LOS ANGELES MISSION COLLEGE
LIFE MANAGEMENT 091 (UC:CSU) – 3 units
FALL 2013

Instructor: Prof. Mary Burnett
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Office hours: 6:20 pm CAI Bldg, Room #232
PREREQUISITE: None

Section No. #3160
Class Schedule: Wednesday 6:50 pm – 10 pm
Class Location: CAI Bldg #232
*refer to LAMC Schedule of Classes

REQUIRED TEXTS AND MATERIALS:
"Reaching Your Potential" by Robert K. Throop.

CATALOG COURSE DESCRIPTION:
This class provides students with basic life skills, success, power of self-belief, thinking skills, eating well, communicating effectively, improving listening skills, improving speaking skills, social skills, stress management, time management, financial planning, study skills, and career planning, which enable success in college, on the job and in *life*. Techniques are taught to improve self-understanding and self-sufficiency, including goal setting.

COURSE OBJECTIVES/EXIT COMPETENCIES:

- Identify personal values and set individual goals.
- Exhibit critical thinking skills.
- Identify learning style and preparing effective class management.
- Develop physical potential and staying healthy.
- Understand social potential and communicate effectively.
- Improve listening skills.
- Determine and utilize techniques for stress, time and conflict management.
- Managing Money
- Identify personal and professional strengths.
- Compose a cover letter and resume as a job search tool.
- Utilize techniques for a successful interview.
- Experience group dynamics and team building skills by completing a group project.
- Develop positive character.
- Learn how to complete various applications and learn how to follow directions.
- Identify inner strengths.
- Enjoy life!

SUPPLIES NEEDED FOR CLASS:
Text book and materials; blue pen, red pen, colored pencils, fine point markers, (2) three- ringed notebooks for "***Journal Writing/Assignments"*** and "***Class Lecture Notes***."

Always do your best in everything!

REQUIRED ASSIGNMENTS:
All work is to be done by each student. Please refer to ASSIGNMENT LIST for dates and assignments

EXAMINATIONS AND PROJECTS: To be announced.

EVALUATION: Grading criteria is listed below. Each assignment will be awarded point value. Class attendance, notes, journal assignments, quizzes, exams, and homework assignments, will all receive points which will be added up at the end of the semester for a total grade. The standard 90 – 100% A, 89 – 80% B, 79 – 70% C, 69 -60% D and below 60% F will be used**.** Note: Extra credit will be offered and is optional.

ADDITIONAL COURSE INFORMATION:
All assignments and projects must be turned in on or before the due date. Points equivalent to one letter grade will be deducted for each week an assignment is late. Late assignments that are more than 1 week late will not be accepted unless special arrangements have been made prior with the instructor.

It is the student's responsibility to attend class. Attendance and class participation contribute to 10% points of your total grade. Sign in sheets will be circulated toward the end of class and your attendance is based upon those sheets. If you do not attend the entire class, you will not earn the point for that class. It is your responsibility to contact the instructor when situations arise.

A student who has special needs, disabilities and/or accommodations must speak with the instructor at the beginning of the semester and state specific needs in order to have the instructor accommodate those needs i.e. class seating, lecture notes, quizzes, assignments, etc.

Students are expected to do and turn in their OWN work. A student identified as cheating will FAIL the exam or the assignment. DO NOT COPY from one another.
Respect and honesty is expected throughout the semester as stated from the instructor at the beginning of the semester.

GUIDELINES FOR WRITTEN WORK:
When a student prepares a paper for a class, he/she is presenting 'self' to the reader. Your work must be NEAT and ORDERLY. Contents as well as neatness, spelling, and English usage/punctuation are considered when grades are given. All work must be done on the forms provided or 8 ½ X 11 inch paper, typewritten or clearly written in INK. Do not use pencil. Staple pages together and do not use paper clips. It is the responsibility of the student to come prepared and to keep a copy of ALL pages submitted.

Take neat and clear notes during lecture. Use your notebook to take lecture notes. Remember, if the instructor writes something down or emphasizes the information, it is because it will be something you are expected to know for the exam. So take GOOD notes!

CLASS POLICIES: Student conduct in all of the Los Angeles Community Colleges must conform to the District and College rules and regulations. Violations of such rules and regulations may result in disciplinary action.

CLASS EXPECTATIONS:

1. Come prepared.
2. Show up on time.
3. Turn off cell phones and put away.
4. Keep notes in sequence and in order.
5. No interruption when teacher or student is talking.
6. Confidentiality. Respect and keep things confidential. No gossip or slander.
7. Inform the instructor of personal agendas, excuses, etc. (I consider those who consider). (I encourage collaboration and free open forum, but be aware and sensitive of those times when only *one* person is sharing, etc. to show respect and courtesy).

ADDING/EXCLUDING STUDENTS: After the semester begins, students must have a signed add card by the instructor. Once, the add card is signed, students are required to submit to admissions and a stamped add slip needs to be returned to the instructor. It is your responsibility to monitor your enrollment. Follow through with dates and drop policy procedure.

STUDENT LEARNING OUTCOMES:

1. Students will examine basic life skills, success, power of self-belief. (Standard 5C) Assessment – Group discussion/presentations.
2. Students will analyze the qualities and practices of social practices, stress management, and proper techniques to improve daily living based on observations and applications of professional recognized standards. (Standard 1 and 3).
3. Students will identify personal and professional development and how it relates to reaching your potential and positive outcomes in daily life management. Techniques are taught to improve self-understanding and self-sufficiency, including goal setting.

GRADING PROCEDURES:

Attendance & class participation/HW/notes/quiz	40 %	A = 100 - 90%
Mid –Term	30%	B = 89 - 80%
Final	30%	C = 79 - 70%
Total	100%	D = 69 – 60%

Student Grade Sheet/Student Conference: Your student grade sheet will be utilized to assess performance for the class & individual student conference will be held (TBA).

ATTENDANCE:

Regular and prompt attendance at all classes is expected of *all* students. All work missed by reason of absence or tardiness, regardless of the cause, must be made up to the satisfaction of the instructor. Students with excessive absences or tardiness (3 weeks in a row) will be dropped from this class. Develop a 'buddy system' and get the name of one or more student in this class so that you will know what you have missed. *Note: Refer to LAMC Calendar in Schedule of Classes for deadlines such as DROP dates. A new state policy in effect limits students to* ***3 attempts per course****. Receiving a grade or "W" for a course counts as an attempt,* ***regardless of when the course was taken****. This policy has been implemented where the LACCD will block you from attending the course that has three "W"s on your record.*

CHARACTER COUNTS…….. Everywhere and all the time!

ASSIGNMENT LIST: TBA

Genogram **DUE DATE: _____**

- Genopro.com
- Identify family dynamics and choose topic of choice
- Use same tri-poster as book report (double sided) with large font and clear images explaining your genogram. Book report should be pertaining to your topic of choice.

Book Report **DUE DATE: _____**

- 4 page *minimal* book report including a reference page.
- 12 font, double space
- Use same tri-poster as Genogram with large font, clear images explaining the following:
  Section one: Title of book and author explaining a short review about the book.
  Section two: Identify main points of the book.
  Section three: How has this book changed you and/or your family and how it pertains to FCS 91 class.

Quiz **TBA**

- There will be a quiz after each chapter from the book (10 questions)
- There will be extra credit (5 questions) included in the quiz (optional)

Midterm **TBA**

- Will cover the first seven chapters of the book

Final **TBA**

- Accumulative
- Will cover all the chapters of the book

Extra Credit (10 pts)

- Optional
- Must be typed, 12 font double space, one page with attached article
- Subject matter should be topic pertaining to subject matter and must be approved

DARE TO BE DIFFERENT!