I. Course Number and Title: OS Educational Opportunity Program Seminar

II. Description of Course: This course consists of a summer and fall component. EOP students will learn the necessary technical skills for college success such as study skills, library use, test taking strategies, goal setting and time management during the summer portion. The fall component incorporates an integration into the college community by student’s active participation in campus activities and clubs.

III. Course Objectives: (What should students learn as a result of taking this course and how will they demonstrate that learning?)

This course is designed to give EOP students the opportunity to gain an understanding of themselves as well as the educational process at the college to better prepare them for their first year college experience.

Upon completion of this course students will be able to:

1. understand the policies and procedures of the college as well as the resources and services provided.
2. explore personal and societal issues faced by students (i.e. alcohol/drug abuse, sexuality, cultural diversity, etc.)
3. define short-term as well as long-term goals, within the professional and educational spheres (i.e. career development and academic advisement).
4. understand time, money and stress management.
5. acquire effective study and test taking strategies.
6. acquire problem solving skills through analysis and critical thinking to promote active learning.
7. develop interpersonal skills through interaction in group activities.
8. become familiar with and learn to use the college’s library, homepage and resources.
9. understand how to read a SAIN report and plan academic future.
10. successfully integrate into the campus/college community by participating in campus life and availing themselves to leadership opportunities.

IV. Required Texts and Materials: (List textbooks, newspapers, journals, Internet resources, CD-ROMS, Videos, other teaching materials to be used in the course.)

Becoming a Master Student with Activities, Tenth Edition
Concise Version by Dave Ellis
Student Handbook & Journal
V. Assessment of Student Learning:
(Describe assessment measures, i.e., instruments that measure the attainment of course objectives.)

Student Requirements for Completion of the Course:
Students are expected to complete the following requirements in order to receive credit for the course.

1. **Attendance.** Students are expected to attend all classes. Students will be responsible for completing any assignments during their absence. Assignments are expected to be on time.

2. **Campus Activities Report.** Students are required to attend one or more campus activities and write a brief paper based on an academic rubric (e.g. a lecture, concert, club meeting, etc.)

3. **Complete Library Unit**
4. **Complete Resource Project**
5. **Complete Autobiography**
6. **Attend all orientation classes (Academic Skills Center and Computer Center).**
7. **Complete all journal entries, homework and classroom assignments**

VI. Weekly Outline of Topics and Assignments:

1st Week  
**Introduction & Course Requirements**  
Ice Breaker  
What Makes a Successful College Student (Defuzzing Wheel)  
What to expect from course & college  
Textbook Reconnaissance  
**Homework:** Read Chapter 1, pg. 1-13  
**Homework:** Autobiography Past to Present  

**Learning Styles: What are they?**  
Learning Style Inventory & Assessment  
Discovery Wheel  
Telling the Truth About Yourself Activity  
Journal: Transitions  
Dealing with changes, Activities, pp. 1-3  
**Homework:** Monitor Time for one week, pp. 30-34  

**Goals**  
Defining Long Term & Short Term Goals (letter to self)  
Goals: Group Activity  
**Homework:** Read Chapter 2, pp 39-54  

**Academic Plan**
Homework: Autobiography Goal Setting
Homework: Read Chapter 2, pp 55-69

2nd Week

MEET IN SKILLS CENTER ORIENT ROOM 233

****TIME MONITORS DUE****
Time Management
How do you spend your time? Time Wasters (Group)
Are you a procrastinator?
Are you studying enough?
Planning/Prioritizing: Ways to save time
Journal, p.36
Discussion, p. 35
Homework: Autobiography Course Expectations
Homework: Campus Resource Project
Homework: Review College Catalog & Handbook

MEET IN LIBRARY
Homework: Read Chapter 3 pg. 71-87

***CAMPUS RESOURCE DUE***
Memory
Techniques for better grades
Journal pg. 71 text
Group Work: Scavenger Hunt
Short & Long Term Memory Assessments
Mnemonic Devices
Homework: Autobiography Suffolk County Community College

3rd Week

MEET IN COMPUTER CENTER
Homework: Read Chapter 4 pg. 89-109

Reading
Muscle Reading
Learning Styles Application
Short Movie
Journal, p.45
Homework: Read Chapter 5, pp. 107-125
Homework: Reaction Paper to movie
Homework: Autobiography About M

Note Taking
Cornell, Mind Maps, Outline & Fishbone Journal, p. 107 text
How to Take Lecture Notes
Observe, Record & Review
**Homework: Monitor Spending**
**Homework: Finish Library Assignment**

***LIBRARY ASSIGNMENT DUE***

**Listening**
Group: The Accident
Listening Before Reacting: The Cabby
Listening & Note taking: Circle & Lines
Listening: Key Words, Phrases & Hints
**Homework: Read Chapter 6pp. 127-149**

4th Week

**Test Taking**
Strategies for before and during test taking
Test Anxiety Assessment
Learning Style Application
**Homework: Autobiography Advice**

**Creative Writing Process**
Red Robin Journal
Plagiarism
Power Writing
Writing & Giving Speeches
**Homework: Read Chapter 7pp. 172-185**

****MONEY MONITORS DUE****

**Money Management**
Monthly Income & Income Needs
Discretionary Income Assessment
Journal: p. 44 activities

**Values**
Value Auction: Group Activity
**Homework: Read Chapter 7pp. 185-199**

5th Week

**Thinking**
Critical Thinking
Drawbridge Group Exercise
Decision Making
Problem Solving
Journal: Discovery Statement p. 168
Homework: Read Chapter 9pp. 201-215

*****AUTOBIOGRAPHIES DUE*****

Communication
Relationships
Self Esteem & Motivation
Journal & group discussion activities pp.7-14

Homework: Read Chapter 9pp. 201-215

What’s Next? Planning for your future
Transferring
Resources
Speaker from Transfer Services
Journal: Activity Book, pp. 65-70 Planning Your Future

Career Planning
Resume Writing
Your career self study
Do I want a job or a career
Speaker from Career Services

Homework: Get a good night sleep CPT
TOMORROW