College success leads to life success!

FIRST YEAR EXPERIENCE

Counseling 2

Instructor: Pauline Clark
Office: Counseling Room 16

408-741-2411
pauline.clark@westvalley.edu

Fall 2012 office hours: Monday/Tuesday, 12:00-12:30, or by scheduled appointment

COURSE DESCRIPTION
The work of the course facilitates academic and personal decision-making through understanding of college requirements. The course includes assessment in occupational interests. It also aids in setting life and career goals, determining educational objectives, and developing appropriate short- and long-range goals. Pass/No Pass Only. 1 unit, CSU transferable.

REQUIRED TEXTS AND MATERIALS
• A current West Valley College catalog
• West Valley College Orientation Workbook
• A current West Valley College schedule of classes
• Pen or pencil and blank paper for writing

COURSE OBJECTIVES
Upon completion of this course the student should be able to:

• Analyze self-knowledge gained from basic skill assessments, academic advising, and career planning.
• Plan a course of action regarding course selection, decisions in relation to stated educational and career goals.
• Understand the support services available to promote success.
• Assess the results of study skills inventories for educational planning purposes.
• Develop a personalized educational plan integrating requirements for general education, WVC degree, and transfer a 4-year university

STUDENT LEARNING OUTCOMES
Complete a one-year Educational Plan that incorporates major and general education requirements for associate degree and/or transfer requirements.

COURSE EXPECTATIONS

• Attend ALL classes and actively participate, (note college drop policy)
• Respect the group by arriving on time to class
• Submit all homework assignments ON TIME. Late work will not be accepted.
• No make-up quizzes
• Please leave a phone or e-mail message if you are going to miss class
• Turn-off all electronic devices and remove ear plugs. NO texting during class!!
• If you miss a class, you are responsible for getting the material and keeping up—please consult your schedule of assignments, and ask a classmate to take notes for you. **You may be dropped after two absences.** (See 5.6 Academic Standards, 2011-2012 WVC Catalog, p. 179).

**PLAGIARISM**
Plagiarism and cheating will not be tolerated. Disciplinary action may include receiving 0 points for the assignment or referring students to the WVC administration. *(See “Rights and Responsibilities” section, p. 183, 2011-2012 WVC Catalog, for policies regarding academic dishonesty.)*

**GRADING**
This course is offered for Pass/No Pass only. You must earn at least 70% to Pass and receive 1 unit. Your final course grade will be based on the following:

- Participation – 14 classes @15 points each = 210
- Homework assignments – 13 assignments @ 10 points each = 130
- Mid-Term Quiz – 35 points
- Final – 50 points
- Total possible points = 425
- Minimum points to Pass = 300

**REGISTRATION AND DROP POLICY**
It is your responsibility to make sure you are properly registered for this class.
If you drop, follow the **College Drop Policy** as stated in the class schedule.
Last day to drop without a “W” and with a refund = **Sunday, September 9, 2012**.
Last day to drop with a “W” = **Thursday, November 15, 2012**.
If you decide not to complete the course, it is **your responsibility to drop**.
If your name appears on the final grade roster, you will receive a grade for this class.

**ADA ACCOMMODATIONS**
West Valley College makes reasonable accommodations for persons with documented disabilities. College materials will be available in alternate formats (Braille, audio, electronic format, or large print) upon request. Please contact the Disability and Educational Support Program for assistance: (408)741-2010 (voice) or (408)741-2658 (TTY).

**EMERGENCY PROCEDURES**
If there is a fire alarm or we are otherwise notified that there is an emergency requiring evacuation, gather all your belongings, proceed to the designated assembly area, and remain there until we are notified that it is safe to return to the building. Be sure to remain there so that I can take attendance. If you leave, we will think you are still in the building.

**Emergency phone numbers (put these in your cell while you are attending West Valley College)**

<table>
<thead>
<tr>
<th>Life threatening emergency — campus phones:</th>
<th>9-911</th>
<th>Student Health Services:</th>
<th>741-4000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life threatening emergency — cell phones:</td>
<td>*408-299-3233</td>
<td>Language Arts Division Office:</td>
<td>741-2016</td>
</tr>
<tr>
<td>Campus Police and Safety Escort:</td>
<td>741-2092</td>
<td>Evening Supervisor: 593-2086, pager: 599-1165</td>
<td></td>
</tr>
</tbody>
</table>

*Cell phone calls to 911 are routed to a dispatcher in Vallejo. This dispatcher does not know the location of the caller.
To save time, call the local dispatcher.*