

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** COUN 121    **TITLE:** Planning for Student Success  
**Units:** 1.0 units    **Hours/Semester:** 16.0-18.0 Lecture hours  
**Method of Grading:** Grade Option (Letter Grade or P/NP)
  
2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU  
**AA/AS Degree Requirements:**  
    CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development  
**CSU GE:**  
    CSU GE Area E: LIFELONG LEARNING AND SELF-DEVELOPMENT: E1
  
3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**  
    (Formerly CRER 121) Provides students with the tools necessary to maximize academic success by developing their understanding of college expectations, resources, facilities and requirements. A preliminary Student Educational Plan (SEP) is researched and developed, if necessary.
  
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
    Upon successful completion of this course, a student will meet the following outcomes:
  1. Identify the three educational goals: certificate, associate degree and transfer.
  2. Demonstrate understanding of the CSM Student Code of Conduct.
  3. Demonstrate ability to use the CSM College Catalog, Schedule of classes and computer resources, such as CSM web site, Assist.org, etc.
  4. Identify campus resources: Library, Student Services, Instructional Services, Health Center.
  5. Demonstrate an understanding of Educational Requirements for the certificate, associate degree and transfer.
  6. Demonstrate an understanding of the appropriate General Education patterns for the goal of transfer.
  7. Begin planning an appropriate educational program.
  
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
    Upon successful completion of this course, a student will be able to:
  1. Demonstrate self-responsibility skills.
  2. Assess their personal study skills.
  3. Implement a time management system.
  4. Consider the relationship between school, work and family as they plan coursework.
  5. Understand CSM's academic policies and procedures. (including GPA, withdrawal, course repetition, probation/dismissal, etc)
  6. Understand the student code of conduct as outlined in the student handbook section of the CSM College Catalog.
  7. Locate and access resources on campus. (including instructional and student services resources)
  8. Determine their educational path in higher education, General Education Requirements and course sequencing.
  9. Express an understanding of the matriculation process and purpose.
  10. Plan for their education, which includes an understanding of degree/transfer requirements.
  
6. **COURSE CONTENT:**  
**Lecture Content:**
  1. Academic policies and procedures, attendance, probation, course repetition, academic renewal
  2. CSM's catalog and schedule
  3. Placement testing, recommended courses
  4. Instructional resources
  5. Student Services resources
  6. Educational Process, AA/AS degree, certificates, transfer and GEs, Major core courses, ASSIST
  7. Goal setting and planning, student educational plan, personal contract
  8. Scholarships, Financial Aid

9. Time management

**7. REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Lecture
- B. Activity
- C. Discussion
- D. Guest Speakers
- E. Other (Specify): 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

**8. REPRESENTATIVE ASSIGNMENTS**

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

**Writing Assignments:**

Reflection papers on topics such as: presentations/orientations, students' educational goals, and educational experiences.

**Reading Assignments:**

Reading is assigned from instructor developed handbook and handouts, the college catalog, student handbook, and other college publications.

**Other Outside Assignments:**

Worksheets covering topics such as: goal setting, campus resources, GPA calculation; AA/AS degree requirements, articulation agreements, and college policies.

**9. REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Exams/Tests
- D. Homework
- E. Papers
- F. Quizzes
- G. Workbook exercises, Educational planning project or personal/academic contract

**10. REPRESENTATIVE TEXT(S):**

Possible textbooks include:

- A. Dave Ellis. *Becoming a Master Student*, 14th ed. Cengage Learning, 2013
- B. Downing, Skip. *On Course: Strategies for Creating Success in College*, 7th ed. Cengage, 2014

Other:

- A. CSM Schedule of Classes
- B. Various internet resources as determined appropriate by instructor.
- C. CSM College Catalog
- D. Division prepared workbook
- E. Instructor prepared handouts.
- F. Instructor determined assessment tools.

**Origination Date:** February 2016

**Curriculum Committee Approval Date:** April 2016

**Effective Term:** Fall 2016

**Course Originator:** Martin Bednarek