

C L P 1 0 0 6 S Y L L A B U S

# PSYCHOLOGY OF PERSONAL EFFECTIVENESS

MIAMI DADE COLLEGE, HOMESTEAD CAMPUS

## CLP 1006

Reference number 581331

Meets on Monday, Wednesday, Friday in room G103

Time 9:50am-11:05am

Term: Fall 2010-1

Professor Jessyca Perez, M.S.

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Office Hours: TBD

<http://faculty.mdc.edu/jperez11/>

## MY TEACHING PHILOSOPHY

I practice what I teach. I strongly believe we all have the power to make a difference and the ability to what to change negative things in our lives. Life is not always going go as you plan, but there are techniques and tools you can use in order to reframe your life and make the choices you want and to create the life you want.



## Positive Psychology

*Attitude is a little thing that makes a big difference.*

*~Winston Churchill*



### Course Dates

Fall 2010 (2010-1  
16-week course)

August 23, 2010 - December  
17, 2010

## Recipe for Success

*There are several tips you can use in order to ensure success in this course.*

1. Read: read your syllabus before class, read your book, and read your notes
2. Timeliness- keep a routine-like schedule to ensure success in this course
3. Do your Service Learning early.
4. Exchange contact information with a peer.
5. Enjoy coming to class and to college, it is a privilege and it must be savored in every opportunity.
6. Keep an open mind- allow others to share their ideas without criticism and speak out about your ideas



# Course Information

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## Course Description

This is an applied psychology course which emphasizes the understanding of the principles of effective human behavior and their application to the areas of personal awareness, interpersonal relations, communication, and work/career development (3 hr. lecture).

## Book

Essential elements for effectiveness: A guide to personal and professional success in our global community, *4th Ed.*, Abascal, J. R., Brucato, L., Stephenson, P., & Brucato, D. (2009), Boston, MA: Pearson Custom Publishing

## Prerequisites

There are no prerequisites for this course, but it is highly suggested that you have completed REA0002 and ENC0020.

## Learning Outcomes

- Communication: develop effective reading, writing, speaking, listening, and nonverbal communication skills.
- Interpersonal: develop effective leadership, teamwork, relationship management, conflict resolution, and workplace skills.
- Personal: develop an ability to understand and manage self, adapt to change, enhance wellness, and learn effectively, as well as a framework for aesthetic responsiveness.
- Thinking and Problem Solving: develop the skills necessary for analysis, synthesis, evaluation, decision-making, critical and creative thinking, and the creative process.
- Digital Technology: develop computer and Internet skills and the ability to retrieve, manage, and evaluate digital information.

## Attendance Policies

Attendance is part of the grading system of this course. Attendance is mandatory and will be taken first thing in the morning and after break. In the event of an absence, it is up to the student to contact the instructor to inform about the absence prior to the absence. You are allowed two excused absences. After two absences you will be **deducted 10 points** for each absence thereafter and therefore will significantly reduce your grade in this course. **Also, after three consecutive absences and no contact from you, I will drop you from the course and you will have to retake and pay for the course again.**

**Tardiness** can be very disruptive to the instructor and the students once class has begun. Students will have points deducted for tardiness and for leaving early without the consent of the instructor. In the event that you must leave early, please inform the instructor. Please schedule your appointments after class or on your days off. If you arrive late and/or leave early you will be deducted five points for each session missed and therefore will affect your final grade. If you are consistently tardy I will ask you not to come in and I will count it as an absence.

## Participation

Each student is expected to engage actively in the course. Each student should share their topics during class at appropriate times when the class is engaged in a guided discussion. Each student will respect the thoughts and idea of others. You will be given 5 points for actively participating in this course.

Make-up work: You have assigned dates when to turn in your work and assigned dates for your quizzes, *there is no make-up work.*

## Extra Credit

You can earn 5 extra overall points if you complete 40 hours of community service.

### ***Students with Disabilities:***

Miami Dade College seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the instructor and ACCESS services (305) 237-5000 to make arrangements for accommodations.

## Classroom Etiquette

Please respect the classroom policies: no food, no drinks, and no cell phones while in class, no text-messaging, no lap-tops, no coming in late-no leaving early. These are simple rules, but they need to be followed. Please do not answer your phone in class or repeatedly leave class to answer your phone/send a text message.

## Disruptions and Classroom Conduct

If you are a disruption, cell phone rings, text-message clicking, talking while others are speaking, sleeping in class, chewing gum loudly, walking late, and leaving early...*I will ask you to kindly leave the class and I will deduct points from your overall grade.* It is your responsibility to follow these guidelines and it is my responsibility to enforce a safe learning environment.

## Withdrawal Policy

Please check your schedule for accurate dates. If you decide to stop coming to class, it is your responsibility as a student to go to advisement and withdraw from the course. If you need additional assistance with this matter, please see me personally during my office hours. Also, after three consecutive absences and no contact from you, I will drop you from the course and you will have to retake the course at a later date.

## Academic Dishonesty

All students are expected to complete assignments in this course as their own work. Plagiarism is defined as to pass off the ideas or words of another as one's own without crediting the source. If the instructor suspects a student has violated the academic honesty guidelines, they will discuss the apparent violation with the student to provide them with an opportunity to explain the situation. If the instructor feels that Academic Dishonesty has occurred, they will report the matter to the Dean of Academic Affairs. Depending on the severity of the offense, the instructors may assign the responsible student a failing grade on the assignment/quiz/ exam or an overall course grade of an "F".



## Assignments

- Service Learning Project (20 points)
- Power Point Presentation on your Service Learning (10 points)
- Midterm (20 points)
- Final Exam (20 points)
- Web-enhanced activities: (15 points) [mycourses.mdc.edu](http://mycourses.mdc.edu)
- Attendance, Class participation (15 points)
- Extra Credit (Additional Points that will be added at the end of the term)

## Grading Scale

- A = 4 90-100 points
- B = 3 89-80 points
- C = 2 79-70 points
- D = 1 69-60 points
- F = 0 59 and below

## Web-Enhanced Activities

- As part of this course, you will have to go online to [mycourses.mdc.edu](http://mycourses.mdc.edu) and complete the discussions for this course. The online discussions are a part of this class to enhance the learning outside of the class. In order to get full credit you must post your response and respond to other classmates posts.
- I expect you to read all discussions in the course, create original posts as required, and reply to at least one other student in each discussion forum (more than one is recommended).

**\*\*Items on the syllabus are subject to change upon the teacher's discretion.**



# Service Learning

## SERVICE LEARNING DEADLINES

**OCTOBER 1, 2010**  
Complete the online forms  
<http://www.mdc.edu/ci/>

**SEPTEMBER 4-8**  
Turn in Proposal of your location  
Print forms

**DECEMBER 3- 10**  
Presentations about Service Learning Project

**DECEMBER 1-3**  
All service learning forms are due.

## WHAT IS SERVICE LEARNING ?

Service-learning is an instructional method that combines formal coursework with thoughtfully organized community service experiences.

Through service and guided reflection, students learn about themselves and their relationship to the community around them. Service-learning allows students to engage with real-world issues and social problems, and to work with community organizations to become "part of the solution."

## WHERE TO GET THE S.L. INFORMATION?

Linda Berzofsky

[Lberzofs@mdc.edu](mailto:Lberzofs@mdc.edu)

305-237-5205

Room A108 Homestead Campus

## SERVICE LEARNING OPTIONS

Habitat for Humanity

YMCA

Big Brothers/Big Sisters

Girl/Boy Scouts

And more...

## SERVICE LEARNING PRESENTATION

Your presentation must include the following:

- Location
- Dates
- Contact Person & Phone number
- Pictures (5-10)
- Mission of the service
- What you learned?
- All the necessary forms by the due date

For extra points you can create something special:

- Bookmark
- Book
- Pamphlet
- Video montage

# Week by Week Assignment 2010-1

CLP1006

| Week  | Assigned Work   | Due Dates  |
|---|---|--|
| <b>Week 1</b> <i>Monday, Aug 23, 2010 to Sunday, Aug 29, 2010</i> | Read your syllabus<br>Read Chapter One: Reality check<br>Comprehension check: page 20 & 21  | Look at service learning centers online<br>For one week write down three things that went well at the end of each day.   |
| <b>Week 2</b> <i>August 30-September 3</i>                        | Read Chapter Two: Making Positive Choices<br>Comprehension check page 53& 54<br>Read Chapter Three: Experience Positive Emotions (comprehension check page 78-79) | Complete pages 29 & 29 & 33 & 42<br>Complete letter of gratitude: (pg.67) post to discussion board.<br>Comment on someone's gratitude letter in 4-6 sentences. |
| <b>Week 3</b> <b>September 6-September 10</b>                     | Chapter Three: continuation<br>Chapter Four: Learning to Accept Yourself<br>Comprehension check: pg 109-111   | Online discussion: go mycourses.mdc.edu<br><br>Complete page 86 & 92&93  |
| <b>Week 4</b> <b>September 13-Sept. 17</b>                        | Chapter 5: Understanding Stress<br>Comprehension check: pg 136-137  |  |
| <b>Week 5</b> <b>September 20-September 24</b>                    | Chapter 6: Wellness Skills<br>Comprehension check: pg.173-175   | Online discussion: go mycourses.mdc.edu  |
| <b>Week 6</b> <b>September 27-October 1</b>                       | Chapter 7: meaningful vision<br>Comprehension check: pg. 197-198  |  |
| <b>Week 7</b> <b>October 4-October 8</b>                          | Chapter 8: Managing Yourself in Time<br>Comprehension check: pg. 228-229  | Online discussion: go mycourses.mdc.edu  |
| <b>Week 8</b> <b>October 11-October 15</b>                        | Review & Midterm<br>Wednesday Class: October 13<br>Thursday class: October 14   | No discussion<br>No make-up exams.   |
| <b>Week 9</b> <b>October 18-Oct. 22</b>                           | Chapter 9: Developing your EQ<br>Comprehension check: pg 269-271  | Online discussion: go mycourses.mdc.edu  |
| <b>Week 10</b> <b>October 25-Oct. 29</b>                          | Chapter 10: Building Effective Communication  |  |



|  |   |   |
|--|---|---|
| Week 11 November 1-Nov. 5<br>Nov 2, 2010 (withdraw deadline from course) | Chapter 11: Establishing Positive Relationships                                   | Online discussion: go my-courses.mdc.edu          |
| Week 12 November 8-November 12   | Chapter 12: Knowing the Workplace   | Online discussion: go mycourses.mdc.edu           |
| Week 13 November 15-<br>November 19                                      | Chapter 13: Designing Your Own Career   | Online discussion: go mycourses.mdc.edu           |
| Week 14 November 22-24   | Chapter 13: Designing Your Own Career (continued)                                 | Thanksgiving<br>November 25-26 no class.          |
| Week 15 November 29-<br>December 3                                       | Chapter 14: Applying Positive Psychology at Work & Service Learning Presentations | Online discussion: go mycourses.mdc.edu           |
| Week 16 December 6-10  | Service Learning Presentations  | Turn in all Service Learning Paperwork this week. |
| Week 17 December 13-16   | Review & Final Exam<br>Wednesday: December 15<br>Thursday: December 16            | No make-ups and no early exams, no exceptions.    |

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