absences and tardies must be communicated at least 12 hours prior to the class starting (e.g. 9:45PM the night before)
  - The reason for your absence or tardy does not need to be explained. Simply email the professor to let him know that you will be utilizing one of your absences or tardies.

### Attendance Policy

Last day to drop without a W: September 17, 2021

Last day to drop with a W: November 11, 2021

### Mobile Phones, Laptops, Tablets, and Other Devices

Devices may not be used for personal business or tasks not related to the class discussions/assignments. If there is an urgent matter that requires use of your device, excuse yourself from class and take care of it. Text messages and social media are not urgent matters. Above all else, do not become a distraction or display rudeness by doing something on your device that is not related to the current class discussion and/or assignments.

### Characteristics of a Successful Student

1. Consistent attendance and participation in class
2. Reads assigned material prior to class discussions
3. Communicates effectively with the professor and classmates
4. Displays enthusiasm and team=player attitude

### Disabled Students Programs and Services

Our office of Disabled Student Programs and Services (DSPS) can be contacted via their website: <https://www.riohondo.edu/dsps/>. This office helps students who have a visible or invisible disability and need assistance with testing or academic accommodations.

### Commitment to Equity

You are entitled to an equitable learning environment that is free of unfair practices and a space that celebrates your voice, fosters your agency, and develops your capacity for self-advocacy. As your instructor, I am committed to equity and inclusion for you, our diverse Rio Hondo College students, acknowledging and rejecting institutional racism and discrimination. Your classroom should be a safe place to express, to reflect, to guide, and to be guided. I commit to protecting students of color, dreamers, and students who are lesbian, gay, bisexual, transgender, queer, questioning, intersex, and asexual.

### Academic Dishonesty

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. Any student that commits plagiarism is subject to the following consequences:

- Receiving an “F” for the course
- Receiving a “0” on the assignment in question
- Referral to the Dean of Student Affairs for a conduct hearing

### Class Assignments and Projects

All chapter exercises/assignments are due by the end of class on the due date. The professor reserves the right to change or re-arrange the class assignment and/or project due dates; including replacing or adding new assignments; throughout the semester. Students will receive at least a one-week notice of any changes to assignments or projects.

### No Class or Cancellations

The professor will make all efforts possible to find substitutes or other methods of instruction if he is unavailable for a class sessions. In situations where class must be cancelled, students will be given at least a 24 hour notice.

# Counseling 104

## STRESS & ANXIETY MANAGEMENT FOR EMOTIONAL WELL-BEING

*"It's not the load that breaks you down, it's the way you carry it" - Lou Holtz*

**Professor:** Doralí Pichardo-Díaz M.S.      **Contact Info:** (562) 463-7582      [dpichardo@riohondo.edu](mailto:dpichardo@riohondo.edu)

**SLO: In a class presentation, students will correctly identify stressors that are unique to the college experience.**

Synchronous Class: Live Lecture on Zoom Fridays at 10am. Go to Canvas for zoom link!

### Course Description:

This course is designed to increase a student's awareness of the effects of stress and anxiety on academic performance and daily life. Topics include the impact of stress on behavioral, cognitive, physical, and social-emotional well-being. Emphasis will be placed on understanding effective and ineffective responses to stress and anxiety, as well as on planning a personal stress and anxiety management program. Students will explore and develop a variety of practical coping skills and management techniques.

### Learning and Growth Expectations:

Your class participation is expected, welcomed and valued as it is the foundation of this course. **Active participation is a critical aspect of this class and will impact your final grade.** Due to the personal nature of these discussions, students are expected to be courteous in their interactions and to treat the personal issues and feelings of others with the greatest respect and acceptance. Research shows that students with a growth mindset are more likely to reach their academic goals. A person with a growth mindset believes they can learn (even when it's difficult) and that the key to learning is putting in effort. We will do our best to encourage a growth mindset in our class, and we hope you will do the same.

### What materials will I need for this class?

- The Relaxation and Stress Reduction Workbook, **7<sup>th</sup> Edition ISBN 978-1-68403-334-8**
- Laptop, internet access (this can be loaned for FREE from the library)

### Course Policies:

- It is your responsibility to officially withdraw if you decide to drop or stop attending class.
- Your grade will be based on the total points achieved on the activities you choose to complete.
- Your class participation is expected and welcomed. All of us in the class, you, me, your peers, have a responsibility to create an environment in which we can all learn from each other. We expect everyone to participate in class so that we can all benefit from the insights and experiences that each person brings.
- Let's show each other mutual respect by staying engaged in class. Active learning is expected.
- **REGARDING DISABILITIES:** Rio Hondo College is happy to provide accommodations for students with disabilities. It is your responsibility to inform the instructor of any special needs or accommodations so that together, we can ensure a successful learning experience. For information call (562)908-3420.

## Attendance

Attendance is vital to your success in all classes. You should attend every class but extenuating circumstances can arise that may make this difficult. If you cannot attend a class, please let us know. If circumstances make you miss more than 3 classes during the semester, you may be overextended. We ask that you come see us to discuss your options.

You will build a support system with your peers. During the first week of class, you will exchange contact information and work together to provide each other motivation, share notes, and overall support in the class. Everyone has unique skills and by sharing those skills, together we can build each other and work toward success.

## Discussions & Written Assignments: How to maximize my points

Earning full credit means that you have reached a level of mastery in the content and that you are able to demonstrate it through your assignments and discussions. To earn full credit, you must provide complete answers and demonstrate an effort to explore the issue at hand in depth. Your responses should include detail, reflection, and honesty. Before you turn in an assignment, review it for the following:

- Did I carefully read and apply the directions?
- Have I given myself ample time to work on the assignment?
- Does the assignment demonstrate that I am able to apply concepts from the textbook and lecture?
- Am I able to use personal examples to articulate my understanding of the topics covered?
- Do I use language and terms from the textbook and lecture in my assignments?
- Could I teach this to a friend?

## ASSIGNMENT

## POINTS

Exercises/Activities	15 to 20 each vary
Exit Ticket	10 to 20 pts vary
Journals/ HW	15 to 20 each vary
Quizzes	Vary

## Grading Scale:

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

## Critical Dates for this Course

Term:	Fall 2021
Last day to add class:	06-SEP-2021
Last day to drop with a refund:	06-SEP-2021
Last day to drop without a "W":	17-SEP-2021
Last day to drop with a "W":	11-NOV-2021
Pass/No Pass Petition Deadline Date:	20-SEP-2021

## Counseling 104 Class Overview

Dates	Topic	Book Reading
8/27	Week 1: Prevalence of stress and anxiety among college students	
9/3	Week 2: Introduction to Stress <ul style="list-style-type: none"> <li>• Mental health and college support services</li> </ul> Technique of the week: Positive Affirmations	Chapter 1
9/10	Week 3: The science of gratitude Technique of the week: Gratitude	
9/17	Week 4: Emotional well-being during COVID-19 for students Technique of the week: Declutter	
9/24	Week 5: The power of your body and breathing <ul style="list-style-type: none"> <li>• Body Scanning</li> <li>• Breathing</li> </ul> Technique of the week: Body Scan and Breathing	Chapter 2 & 3
10/1	Week 6: Stressors unique to the college experience <ul style="list-style-type: none"> <li>• Identity development in higher education</li> <li>• Math Anxiety</li> <li>• Schlossberg's Transition Theory</li> </ul> Technique of the week: progressive relaxation	Chapter 4
10/8	Week 7: Helping students understand worry and anxiety <ul style="list-style-type: none"> <li>• The nature of worry</li> </ul> Technique of the week: meditation	Chapter 5
10/15	Week 8: Reducing academic stress through goal setting and time management <ul style="list-style-type: none"> <li>• The stressed years of their lives</li> </ul> Technique of the week: Organizing your time	Chapter 16
10/22	Week 9: Introduction to Cognitive Behavioral Techniques Technique of the week: Challenging negative thoughts	Chapters 12, 14, 15
10/29	Week 10: Understanding and Combating Perfectionism Technique of the week: Visualization	Chapter 6
11/5	Week 11: Healthy relationships; removing toxic relationships	
11/12	Week 12: Mindfulness and Creative Expression through zine making <ul style="list-style-type: none"> <li>• NO LIVE ZOOM (Veterans Day Holiday)</li> </ul> Technique of the week: Mindfulness	
11/19	Week 13: Self-care and Depression <ul style="list-style-type: none"> <li>• Coping with grief, loss, depression, and trauma</li> </ul>	Chapter 11
11/26	Week 14: Distress Resistant Behaviors <ul style="list-style-type: none"> <li>• NO LIVE ZOOM (Thanksgiving Holiday)</li> <li>• Happiness: A documentary</li> </ul>	Chapter 14, 15, 17
12/3	Week15: Greif and Loss Technique of the week: Art Therapy	
12/10	Week 16: Final Exam	

**Rio Hondo College**  
**Counseling 105**  
**Orientation and Educational Planning**

**Instructor:** Dorali Pichardo-Diaz, M.S.    **Class:** M, T, W, R    **Time:** 8am-10:05 a.m.    **Room:** SS 305  
**Email:** dpichardo@riohondo.edu    **Phone:** (562) 463-7582

**Description:**

This course is designed for first-time college students as well as students who have not yet developed an individual education plan. Students will be oriented to Rio Hondo College policies and procedures, learn about certificate and degree options within the higher education system, and the graduation and transfer requirements within these systems. The course will culminate in the development of an individual education plan based on each student's specific academic goal.

**Course Objectives:**

- To identify and distinguish the different higher education systems in California and out-of-state.
- To identify and discuss the requirements needed to attain a certificate, degree, and/or transfer to a university.
- To identify Rio Hondo College student-related policies and procedures.
- To utilize a college catalog.
- To utilize the online student portal and demonstrate the different functions available for students within the portal.
- To develop a full education plan based on an individual academic goal.

**Student Learning Outcomes:**

- Navigate various functions of the ACCESSRIO account
- Understand academic requirements and expectations including the catalog, degree or certificate options, and graduation requirements
- Locate important dates and deadlines
- Recognize the course selection process involved in educational planning

**Required Materials:**

- Rio Hondo College Catalog  
Can purchase for \$7.00 or use online at Rio Hondo College website

**Course Policies:**

- It is your responsibility to officially withdraw if you decide to drop or stop attending class.
- Your grade will be based on the total points achieved on the activities you choose to complete.
- Your class participation is expected and welcomed. Attendance and punctuality will affect your final grade.
- Respect the instructor and each other by staying engaged in class. Active learning is expected.
- Side conversations are not permitted. All electronic devices including, but not limited to, cell phones, iPods, pagers must be turned **OFF** during class session. **The student will lose 20 points each time any of the electronic devices is in use (i.e. cell rings, texting, surfing the net, listening to music, etc).** If you are expecting an emergency call please inform the instructor before class begins, sit close to the door and have your cell phone on vibrate. Take your call outside of the classroom.
- All assignments are due at the beginning of each class. **NO** late assignments will be accepted unless arrangements are made with the instructor **before the Due Date** of the assignment. Otherwise, you are encouraged to problem-solve with your instructor if you experience anything outside of class that is hindering or preventing you from doing well in class.
- Students with verifiable disabilities who want to request academic accommodations are responsible for notifying their instructor and Disabled Students Programs and Service (DSPS) as early as possible in the semester. *To*

arrange for accommodations, contact DSP&S by phone at (562) 908-3420 or stop by the DSPS Center in Room S-205.

Counseling 101  
**ASSIGNMENT SUMMARY**

<b>ASSIGNMENT</b>	<b>POINTS</b>
Quizzes	20
Exercises	10
<b>Educational Plan</b>	<b>50</b>

**Grading Scale:**

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

Counseling 105  
**CLASS SUMMARY**

<b>WEEK</b>	<b>TOPIC OF DISCUSSION</b>	<b>ASSIGNMENT DUE</b>
<b>Week 1:</b> M 7/7	<u>Success in College</u> Ice Breaker Pre-Test RHC Policies and Procedures Educational Planning	
T 7/8	Higher Education in CA Educational Planning <b>Quiz #1</b>	Major Prep Handout
W 7/9	3 GE Patterns at RHC Educational Planning <b>Quiz #2</b>	
R 7/10	Balanced School, Work and Personal Life Educational Planning Post-Test <b>Quiz #3</b>	Final Educational Plan





**Professor:** Dorali Pichardo-Diaz M.S. **Class:** ONLINE  
**Contact Info:** (562) 463-7582 dpichardo@riohondo.edu

**Course Purpose:**

- This course is designed to cover theories and concepts of values, interests, skills and personality as they apply to the career/life planning process and its application to labor market trends.
- Short and long term career/life plans will be developed.
- Students will acquire an awareness of diversity and its relationship to psychological, sociological and physiological forces within the work place.
- Students will understand the role that post-secondary education plays in achieving career/life goals.

**SLO:** Provided with common interview questions, students will demonstrate knowledge of successful interview skills.

**Required Materials:**

The Career Fitness Program: Exercising your Options, 11<sup>th</sup> Edition ISBN-13: 978-0134041407

**Technology for this Class:**

If you do not have reliable internet, please connect with the library to check-out a HotSpot. Assistance is also available by calling 562-908-3416 (Monday – Thursday, 8:00AM – 5:00PM) or emailing [library@riohondo.edu](mailto:library@riohondo.edu), or you can also visit the Library zoom room for assistance <https://cccconfer.zoom.us/j/860730094#success>. We will also be using FlipGrid, CANVAS, and REMIND for this class. Therefore having a device with a camera and audio will be important to complete assignments.

**Discussion Board Guidelines**

The purpose of the post is to generate class discussion on the course material, as a way of ensuring that we all learn from each other. Posts should demonstrate that you are thinking about the material and making it meaningful to your life. As much as possible, make your posts invite discussion of the material from your peers.

Rather than thinking about length, just try to show me that you're reading and thinking beyond the reading. Provide lots of details and try to demonstrate the learning that has occurred.

**Things to do with your posts**

A post can be a good one if it achieves the following things (not necessarily all in the same post):

1. It discusses how specific material in a lecture, video, or in the reading relates to your life. For example, in discussing the actions of successful people, you could give examples of how you could achieve these things in your own life or career. Or if you have additional ideas for improving success in the realm of life or a career, those would be good to post as well.
2. Your post asks meaningful questions or makes insightful comments (doesn't have to be mind-blowing!) about the material in a lecture, video, or reading. If you disagree with something, for example, state what it is that you disagree with, and why you think it is problematic. Another good strategy is to make connections with material that you have learned in other courses, or with something you have read or seen in the media.
3. Replies need to meaningfully address the original posting. For example, if the person's post contains a real life example, you could provide a different one that shows something similar, but a little different. Just be clear on why your example makes a different point. If they ask a question about something they are confused on, you could clarify it for them.

**Things not to do with your posts:**

1. Do not be disrespectful to the people you are replying to. It is fine to disagree with someone, but need to maintain civility throughout.

2. Do not use postings to answer questions for homework assignments. These have to be done on your own. E.g., don't post "What did you write for question 10 of the homework?"
3. A reply is not a good one if it is just something like "that was a good comment!"
4. READ FIRST... A post should not be redundant (i.e., repeat) what is already contained in other's posts. So make sure you read what has already been posted before you post.

**Course Policies:**

- It is your responsibility to officially withdraw if you decide to drop or stop attending class.
- Your grade will be based on the total points achieved on the activities you choose to complete.
- Your class participation is expected and welcomed.
- During the COVID 19 pandemic, it is important that you communicate with me if something outside of your control is prohibiting you from doing your best in class. Please reach out to me so we can discuss steps for moving forward.
- REGARDING DISABILITIES: Rio Hondo College is happy to provide accommodations for students with disabilities. It is your responsibility to inform the instructor of any special needs or accommodations so that together, we can ensure a successful learning experience. The office is located in room SS330 and the telephone number is (562) 908-3420

<b>ASSIGNMENT</b>	<b>POINTS</b>
Exercises/Activities/Workshop/Fair	20 each (vary)
Journals/ HW	15 each (vary)
Informational Interview (Paper)	100
MBTI + Strong II	30 each
Exit tickets and Quizzes	10 to 20 each (vary)
Career Presentation	100
Final Resume & Cover Letter	25 each
Final – Interview	100
Interview peer review	25

**Grading Scale:**

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

**Did you know...**

- A student may enroll in the same credit course a maximum of 3 times
- A recorded "W" counts as an enrollment
- Permission from the department dean is required for the 3rd enrollment

## Critical Dates for this Course

Term:	Fall 2021
Last day to add class:	06-SEP-2021
Last day to drop with a refund:	06-SEP-2021
Last day to drop without a "W":	17-SEP-2021
Last day to drop with a "W":	11-NOV-2021
Pass/No Pass Petition Deadline Date:	20-SEP-2021

## Counseling 151 Class Overview

<b>DATE</b>	<b>TOPIC</b>
<b><u>Week 1</u></b>	<b><u>Preparing for Success</u></b> The Career Planning Process Introductory Lecture Looking for Happiness
<b><u>Week 2</u></b>	<b><u>Self-Exploration and Goal Setting</u></b> Self Responsibility Super's Self-Concept Theory + Job vs Career Generational Theory & Differences Employers want soft skills Read: Chapter 1
<b><u>Week 3</u></b>	<b><u>Building a mindset for success</u></b> Self-esteem Positive and negative self-talk Read: Chapter 2
<b><u>Week 4</u></b>	<b><u>Clarifying Your Values</u></b> VIDEO: Les Brown – You DESERVE (45 minutes) Values Lecture Read: Chapter 3
<b><u>Week 5</u></b>	<b><u>The Myers Briggs: Understanding your personality</u></b> MBTI Lecture and Interpretation
<b><u>Week 6</u></b>	<b><u>Strong Interest Inventory: Understanding your Interests</u></b> Strong Interest Inventory Group Interpretation Read Chapter 4
<b><u>Week 7</u></b>	<b><u>Higher Education &amp; Transfer</u></b> The World of Higher Education Navigating the Transfer Process Educational Planning Choose topic for Career Presentation.
<b><u>Week 8</u></b>	<b><u>Career Exploration &amp; Research Tools</u></b> Career resources and tools (Eureka, BLS, ONET) Career Presentation Career Presentation Peer Review
<b><u>Week 9</u></b>	<b><u>Identifying Skills</u></b> Lecture: Skills Read Chapter 5
<b><u>Week 10</u></b>	<b><u>The Art of Networking</u></b>

The Art of Networking  
Intro to the Informational Interview  
Read Chapter 9 (pg 169 to 173)

**Week 11**

**Resumes & Cover Letters: Your marketing tools!**

Introduction to the resume  
Introduction to the cover letter  
Read Chapter 10  
Resume and cover letter peer review

**Week 12**

**The World of Work & Interviewing Strategies**

The Interview  
Interview Techniques and strategies  
Read Chapter 11  
Tell me about yourself

**Week 13**

**Mock Interviews: Nordstrom Sales Associate**

Mock Interview  
Interview Peer Review  
Final Resume and cover letter

**Week 14**

**Mock Interviews: Camp Counselor**

Mock Interview  
Interview Peer Review  
Final Resume and cover letter

**Week 15**

**Mock Interviews: Administrative Assistant**

Mock Interview  
Interview Peer Review  
Final Resume and cover letter

**Week 16**

**FINALS WEEK**

Steve Jobs Video

*NOTE: Class calendar and assignments subject to change*