

## Education 1996: Career and College Readiness

### Section 553

Spring 2020

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#### 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 and video materials will be provided by the instructor.

#### Student Learning Outcomes

Upon completion of this course, students will be able to:

- Identify college success opportunities
- Apply time management and organizational skills, required for success in college
- Demonstrate soft and study skills, such as reading, writing and speaking, research.
- Describe their individual path to success
- Discuss methods for making right career choices and managing money during college years
- Identify 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	Meet guest speakers – professionals, such as a Nurse, Fitness Coach.	Students prepare presentations about successful people of their choice,
Week 2	Course introduction: Exploring the purpose of attending college	Setting up goals for College experience and beyond.
Week 3	Managing your time	Time management strategies and exercises.
Week 4	Understanding Emotional Intelligence	Students presentations on emotional intelligence
Week 5	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 6	Think critically: The Basis of a college education	Learn to ask high level thinking questions and find answers for them – exercises.
Week 7	Stay engaged in learning, listening, answering questions and participation in class.	Learn about taking notes. Cornell notes exercise
Week 8	Reading to learn from college textbooks	Exercise of reading skills improvement
Week 9	Developing Library, research and information skills.	Research project of the students’ choice.
Week 10	Making right choices for major and careers.	Make your choice - exercise
Week 11	Managing your college money; Balance between working and borrowing	Financial Aid exercise; Review and improve your job resume.
Week 12	Establishing and managing relationships in college	Students presentations
Week 13	Appreciating diversity	Students present non-profit organizations they could volunteer for.
Week 14	SAT, ACT, Accuplacer, etc.	
Week 15	Applying for college: Research colleges of your choice. Strategies for success	Complete college application

Week 16	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 17	Putting it all together: What is career development now?	Write a course reflection
Week 18	Final Exam: present your portfolio and Mock interview for career of choice	Resume, Cover Letter, Job Hunting

## Academic Integrity

Having academic integrity is paramount to your success in any class. Plagiarism or cheating is not tolerated. Any instance of this will result in a grade of zero for that assignment. Here is the link to the UNM Academic Dishonesty Policy:

<https://policy.unm.edu/regents-policies/section-4/4-8.html>. The policy states:

*Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or who otherwise fails to meet the expected standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course.*

Academic Dishonesty is defined as:

*"Academic dishonesty" includes, but is not limited to, dishonesty in quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.*

### ELECTRONIC DEVICE USAGE:

According to the School of Dreams Academy Rules, students are not allowed to use cell phones. They are allowed to use computers and Chromebooks, provided by SODA in class and at home.

### STUDENTS WITH DISABILITIES: :

If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925-8560 or [jmlujan@unm.edu](mailto:jmlujan@unm.edu).

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education (see page 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity ([oeo.unm.edu](http://oeo.unm.edu)). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.