

**Miami Dade College  
Homestead Campus  
Social Science Department  
CLP1006 – Psychology of Personal Effectiveness  
January 7 through April 25, 2008**

**Class Day/Time:** MWF from 11:00 am to 11:50 am  
**Instructor:** Mrs. Maria E. Oses-Muñoz  
**e-mail:** mosesmun@mdc.edu

**COURSE DESCRIPTION:** This course is designed to assist students to explore theoretical perspectives regarding personal effectiveness, to manage stress, to learn to understand the theories of healthy and successful relationships, to understand the changing nature of the world of work, to understand the role of personal responsibility in workplace success.

**COURSE OBJECTIVES:** The purpose of this course is to provide students with the self-awareness, learning strategies, academic skills and individual direction to succeed within the higher education environment, as well as in the world of work. Students are expected to be active partners in the learning environment of the class. The format of this course includes active participation through various assessment tools, interaction with your instructor, and peer group discussions.

**Class Rules / Guidelines:**

Regular attendance and punctuality are expected in this course just as they are in the world of work. The maximum allowable excused absences are two throughout the term.

1. **ABSENCES:** Roll is taken at the beginning of every class meeting. It is your responsibility to attend class meetings and to arrive on time to be counted on the roll. The student will get a “tardy” if s/he arrives 15 minutes after class started. After 3 tardies, student will get an Absent. **NOTICE: IF YOU MISS MORE THAN THE MAXIMUM NUMBER OF ALLOWABLE ABSENCES, (2), YOU WILL BE DROPPED FROM THE CLASS BY THE INSTRUCTOR WITHOUT NOTICE.**
2. **CELL PHONES/PAGERS/TEXT MESSAGING:** All cell phones, pagers or text messaging devices should be muted or turned off during class. Please do not answer your phone in class or repeatedly leave class to answer your phone/send a text message.
3. **IF YOU ARE DROPPED FROM THE CLASS: If you are dropped from this class by the instructor or for non-payment of student fees, you will no longer be allowed to attend the class. You will also not receive a grade for the class and the instructor will not accept your assignments, papers, or tests.**

If you are dropped from the class and wish to re-enroll, you must do so **BEFORE YOU WILL BE ALLOWED TO RETURN TO CLASS.** You must provide proof of registration and payment of fees from the Registration Office before the instructor will let you attend the class.

**TO RECEIVE A GRADE IN THE CLASS, YOU MUST BE PROPERLY ENROLLED BY NO LATER THAN THE END OF THE TERM.**

4. **LATE/MISSED WORK:** You are responsible for submitting work by the due date/time. The instructor may impose a penalty for work submitted late. If you should miss class due to an absence or from being temporarily dropped from the course, you (not the instructor) are solely responsible for making up the work/ material/tests missed. The instructor is not responsible for reminding you about missing work/test.

Unless an incomplete is arranged through the instructor, ALL COURSEWORK IS DUE BY THE END OF THE ACADEMIC TERM. WORK SUBMITTED AFTER THE END OF THE TERM WILL NOT BE ACCEPTED.

5. **PLAGIARISM/CHEATING:** Cheating is the deliberate act of receiving unfair assistance or help on a test or assignment or the submission of someone else's work as your own. Should an instructor determine that a student has plagiarized or cheated on an assignment, you will receive a grade of zero for the work and not be allowed to make-up the grade. The student may also be referred to the Dean of Student's Office for disciplinary action.
6. **INCOMPLETE GRADE FOR THE COURSE:** Instructors and the department will only consider issuing a grade of "I" or incomplete if the student has satisfied the majority of required work in the class, has faithfully attended the class, and has an extremely extenuating circumstance. An Incomplete Agreement Form must be completed by the student and signed by the instructor if the incomplete is deemed valid. Students who are past due on assignments/tests/papers or who have exceeded the allowable number of absences are usually not granted the opportunity to do an incomplete.

NOTICE: A STUDENT HAS ONE SEMESTER TO SETTLE THE INCOMPLETE OR THE FINAL GRADE ASSIGNED WILL BE AN "F." The instructor is not responsible for reminding the student about the incomplete.

7. **EXTRA CREDIT:** The instructor may only grant extra credit opportunities to the entire class. No student will be allowed an extra credit opportunity any different than what has been offered to the entire class. Please do not ask for special exceptions.
8. **REQUEST FOR CHANGING A FINAL GRADE:** Final course grades are only changed for two reasons:
  - Changing from an incomplete or "I" to a final grade, or
  - Due to a grade calculation error by the instructor.

Remember, the instructor cannot curve or adjust a student's grade for any personal reasons. Nor can the instructor accept work submitted after a term has ended unless the student has received permission to do an incomplete and the proper paperwork has been filed in advance with the department.

9. **DISRUPTING CLASS:** Any student who intentionally disrupts the teaching/learning process or who acts in a disrespectful, threatening, or intimidating way toward the instructor will be asked to leave the class. Campus Security will be called if the student refuses to leave. The student will be referred to the Dean of Students and must receive his approval before returning to class.

Any student who deliberately causes a class to be cancelled due to his/her inappropriate actions will be immediately reported to the Dean of Students for disciplinary action. An inquiry may be made by the academic department and the responsible student may face suspension or expulsion.

10. **INSTRUCTOR COMPLAINT PROCESS:** Should a student have an academic grievance against the instructor, he/she should follow these steps:
  - Try to address and resolve the problem with the instructor first.
  - Make an appointment with the Chair of Social Sciences, Dr. Lee Thomas to try and resolve the issue. The Chair will consult with the faculty member, the student, and the Dean of Academic Affairs in reaching a decision.
  - If the student feels that his/her problem has not been addressed adequately by the instructor or department, he/she may contact the Dean of Academic Affairs.

**REQUIRED MATERIALS:**

- Textbook:  
Abascal, Juan R.; Brucato Laurel; Stephenson, Patricia and Brucato Dominic. Essential elements for effectiveness, 3<sup>rd</sup> Edition.

**COURSE REQUIREMENTS:** There will be two required tests. Each test will count for 20% of your grade. There will be no make-up tests. At the end of the week we will go through the book's lessons' questions and exercises. Every student should prepare it before coming to class. If the student does not do it, there will be a minus (-) mark on the grading page. This will decrease the participation grade for the student. Three minus (-) marks will amount to an "F". There will be two group projects to be performed (which are explained on a separate page.) These will count for 20% of your grade. The remaining 40% of your grade will be based on your class participation. There will be two student's contribution articles that will have to do with the class topic. Student will have to bring the article and comment on it and give their opinion. This will be a part of the participation grade.

***Students are expected to have read the relevant chapter before coming to class, regardless of whether they were present or not the class before. Failure to do so will result on an "F".***

**GRADING:** The grade you earn in this class is based on a combination of test scores, written assignment and class participation.

Test #1: Chapters 1-7

Test #2: Chapters 8-14

Tests consist of 11 multiple choice questions. Only 10 will be taken into account to give the student the advantage to miss one question and still get 100 points.

Test #1:	20%
Test #2:	20%
Participation:	40%
Projects:	20%

Total:	100%
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**GRADING SCALE:**

90-100% = A    80-89 % = B    70-79% = C    60-69% = D    0 -59% = F

**Course Content and Reading Assignments:**

**Any changes to this schedule is at the teacher's discretion.**

Jan 7, 9, 11	Class Introduction, Course Requirements, Career Research Paper, Attendance, Academic Honesty. List areas where you may need assistance. How the course can help you. Why did you decide to attend college? Education beyond High School.
Jan 14, 16, 18	Chapter 1:and Chapter 2 – <i>Student's topic choice and First Project Assignment</i>
Jan 21, 23, 25	Preparation of first project in Library and Lab
Jan 28, 30, Feb 1	Chapter 3 – Group work on project
Feb 4, 6, 8	Chapter 4 – Group work on project
Feb. 11, 13, 15	Chapter 5 – <b>First Project Presentation</b>
Feb. 18, 20, 22	Chapter 6 -
Feb. 25, 27, 29	Chapter 7 - Review and <b>Midterm</b>
Mar. 3, 5, 7	Chapter 8 <i>Second Project Assignment</i>
Mar. 10, 12, 14	Chapter 9 - Group work on project (Students contribution)
Mar. 17, 19, 21	Chapter 10 and 11.
Mar. 24, 26, 28	Chapter 12 <b>2<sup>nd</sup> Project Presentation</b>
Mar 31, Apr. 2, 4	Chapter 13 – Student contribution
Apr. 7, 9, 11	Chapter 14 -
Apr. 14, 16, 18	Review and <b>Final Test, Chapters 8 through 14</b>
Apr. 21, 23, 25	Questions and comments.

**No food, drinks or chewing gum in the classroom, please.**

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## **CLP 1006**

### **Notes on Project preparation and presentation**

Students will be divided into groups of 4 to 6 people. Each group will pick a controversial subject (such as abortion, gay civil unions, illegal immigrants and so on), which the teacher will approve. Students will designate members of their group to do research in the internet looking for pros and cons on the subject avoiding to express personal opinions. Another member of the group will look for statistics to validate the presentation. Students can utilize Power Point, Charts, or prepare videos, whichever they choose. **PRESENTATIONS HAVE TO BE BASED ON FACTS FROM REPUTABLE SOURCES.** Students will have to rehearse the presentation so that it flows. No student will be allowed to do the presentation if s/he hasn't prepared it beforehand. This is a group project and it has to be treated as such. If one fails to follow instructions or do the research, teacher should be advised before the presentation to avoid the failure of the whole group.