

**College of San Mateo
Official Course Outline**

1. COURSE ID: COUN 114 **TITLE:** Transfer Essentials I

Units: 1.0 units **Hours/Semester:** 16.0-18.0 Lecture hours; and 32.0-36.0 Homework hours

Method of Grading: Pass/No Pass Only

Recommended Preparation:

Eligibility for ENGL 100 or ENGL 105

2. COURSE DESIGNATION:

Degree Credit

Transfer credit: CSU

AA/AS Degree Requirements:

CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development

3. COURSE DESCRIPTIONS:

Catalog Description:

This course provides essential information about the university transfer function. Highly recommended for students whose educational goal is to transfer to a college or university and complete a bachelor's degree. Learn how to transfer within the California State University (CSU) and University of California (UC) systems, as well as private-independent and out-of-state colleges and universities. The course covers academic requirements for transfer admission eligibility and selectivity, transfer admission decisions, planning for transfer, general education, lower division major preparation requirements, guarantee transfer programs and application timelines. This course is offered during the fall semester when most transfer applications are completed. Students will complete the CSU Application, UC Planner, TAG, Common Application and other applications for transfer admission. Other topics include services that support transfer, and issues related to achieving transfer as an educational goal. (Fall Only)

4. STUDENT LEARNING OUTCOME(S) (SLO'S):

Upon successful completion of this course, a student will meet the following outcomes:

1. Describe transfer requirements for multiple university systems including the California State University (CSU) system, the University of California (UC) system, Private/Independent institutions and Out-of-State institutions.
2. Identify a general education pattern and major preparation appropriate for their transfer destination and major.
3. Effectively use electronic and web-based resources such as Assist, College Board and university web sites to research transfer destinations and transfer admission requirements.
4. Utilize Counseling Services to meet with a Counselor and create a comprehensive, accurate and up-to-date student educational plan (SEP).
5. Describe a variety of transfer guarantee programs including the Transfer Admission Guarantee (TAG) and the AA/AS-T (SB 1440) associate degrees.
6. Utilize a variety of programs and services available through the Transfer Resource Center including, transfer events, workshops and access to meet with university representatives.
7. Complete a variety of online and paper-based applications for transfer admission.

5. SPECIFIC INSTRUCTIONAL OBJECTIVES:

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

1. Describe transfer requirements for multiple university systems including the California State University (CSU) system, the University of California (UC) system, Private/Independent institutions and Out-of-State institutions.
2. Identify a general education pattern and major preparation appropriate for their transfer destination and major.
3. Effectively use electronic and web-based resources such as Assist, College Board and university web sites to research transfer destinations and transfer admission requirements.
4. Utilize Counseling Services to meet with a Counselor to secure an accurate and up-to-date student educational plan (SEP).
5. Describe a variety of transfer guarantee programs including the Transfer Admission Guarantee (TAG) and the AA/AS-T (SB 1440) associate degrees.
6. Utilize a variety of programs and services available through the Transfer Resource Center including,

transfer events, workshops and access to meet with university representatives.

7. Complete a variety of online and traditional applications for transfer admission including the Transfer Admission Planner (TAP) the UC TAG, the UC Application for admission, the CSU Application for admission and the Common Application.

6. COURSE CONTENT:

Lecture Content:

1. A. Fundamental Transfer Considerations
 - a. Researching the primary transfer sectors
 - i. The California State University (CSU)
 - ii. The University of California (UC)
 - iii. Private/Independent Colleges and Universities
 - a. Non-profit institutions
 - b. For-profit proprietary institutions
 - c. Faith-based institutions
 - iv. Out-of-State Colleges and Universities
 - v. Semester – vs – Quarter systems
 - vi. Accreditation
 - vii. CSM transfer services
 - viii. Web-based research tools (College Board, for example)
 - b. Geography/Location/Size/Ambience
 - i. What type of school works best for me?
 - ii. Ivy League, Research Institutions, Comprehensive Institutions.
 - iii. Liberal Arts Colleges & Universities
 - c. Cost
 - i. Resident –vs- Out-of-State tuition and fees
 - ii. Applying for CA Residency as an AB540 Student
 - iii. Applying for Financial Aid
 - a. FAFSA
 - b. CA Dream Act Application
 - iv. Researching Scholarship opportunities
 - v. Fee Waivers
- B. Transfer admission
 - a. Meeting minimum requirements for transfer
 - i. Transferable Units
 - ii. Calculating a transfer GPA
 - iii. Articulation Agreements (Using Assist for UC/CSU and other articulation resources)
 - iv. Lower Division unit minimum and maximum
 - b. Selectivity - accomplishing more than minimum requirements for transfer
 - i. Impacted, selective and competitive and campuses and majors
 - ii. Transfer guarantee programs, (UC TAG, AA/AS-T, for example)
 - c. Completing transfer applications
 - i. Dates and deadlines
 - ii. Online applications
 - a. UC TAP
 - b. CSU Mentor
 - c. EOP Application
 - d. Common Application
 - e. Paper-based applications
 - d. Personal Statements and Personal Insight Questions (UC)
 - e. Letters of Recommendation
 - f. Application follow up
- C. Majors
 - a. Availability – Colleges and universities offering my major
 - b. Focus – Concentrations and emphasis areas by major
 - c. Major pre-requisites and major preparation
 - i. Can AP/IB Exams be used in the major?
 - ii. Using ASSIST and other online resources
 - d. Using college catalogs
 - e. Lower-division courses vs Upper division courses in the major

- D. General education patterns
 - a. CSU GE
 - b. IGETC
 - c. Individual college/university Breadth
 - i. Using AP/IB and other exams are General Education
 - d. Student Educational Plans
 - i. Develop a full student educational plan (SEP) with a Counselor
 - ii. Monitoring your progress and working your plan
 - e. The Bachelor's Degree
 - i. Looking at the whole picture - first-year through senior year
 - ii. Lower Division and Upper Division requirements.
 - iii. College life - how to enjoy, survive, and still graduate
 - iv. Taking responsibility and control
 - f. Transfer with an Associate's Degree
 - i. The AA-T, AS-T degree, and their impact on transfer admission and Bachelor degree completion.
 - ii. Other Associate degree options that work well with transfer: AA Social Sciences, AA Interdisciplinary Studies, AA Business Administration Option 2 – Transfer, for example.

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

- A. Lecture
- B. Discussion
- C. Guest Speakers
- D. Other (Specify): - Students receive an instructional workbook that includes current transfer information - Small group exercises - Hands-on research conducted in a computer-classroom

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Students will write a personal statement typically required for transfer and scholarship applications and complete applications for transfer admission.

Reading Assignments:

COUN 114 Workbook including updated transfer planning worksheets

Other Outside Assignments:

Transfer Planning Assignment
Student Educational Plan

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Homework
- D. Oral Presentation
- E. Papers
- F. Quizzes
- G. Use counseling services to create a comprehensive student educational plan (SEP) targeting the student's transfer destination.

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Ellis, D.. *Becoming a master student*, 14th ed. Boston, MA: Wadsworth, Cengage Learning, 2013

Other:

- A. Current CSM Catalog and Schedule of Classes
- B. www.assist.org - UC and CSU
- C. University of California Quick Guide for Counselors
- D. IGETC and CSU General Education
- E. University/College catalogs and web sites
- F. www.collegeboard.org
- G. COUN 114 Workbook created by Counseling Faculty

Origination Date: March 2018
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Course Originator: Martin Bednarek