

University of Wisconsin-Madison  
The School of Education  
*Department of Counseling Psychology*

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**Human Resources Development: Academic Enhancement Seminars  
Counseling Psychology 115, Section 94**

**Instructor:** Elizabeth Martinez Martinez

**Office:** 342 Education Bldg.

**Room:** L173 Education Building

**Dates:** September 9, 2015 – Nov. 11, 2015

**Time:** Wednesday, 6:00 pm – 7:15 pm

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**Course objective:** To provide students who are experiencing academic difficulties with the opportunity to develop new skills and behaviors and reflect on attitudes in order to achieve academic and personal goals.

**Materials:** A set of course assignments and exercises will be provided to students electronically at no charge through Learn@UW. You are required to have and utilize a weekly planner for the course and must bring it with you for each class.

**Tardiness:** Students are expected to arrive to class prepared and on time. *Any significant tardy or early departure from class will be counted as an absence.*

**Attendance:** Students are expected to attend every session. Absences will result in a four point deduction per class (1.5 points for attendance, 2.5 for participation) *unless* permission is given *by the instructor prior to the absence*. Class attendance is extremely important as this is a ten-week course, as such **only** health or other emergencies will be excused.

**Participation:** Students are required to participate fully with both in-class contributions and out-of-class assigned tasks and activities. Laptops and cell phones will not be allowed during class in order to allow you to successfully contribute to the discussions.

In-Class Participation

- Students are expected to participate and engage fully in classroom discussions, exercises, and group activities. While the AES team understands participation looks differently across all individuals, we encourage all students to push themselves to engage with the group in order to benefit fully from your time in AES.

Out-of-Class Participation

- Individual Meetings—Throughout the semester, you will partake in two 10-minute individual meetings regarding your progress and any contribution you may have toward enhancing the course. The first meeting will be a mid-semester check-in. The second will consist of an exit interview.
- Surveys—There are several surveys to be completed throughout the semester (AES Student Information, Questions for AES Students, and Post AES). The information gathered from these surveys will provide instructors a better understanding of specific

needs and how to best support you and your classmates. You are expected to complete all surveys.

- Study Jams—Opportunities to meet and engage with other AES students will occur throughout the semester through study sessions (weeks 4 and 8). This will allow you the chance to meet other students, study in groups with others in the same courses, and connect with other students on academic probation. Campus resources may be present for your use. The AES Team strongly recommends AES students to attend a minimum of 1 out of the 2 study sessions.

**Assignments:** Unless noted ahead of time, all assignments are due into designated dropboxes via Learn@UW by start of class time. Journals will only be accepted up to one week late for partial credit. More information will be provided in class.

- Weekly Journals (3pts each)—Each week following the journal prompts provided, you will reflect on the weekly assigned readings, class activities, and your personal experiences. You will complete 7 journals that are expected to be 1-2 pages in length, 12-font, 1-inch margins, double-spaced, and turned in as a word document. Late journals will only be accepted up until the start of the next class (6 days) via dropbox for partial credit. Prompts are available on Learn@UW
- Consolidated Syllabus (3 pts)—Create one list of all the assignments due in every class for the semester. The template for this assignment is available on Learn@UW under week one.
- Planned vs. Actual Schedule Worksheet (3 pts)—Outline your typical week in this document to help manage your time. Compare your planned time with what you actually accomplish in a given week. The template for this assignment is available on Learn@UW under week two.
- Action Plan Worksheet (3 pts)—Break down your big assignments into a few manageable steps. The template for this assignment is available on Learn@UW under week three.
- Mid-Semester and End-of-Semester Journals (5 pts each)—You will complete in-depth reflections regarding your experiences within the course and as a student. These two journals are 3-4 pages in length, 12-font, 1-inch margins, double spaced, and turned in as a word document. Reflection prompts are available on Learn@UW .
- Campus Resource Handout & Presentation (9 pts altogether)—This assignment will expose you to the different academic and learning resources on campus. To support one another, you will learn about a campus resource or service then create a handout and present the information to the rest of class. You will be expected to visit the campus resource office and conduct an interview to gather information. Instructions and rubric are available on Learn@UW and will be discussed further in class.
- Accountability Plan (10 pts)—Throughout the semester you will participate in pairs and small group activities and assignments, in and out of class. For this assignment, partners will construct and present accountability plans for each other as a reflection of the learning throughout the semester and application toward continued career as a student. The plan will serve as encouragement of accountability from one peer to another. More details of assignment will be provided in class.

**Note of inclusion of all students:** Your success in AES is important, as such; the AES Team strives to include students of all different learning backgrounds and styles. Please inform your instructor if you need any special accommodations in the curriculum, instruction, or assessments of this course within the first two weeks of the course to enable you to participate fully. To the extent possible, the information shared will be kept confidential.

**Course evaluation:** Course grades will be based upon each student’s individual efforts and engagement with the following areas:

**Grading:**

Attendance (1.5 pts x 10 Classes)	15 pts	15%
Participation (2.5 pts x 10 Classes)	25 pts	25%
Journals (3 pts x 7 Journals)	21 pts	21%
Journals (5 pts x 2 Entries 5 & 9)	10 pts	10%
Consolidated Syllabus	3 pts	3%
Action Plan Worksheet	3 pts	3%
Planned vs. Actual Schedule Worksheet	3 pts	3%
Mid-Semester Meeting	1 pt	1%
Campus Resource Handout	7 pts	7%
Campus Resource Presentation	2 pts	2%
Accountability Plan	10 pts	10%
TOTAL	100 pts	100%

94-100	A
88-93	AB
82-87	B
76-81	BC
70-75	C
64-69	D
0-63	F

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## Overview of 10 Weeks

Week #	Theme(s) and Important Dates
Week 1 09/09/2015	Introduction of AES
Week 2 09/16/2015	Strengths and Barriers, & Time Management Journal 1 due
Week 3 09/23/2015	Goal Setting & Getting Connected with Campus Resources Campus Resource Assignments Due Journal 2 due
Week 4 09/30/2015	Study Skills, Strategies & Setting Priorities Journal 3 due
Week 5 10/07/2015	Procrastination & Excuse-Making Journal 4 due
Week 6 10/14/2015	Reflection Mid-Semester Check-in Journal 5 due
Week 7 10/21/2015	Learning Styles & Testing Anxieties Journal 6 due
Week 8 10/28/2015	Major/Career Exploration & Staying Connected Journal 7 due
Week 9 11/04/2015	Self-Awareness & Contextual Factors Accountability Plan Due Journal 8 due
Week 10 11/11/2015	Wrap-Up & Reflection Exit Interviews Post Surveys Journal 9 due