



6. **Student Learning Outcomes** (Identify 1-6 expected learner outcomes using active verbs.)

Upon successful completion of the course, the student will be able to:

Know and use appropriate college behavior

Know how to use the CSM College Catalog, Schedule of classes and computer resources, CSM web site, Assist.org, etc.

Know how to use campus resources; Library, Student Services, Instructional Services, Health Center

Demonstrate ability to use printed college materials and computer generated materials to research requirements

Demonstrate understanding of Educational Requirements

Select appropriate General Education worksheets to meet college goal, AA/AS degree, CSU, IGETC

Begin planning an appropriate educational program

7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities. *For some courses, the course objectives will be the same as the student learning outcomes. If this is the case, please simply indicate this in this section).*

Self-responsibility

Assessment of personal study skills

Time management

Overview of additional Career and Life Planning Classes

Relationship between school, work and family

CSM's academic policies and procedures, GPA, withdrawals, course repetition

Studenthood: appropriate classroom behavior, drug free campus, sexual harassment, cultural sensitivity and respect, appropriate use of electronic gadgets

Campus resources, instructional resources, student services resources

Educational process in higher education, General Education Requirements, course sequencing

Matriculation process

Educational planning and requirements

8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, you may attach a sample course syllabus with a timeline.)

Academic policies and procedures, attendance, probation, course repetition, academic renewal

CSM's catalog and schedule

Placement testing, recommended courses

Instructional resources

Student Services resources

Educational Process, AA/AS degree, certificates, transfer and GEs, Major core courses, ASSIST

Goal setting and planning, student educational plan, personal contract

Scholarships, Financial Aid

Use of catalog and time schedule

9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Include examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills.)

Class lectures, small group focused discussion, guest lectures, reflection papers/journals  
Readings and in-class writing  
Computer-aided Instruction, Eureka software, Power-Point presentations, other  
Tours of Campus  
Demonstration of Assist.org and other web sites

10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)

Quizzes, exams, essays  
Workbook exercises  
Reflection papers and/or journal writing  
Class participation in exercises and activities  
Educational planning project or personal/academic contract

11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

CSM College Catalog and Schedule, Division prepared materials, handouts, assessment tools, readings and Internet sites will be provided.

Supplemental texts:

Skip Downing, *On Course: Strategies for Creating Success In College* (2005), Fourth Edition  
Houghton Mifflin

Prepared by: \_\_\_\_\_  
(Signature)

Email address:

Submission Date: \_\_\_\_\_