

College of San Mateo

Course Outline

- New Course
- Update/No change
- Course Revision (Minor)
- Course Revision (Major)

Date: 09/2009

Department: CRER **Number:** 120
Course Title: College and Career Success **Units:** 3
Hours/Week: Lecture: 48 hrs per term **Lab:** 0 **By Arrangement:** 0

Length of Course <input checked="" type="checkbox"/> Semester-long <input type="checkbox"/> Short course (Number of weeks ___) <input type="checkbox"/> Open entry/Open exit		Grading <input type="checkbox"/> Letter <input type="checkbox"/> Credit/No Credit <input checked="" type="checkbox"/> Grade Option (letter or Credit/No Credit)
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1. **Prerequisite** (Attach Enrollment Limitation Validation Form.)
 none

2. **Corequisite** (Attach Enrollment Limitation Validation Form.)
 none

3. **Recommended Preparation** (Attach Enrollment Validation Form.)
 none

4. **Catalog Description** (Include prerequisites/corequisites/recommended preparation.)
 CRER 120 College and Career Success (3)
 (Pass or No/Pass or letter grade option.) A minimum of 48 hours of lecture hours per term.
 A comprehensive approach to college and career planning. Emphasizes educational planning, self-
 assessment, decision making, college success strategies, study skills/learning styles and
 techniques for addressing personal changes associated with college and career. Explores college
 life, student responsibilities and career options. A materials fee in the amount as shown in the
 Schedule of Classes is payable upon registration. (AA: Area E5d, CSU: Area E, UC)

5. **Class Schedule Description** (Include prerequisites/corequisites/recommended preparation.)
 CRER 120 College and Career Success (3)
 (Pass or No/Pass or letter grade option.) A minimum of 16 hours of lecture hours per term.
 A comprehensive approach to college and career planning. Emphasizes educational planning, self-
 assessment, decision making, college success strategies, study skills/learning styles and
 techniques for addressing personal changes associated with college and career. Explores college
 life, student responsibilities and career options. A materials fee in the amount as shown in the
 Schedule of Classes is payable upon registration. (AA: Area E5d, CSU: Area E, UC)

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:

Orientation to College

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

Develop a student educational action plan that outlines short or long term educational goals

Study Skills

Demonstrate knowledge of time management skills by creating and using a personal planner or electronic calendar

Develop and use a personal study plan and track results

Career and Life Planning

Demonstrate ability to describe, interpret and use self-knowledge gained through assessments in the career/major decision making process by selecting an appropriate career/major

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).*

This course provides:

Explanation and discussion of the Matriculation process and the role and responsibility of both the student and the college

Educational planning including requirements and pathways to an AA/AS, certificates, specific majors and transfer

Development of college-level learning skills to augment the undergraduate educational experience; reading and studying, listening and memory, taking notes, test taking, quantitative learning, research and writing

A comprehensive approach to career and life planning as it applies to choosing a major/career

Self-assessment, decision making, educational planning, college success strategies

Techniques for addressing personal changes associated with college and career

Exploration of college life, responsibilities and career/major options

Acquiring a degree, AA/AS, certificate, transfer to CSU, UC, private colleges

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.)

Orientation to College

* College Policies

* College Procedures

* Studenthood; student responsibilities and appropriate behavior

* Instructional Resources

* Student Services; role of counseling in students' lives

* Matriculation process and requirements

* Course Planning and Strategizing

* Creating Resources for Success

- * How to get a Mentor
- * Educational Pathways and Requirements
- * Preparing an Educational Plan

Study Skills

- * Effective study habits, college level learning skills
- * Principles of time management
- * Critical listening, note taking
- * Critical thinking
- * Improving memory
- * Reading and studying
- * Note taking and test taking
- * Quantitative learning
- * Research and writing
- * Assessment of individual learning styles and life styles

Career and Life Planning

- * Self-assessment, interests, personality, values, skills, life goals and aspirations.
- * Exploration and research, personal contacts, Career Development Center, EUREKA, Internet sites, etc.
- * Workplace of the 21st Century, employer expectations, SCANS, labor market
- * Decision Making, goal setting, action plans, evaluation of the plan
- * Internships, Volunteer work, Service Learning, Summer and part-time jobs, Informational interviewing, Job shadowing

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.)

Self-assessment and evaluations

Journals and reflection papers

Class lectures, readings, in-class writing

Small Group focused activities and discussion including process questions and feedback

Guest lectures, job shadowing, informational interviewing

Computer-aided instruction, Internet research, Eureka

Tours of campus

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 and essays
Workbook exercises
Reflection papers/journal writing
Class participation/exercises and activities
Student educational planning project
Portfolio of representative work

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

CSM Catalog and Class Schedule
Division prepared materials and handouts; Purchased or instructor prepared self-assessment tools such as interests, personality, values, skills, and life goals/ aspirations
Supplemental texts:
Dave Ellis, *Becoming a Master Student*, (2005) tenth edition, Houghton Mifflin Company
Sukiennik, Bendat, Raufman, *The Career Fitness Program*, (2001) sixth edition, Prentice Hall

Prepared by: _____
(Signature)

Email address:

Submission Date: _____