

Bridge to Success

CAHSEE Preparation Course Syllabus



I. General Course Information

Course Name: CAHSEE Preparation Course

Room: The Learning Center: Room 1604

Dates:

Times: 3.5 hours per week, TBA

Course Description: This is a one-unit, credit/no credit course that is designed to help you pass the CAHSEE exam. Over the next 6 weeks, we will focus on helping you develop the English, math, and test-taking skills that you will need to be successful on your high school exit exam. We will do this by focusing on a combination of individual instruction, one-on-one tutoring, and small-group workshops. Also over the next 6 weeks, you will meet with our Program Specialist to talk about how to meet any other requirements you need to get your high school diploma, and how to meet your goals after graduation.

II. Contact Information

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Name: Sarah McCune (Math Instructor)

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Name: Shelley Birenbaum (Language Arts Instructor)

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III. Course Requirements

For this course, you will need to spend a *minimum* of 3.5 hours per week in the Learning Center for instruction and guidance. How you spend those 3.5 hours will depend on what method of instruction works best for you. Some people like to work alone with minimal supervision; other people do not like to work by themselves at all, and prefer to work with a tutor or in small groups. You will spend your hours in a *combination* of the following activities:

Method 1: One-on-one tutoring –You will be assigned a mentor. During your first meeting with your mentor, you will set up a regular schedule that works for both of you. You will meet with your mentor 1-3 times a week for individualized tutorial and assistance. If you cannot make it to your appointment, make sure you call in advance to let the Learning Center know.

Method 2: Individual lab work – You will be assigned an individualized curriculum with an interactive learning computer program called “Aztec.” You will work on your own on a program that will allow you to take practice tests, learn key concepts in English and math, and apply those concepts in new ways. You can work on this program on your own time, whenever it is convenient for you.

Method 3: Small group workshops – You will also attend workshops that will help you succeed on the CAHSEE, in college, and in your future career. You will be required to select and attend *at 1 workshop per week*. Topics and times for workshops will vary. You and the Program Specialist together will decide which workshops to attend and when.

Method 4: Weekly Check-Ups – Each week, you will meet with your instructor for 30 minutes. During that meeting, you can ask any questions that may have come up over the week, talk about the progress of your course of study, and discuss ways that you can make the class work better for you.

You and the Program Specialist will set up a Learning Agreement, or contract that will outline how you will spend your hours each week. This plan can be revised later if needed.

IV. Grades

This is credit/no credit course. If you complete your 3.5 hours each week and produce satisfactory work, you will receive a “CR” – “Credit” – on your college transcripts. If you do not complete your 3.5 hours and/or you do not complete a satisfactory level of work, you will receive a “NC” – “No credit” – on your college transcripts.

To make sure you get credit for your hours:

1. Make sure you fill out your *Hours Verification Sheet* and turn it in each week to your instructor.
2. Keep your own records! Always keep copies of your *Hour Verification Sheets*. That way, if there is any question later about how many hours you have completed, you can help us find documentation for when you were here.
3. If you are absent, make sure you *make up* your hours as soon as possible. **DO NOT WAIT** until the last week of class to make up hours that you may have missed during the semester.

V. Absences

To receive credit for this course, it is important that you complete your 3.5 hours each week. These hours are flexible; you can make appointments on times and days of the week that work best for you. However, it is very important that you show up on time for your appointments that you have made. If you cannot make it to an appointment, you must call either the Learning Center or Crystal *before* your appointment time. You may make up hours that you missed the following week, but BE CAREFUL. You do not want to wait until the last week to make up your hours!

Please remember that this class is for *your benefit*. Feel free to ask questions, make suggestions, or explore ways in which we can make this experience one that you can grow from.