

## **Education 293: College & Career Readiness**

Semester II of the School Year 2018-19

Instructor: Marina Carrillo

UNM-Valencia Instructor of Record: Sarah Clawson

Telephone: 505-573-7794 E-mail: [mcarrillo@sodacharter.com](mailto:mcarrillo@sodacharter.com)

[msukhareva31@gmail.com](mailto:msukhareva31@gmail.com)

### Course Summary

This course is a continuation of the “Life Skills” course 293, and will allow students to earn 3 credit hours for college and 1 elective credit hour for high school, and serves as a dual credit class, required for high school.

The purpose of this course is to prepare students for their college classes. It will help to identify student skills and aptitudes. Students will have an opportunities to explore career options that are of interest to the students, identify paths to success for career options of interest, and develop the skills necessary to follow the paths identified. We will focus on study skills for college preparation and career planning strategies.

### Texts:

“Your College Experience. Strategies for Success” by John N. Gardner and Betsy O. Barefoot is provided by the school (S.O.D.A.).

All additional text materials will be provided by the instructor.

### Learning Objectives

- Explore college success opportunities
- Learn and practice time management and organizational skills, required for success in college
- Learn and practice soft and stud skills, such as reading. Writing and speaking, research
- Examine paths to success
- Learn to make right career choices and manage money during college years
- Learn social skills required for success in college environment

### Class Participation

50% of your grade will be based on your participation in class. High participation grades will be given to students who come to class and participate regularly. Please come prepared to discuss topics, work in groups and independently, complete presentations and other assignments.

Your attendance and participation is important in this class. Please e-mail me if you believe you will be missing class.

### Assignments

All assignments must be turned in on time or points will be taken from the final grade.

Assignments that are late will receive a 10% reduction per day.

Completed assignments will become a part of students’ portfolio. Assignments will help students to practice reading, writing, research and presentation skills.

Students will be able to complete a self-assessment of the skills learned.

### Mock Job Interview

This class will culminate in a final exam. This final exam will consist of two parts – a mock job interview for one of the student’s career choices, and students’ portfolio of assignments. Completed in class.

Grading Scale: 50% = participation 20% = journal entries 30% = Resume, cover letter, interview  
 A = 90% - 100% B = 80% - 89% C = 70% – 79% D = 60% - 69% F = 50% - 0%

Week	Topic	Homework
Week 1	Course introduction: Exploring the purpose of attending college	Setting up goals for College experience and beyond.
Week 2	Managing your time	Time management strategies and exercises.
Week 3	Understanding Emotional Intelligence	Students presentations on emotional intelligence
Week 4	Study Skills: Learning styles and how to use personal learning abilities to your success. Test taking strategies.	Students complete an exercise on how to adjust your learning abilities for future career needs.
Week 5	Think critically: The Basis of a college education	Learn to ask high level thinking questions and find answers for them – exercise.
Week 6	Stay engaged in learning, listening, answering questions and participation in class.	Learn about taking notes. Cornell notes exercise
Week 7	Reading to learn from college textbooks	Exercise of reading skills improvement
Week 8	Developing Library, research and information skills.	Research project of the students’ choice.
Week 9	Making right choices for major and careers.	Make your choice - exercise
Week 10	Managing your college money; Balance between working and borrowing	Financial Aid exercise; Review and improve your job resume.
Week 11	Establishing and managing relationships in college	Students presentations
Week 12	Appreciating diversity	Students present non-profit organizations they could volunteer for.
Week 13	SAT, ACT, Accuplacer, etc.	
Week 14	Applying for college: Strategies for success	Complete college application

Week 15	Review your job resume and Cover Letters: think of a job which is related to your future education	How will your job support your college studies.
Week 16	Putting it all together: What is career development now?	Write a course reflection
Week 17	Final Exam: present your portfolio and Mock interview for career of choice	

Reasonable accommodations for students with disabilities will be provided in accordance with their current IEP.