

Agenda for Student Success: A Shared Responsibility

- Student Development Philosophy
- Goal Setting and Planning
- Becoming an Active and Engaged Learner
- Getting Involved in College Life

PVCC was built on a philosophy we refer to as Student Development. Student Development is a dynamic, active learning process that challenges you to become more self-directed in educating yourself intellectually, ethically, emotionally, socially, and/or physically. The three central concepts underlying the Student Development philosophy are:

1. students have the major responsibility for their own development, they need to be involved actively in the learning process,
2. all employees of the college share in the responsibility of supporting faculty in their teaching and learning, and
3. learning occurs throughout the campus through numerous co-curricular activities.

LEARNING is the core value of Paradise Valley Community College. PVCC recognizes learning at three levels: Student, Employee, and Organizational—and the integrative relationship between the three levels. We value learning and scholarship for our students and for our employees. We also value organizational learning as a means to the continuous improvement of PVCC. Your success as a student is highly dependant on your effort to become an active and engaged learner.

The following sections will introduce you to an “Agenda for Student Success and Learning.” You will be introduced to the iGoal@PVCC program that will assist you in developing your educational plans, becoming an engaged learner, and learning how to become involved in co-curricular activities. Please feel free to discuss any questions you may have or views regarding your success as a student with any employee at PVCC.



AGENDA FOR STUDENT SUCCESS AND LEARNING

What is iGoal@PVCC?

It has been said that life is a journey and if you don't know where you are going you will probably end up somewhere else. Whenever you begin a new journey you'll need a plan and a goal so you know how and when you've reached your destination.



iGoal@PVCC is an overarching program designed to help you plan your success as a learner and student. This program incorporates eight student learning and success outcomes that will assist you in getting the most out of your college education. By the way, an outcome is another way of saying you have reached your intended result. The faculty and staff of PVCC are committed to helping you realize all of these outcomes.

Simply stated—students who develop and monitor their educational and career goals, engage in academic advising, know how and are active and engaged learners, and get involved with college life are much more likely to be successful.

One of the most important planning tools available to assist you in accomplishing these goals is the iGoal program. iGoal is a web-based, interactive tool that will help you identify and monitor your educational, personal, and career goals. iGoal can be found at: www.pvc.maricopa.edu/igoal

The eight student learning and success outcomes are listed below and conveniently broken into three parts—iPlan, iLearn, and iDo.



Your iPlan outcomes are to:

- identify educational, personal, and career goals;
- describe how degree and certificate requirements and general education courses assist you in reaching educational goals;
- become an independent, self-sufficient learner through the monitoring of your educational, personal, and career goals.

The iPlan outcomes are essential in helping you set and monitor your goals.



Your iLearn outcomes are to:

- identify and become an active, engaged learner and critical thinker;
- recognize and establish an effective relationship with other students, faculty, and staff.

The iLearn outcomes are important for your success as a learner. You will have plenty of opportunity to work on these outcomes in Passport to Paradise!—PVCC's new student orientation program, in the classroom with assistance from your faculty, and during your interactions with staff on campus.



Your iDo outcomes are to:

- participate in leadership and civic engagement activities;
- demonstrate behavior that respects individual uniqueness and differences;
- engage in wellness activities.

The iDo outcomes represent opportunities for you to get involved in campus activities, co-curricular opportunities, and life-changing experiences. While at PVCC you will have the chance to get involved with Student Life and Leadership, Emerging Leaders, Student Ambassadors, and Service-Learning—just to name a few.

By now you are probably asking—how do I get started? When can I log into iGoal? Who on campus is available to give me a hand? To begin your journey with iGoal@PVCC you have several options—stop by the New Student Center located in the Kranitz Student Center or you may access iGoal@PVCC at: www.pvc.maricopa.edu/igoal

The first step on your journey is to plan for success:



-] identify educational, personal, and career goals
-] describe how degree and certificate requirements and general education courses assist you in reaching educational goals
-] become an independent, self-sufficient learner through the monitoring of your educational, personal, and career goals

What is the iGoal planning tool?

iGoal is a web-based, personal goal setting program designed to help you write, document, and achieve your goals. Research shows that people who set well-written goals typically achieve their goals 75% more than those who do not set well-written goals. We are committed to helping you find success while you are here at Paradise Valley Community College. iGoal is designed to guide you in the goal creation and tracking process so you can plan and monitor your success.

To achieve the optimum success with goal setting and using iGoal, we recommend you visit Paradise Valley Community College's Academic Advising Center to meet with an advisor as well as visit the Counseling Center to meet with a counselor to get you started on your goal setting path. Contact the Academic Advising Center at: 602-787-7060 or the Counseling Center at: 602-787-6540.

To begin using iGoal immediately:

- Open up a web browser (such as Internet Explorer, Netscape, Firefox, etc.)
- Type in the address bar of your web browser: www.pvc.maricopa.edu/igoal
- At the mainpage for iGoal, click on "Create Account" to register for an iGoal account.
 - o Please note that you must have a PVCC student ID number or PVCC employee ID number to register for an iGoal account.
 - o Contact the iGoal administrator at: igoalhelp@pvmail.maricopa.edu to request a guest account with iGoal, if not currently registered at PVCC. Please provide us with your name, your institution, and your reason for visiting iGoal.

Planning Your Success

To be successful at PVCC, you must take responsibility for your learning and your academic success. In order for you to be successful, there are several steps which you should complete:

1. Clarify your goals;
2. Assess your skills;
3. Identify resources to assist you; and
4. Accept yourself as a person in continual development.

Orientation & Assessment

PVCC's employees are committed to help you achieve success. We have designed our services, seminars, and materials to help you. We recommend that you begin planning your success by attending a new student orientation: Passport to Paradise! This orientation is free. See the class schedule or contact Ivette Quintero at (602) 787-7176 for more information, or visit: www.pvc.maricopa.edu/passport/

The assessment tests will assess your basic skills in English, reading, and mathematics. Your scores will also be included on your Student Data Report. Keep this copy. English, reading, and mathematics courses which match your skill level will be recommended. Remember, the assessment helps you identify the courses which will assist you to be successful. List your assessment scores below.

RECORD YOUR ASSESSMENT SCORES HERE:			
English	_____	Reading	_____
Numerical	_____	Intermediate Algebra	_____
Elementary Algebra	_____	College Algebra	_____
Date Taken	_____		

Academic Advising: The Key to Your Good Course Selection

Academic Advising is designed to help you select courses that will assist you in achieving your educational goals. The following section will help you prepare to meet with an academic advisor.

In your meeting with an advisor, you will want to discuss the following:

- your previous academic preparation;
- your interests and goals;
- how courses fulfill program requirements; and
- what demands these courses will make on you.

Your previous preparation can help you determine which courses will work best. You will want to discuss the results of your basic skills assessment that are available on the Student Data Report. It is important to choose courses for your skill level.

Selecting courses that are of interest to you can assist you in selecting a major and a future career. It is also important to find out how these courses can be used to fulfill PVCC degree requirements. If you intend to transfer to a university or college, you will want to find out how the PVCC courses will be used to complete four-year college or university requirements.

Selecting a Major or Career

Depending on how you define your interests and your future goals, you can use the following Seven Step Process to begin your exploration and decision making regarding your educational major and career field. If you would like some assistance in working through the Seven Step Process, you can visit our Counseling Center and talk with one of our counselors; enroll in a career awareness course; or take an interest inventory.

Step 1: Define your “need”

- Need to make an educational/career choice
- Need to confirm a choice already made

Step 2: Gather information about yourself

- Types of people you enjoy
- Prior achievements
- Activities you enjoy
- Opinions/expectations of family/friends
- Your skills and abilities
- Financial and social support

Step 3: Gather information about careers

- Use print and web information to research careers
- Interview and observe people who work in the area(s) that interests you
- Make some tentative choices

Step 4: Estimate consequences and identify possible obstacles

- Based on your current information, will your tentative choice be personally and financially rewarding, and is it realistic for you to attain?
- Are there any obstacles (barriers) that could prevent you from selecting this career (Example: time, money, etc.)?

Step 5: Narrow down the choices

- Select the choices that are most desirable
- Prioritize choices
- Review information about the highest priority choices

Step 6: Make an action plan

- Design a realistic action plan which includes a timeline
- Identify short and long term goals in the plan by using iGoal

Step 7: Accept responsibility for your plan

- You must be committed to your plan to make it a reality
- You can change your plan as you get new information
- You can review and revise your plan as needed

As you work through the seven steps, remember that selecting a major or career is a process. It is okay if you have not selected a program major or a career. PVCC has resources to assist you in this process. In addition to the resources mentioned above, one way to find out about your areas of interest is through the courses that you take. Some of the potential results of good course selection are highlighted below.

Potential Results of Good Course Selection

- Development of additional skills
- Increased knowledge
- Clarification of interests and goals
- Insights about self
- Exposure to professions

The second step on your journey is to become an engaged learner:



- 1 identify how to be an active, engaged learner and critical thinker
- 1 recognize how to establish effective relationships with other students, faculty, and staff

At PVCC student learning and success is a shared responsibility between students and employees. Below are some examples.

Students Are Responsible To:

- set realistic goals, to develop a plan for achieving those goals, and to secure the necessary support.
- establish the level of knowledge, skills, behaviors, and attitudes they need to be more effective members of society.
- assume the major responsibility for their own learning, development, and success.
- be actively involved in the learning process.
- utilize campus resources to support the learning process.
- show consideration and respect for college employees and fellow students.
- assume responsibility and the consequences for their decisions.

College Employees Are Responsible To:

- support students' intellectual, ethical, emotional, social, and/or physical development.
- help students develop the knowledge, skills, behaviors, and attitudes they need to be more effective members of society.
- encourage students to become more independent and self-directed.
- provide an environment conducive to learning.
- inform students of opportunities/resources available to them.
- help students understand the decision-making process and what their options are in specific situations.
- show consideration and respect for students and other college employees.
- encourage collaboration and coordination among college employees to facilitate learning.
- use student learning principles as a foundation in all planning efforts.

Attending Class: An Agenda for Success

As you prepare to begin your classes, there is one additional area that must be considered — your motivation. What is your motivation for attending PVCC? Do you want to obtain additional knowledge and/or specific skills? Whatever your motivation, you must accept the final responsibility for your success. How well prepared you are for the changes and challenges of the future is up to you.

An agenda for success requires your active participation in the learning process. Here are some tips that are designed to help you prepare for academic success. These tips include strategies for getting organized, time management, class preparation, studying, comprehending textbooks, building vocabulary, taking notes, remembering information, preparing for tests, and using additional resources.

Get Organized

1. Buy the books, study guides, notebooks, pens, pencils, and other supplies that you need.
2. Write down your class schedule. Include the course number and name, the days and times the class meets, and the instructor's name, office number, and phone number.

In Class

1. Be there on time!
2. Sit close to the front of the class.
3. Be an active participant. As you listen to the instructor, continually ask yourself questions: Do I understand the ideas being presented? How are these ideas related to the ideas presented previously? What is the really important information?
4. Take notes. Review and fill in notes as soon as possible after class.

Studying

1. Make arrangements for an uninterrupted study time in a quiet place.
2. Plan time for study both on campus between classes and at home or another off-campus location. Decide when and where—then stick to it!
3. Use the Buddy System. Find a study partner, a class member with whom you can exchange phone numbers. Set up some study times to review class notes and prepare for tests with this buddy.
4. Monitor your understanding of the course content. If you have difficulty, reread the material, ask a classmate or the instructor for clarification, or ask your instructor about other ways to approach the material.

How to Use Textbooks

1. Survey the material first by reading title, subheadings, illustrations, summary, and questions.
2. Then read the assignment, stopping after every paragraph or section to ask yourself what that section was about. Say it out loud. Re-read that section if you can't answer. Then say what it was about.

How to Build Your Vocabulary

1. While reading, guess the meanings of unfamiliar words based on how they are used in the sentence.
2. Use vocabulary cards:
 - a. Write each word you want to learn on a 3 x 5 card.
 - b. On the back of the card write a short definition and a sentence containing the word.
 - c. Carry the cards with you and review them daily. It takes lots of contact with a word to make it yours.

How to Take Notes

1. Focus on the key points rather than trying to write down every word the instructor says.
2. Add the details, diagrams, and examples that help you understand the key points.
3. Use pen, not pencil—it's easier to read.
4. Leave spaces between ideas—for easier reading as well as a place to fill in ideas you may have missed.
5. Put the date at the top of your notes.
6. Use abbreviations.
7. Revise and review your notes as soon after class as possible.

How to Remember

1. Decide which information is important to remember.
 - a. Highlight or underline important information in your textbooks.
 - b. Take notes from lectures and films.
2. Organize information into categories.
3. Make information meaningful by associating it with what you already know.
4. Space periods of time for study—don't study in one long session.

How to Prepare for Tests

1. Ask the instructor what materials will be covered on the test: textbook chapters, lecture notes, handouts, previous exams, etc.
2. Begin reviewing a week in advance—allow some time each day.
3. Organize review sessions so that there is enough time to cover everything.
4. For objective tests, form questions from notes and textbook markings.
5. For essay exams, identify topics that may be included and write down all the key points about each topic. Organize this information.
6. Tips for taking tests:
 - a. Arrive on time.
 - b. Pre-read the exam.
 - c. Plan your time.
 - d. Read directions carefully.
 - e. Answer easy questions first, but leave nothing blank.
 - f. Leave time after you are finished to go over the exam.

Additional Academic Resources

1. Visit the Learning Support Center for free tutoring, assistance in organizing a study group, or supplemental materials.
2. Enroll in a College Study Skills class, i.e. CPD150, CPD150AA, CPD150AB, or CPD150AC
3. Attend a seminar on note-taking, test-taking, math anxiety, etc. Call or visit the Learning Support Center or the Division of Counseling and Personal Development for dates and times.

How to Manage Your Time

The course demands, reading requirements, and your available time to meet personal and work demands should also be considered. Complete the Time and Academic Demands Schedule on page 10 of this catalog. You will have a better picture of what a realistic course load is for you. The Time and Academic Demands Schedule allows you to consider: available time, time required for personal necessities, and time for academic demands for up to five courses.

1. Develop a schedule—classes, study, work, and leisure.
2. Plan your time—make a list of what needs to be done, decide what is most important, and do it first.
3. Don't procrastinate—do the most difficult and pressing task first.
4. Plan for uninterrupted time so you can concentrate.

Become More Self-Directed

1. Take responsibility for success in class including
 - reading the course syllabus
 - adhering to the requirements of the course
 - attending class regularly and on time
 - obtaining the needed information to make up assignments if absent
 - notifying instructors of emergencies
2. Plan your time wisely to include adequate time to accomplish out-of-class assignments.
3. Select appropriate courses to meet educational goals after consulting with an advisor.
4. Notify the college if it is necessary for you to withdraw from classes.

Use a Variety of Learning Approaches

1. Be open to experience new forms of learning.
2. Be willing to actively participate in all learning experiences.
3. Be open to learning from other students.

Participate in the Total Learning Environment

1. Recognize the importance of general education in the process of becoming a better citizen.
2. Recognize the importance of service to and involvement with the community.
3. Take advantage of learning opportunities provided by college programs such as Honors, current issues, speakers, art shows, film festivals, and other special events.
4. Participate in learning experiences that develop skills to be an effective community member.

Focus on Collaboration and Cooperation

1. Respect all Paradise Valley Community College students and employees.
2. Respect individual and college property.
3. Respect classroom and college standards.
4. Respect the rights of others to hear what is being said.
5. Listen to others.
6. Respect the rights of others to express their views and opinions.
7. Work cooperatively with others in groups and fulfilling commitments to the group.

By working together, PVCC students and employees can develop a college environment that provides the opportunity for the individual to develop as a person and as a productive member of society.

The third step on your journey is to become involved in college life:



-] participate in leadership and civic engagement activities
-] demonstrate behavior that respects individual uniqueness and differences, and
-] engage in wellness activities

Student Leadership Philosophy

Student leadership is an important component that compliments student learning success. The qualities of leadership can be learned and achieved in the classroom and through participation in extracurricular activities. Your educational experiences may include leadership development and awareness of political and social issues of the community. The entire educational process can be integrated so that you understand the inherent connection between curricular requirements and social environment. Your active participation in all aspects of the college environment will prepare you to be citizens of the community and the world.

Student Leadership Opportunities—Student Life and Leadership Office

The student leadership program provides an opportunity for you to develop, acquire knowledge, and demonstrate leadership skills as you interact with student clubs and issues that impact the student body. By participating in this program, you will have an opportunity to participate in the student leadership training designed to address skills necessary to conduct meetings, engage in planning, communicate effectively, and establish collaborative teams. You will also work with campus employees on activities that will address societal issues such as hunger, illiteracy, the homeless, volunteerism, and other concerns prioritized by you, the student. www.pvc.maricopa.edu/studentlife/

Emerging Leaders

Emerging Leaders is a program to develop future leaders. Through this program you will: develop greater personal understanding of leadership skills, develop a passion and commitment to community betterment, and empower people to lead through collective action. For more information contact the Student Life Center at (602) 787-7246. www.pvc.maricopa.edu/studentlife/leaders.html

Honors Program

The Honors Program promotes excellence in learning, academic achievement, leadership, and community commitment. Students are encouraged to advance their knowledge through innovative and creative projects. Emphasizing service learning and community connections, the program promotes social responsibility. Educational skills are developed to empower students throughout their lifetimes. Opportunities are provided for cultural enrichment, educational enjoyment, and personal growth for the entire campus.

Student Leadership Council (SLC)

The Student Leadership Council incorporates instructional programs, volunteerism, leadership development, and political and social awareness through integration within the total college environment. It promotes direct linkage with the community and provides opportunities to function within a group.

The Student Leadership Council consists of elected senators (one per every 1,000 students enrolled at PVCC) along with representatives from all official clubs. An official club has a faculty/staff advisor and a charter that is endorsed by the SLC and the President of the college.

The Student Leadership Council is responsible for the clubs' adherence to the general education requirements. The SLC also ensures that each PVCC club includes volunteerism, leadership training, acquisition of skills and knowledge, and the development of the "whole person" as key components of its program. The SLC strives to incorporate intellectual, social, political, ethical, emotional, physical, and student development into the leadership model.

In addition, the President of PVCC invites representatives from the SLC to serve on college advisory, ad hoc, and standing committees. This allows for more impact than the traditional student government as the SLC representatives work closely with the administration on decisions which affect the student population. www.pvc.maricopa.edu/studentlife/Stuleadercouncil.html

Service-Learning

Service-learning allows learners to apply classroom theories to authentic and practical situations by connecting it to the needs of the local and global community.

Goals of Service-learning:

- involves collaboration
- addresses significant community needs
- enriches the traditional classroom learning
- provides structured time for student reflection
- fosters the development of civic and social responsibility

Service-learning enables students to understand their involvement and commitment can make a difference in the quality of life in their community. The connection between service-learning and academic study is made through reflection activities/journals, small group discussions and consultations with faculty. Reflection allows the student to internalize his/her learning and to develop a sense of purpose about their relationship to the larger community. www.pvc.maricopa.edu/%7Eservlearn/

Student Clubs www.pvc.maricopa.edu/studentlife/clubs.html

PVCC has 27 active student clubs and new clubs are just a petition away. Current clubs include:

- Anthropology Club
- AWARE Club
(Adults Who Are Returning to Education)
- Black Student Union
- Business Club
- Capoeira Club
- Computer Club
- Club Ed (Education)
- Democracy Matters
- Geology Club
- Human Services Club
- International Students Club
- LDSSA (Latter-day Saints Student Association)
- National Student Nurses Association
- Native American Students Association
- OIKOS Environmental Club
- Parenting Club
- Partners in Art
- Phi Beta Lambda
- Phi Theta Kappa
- Physics & Astronomy Club
- PRIDE
- Puma Press Club
- Razas Unidas/M.E.Ch.A
- Recreational Outing Club
- Student Christian Association
- Students for Bush
- Writers Guild

PVCC Ambassadors

Returning PVCC students can become a PVCC Ambassador. Ambassadors help with campus tours, assist with and provide hospitality, participate in high school outreach, assist with graduation services, and conduct the new student orientations, Passport to Paradise! Ambassadors receive great benefits such as: leadership skills, public speaking experience, communication skills, increased self-confidence, and a stipend of up to \$150 per semester. www.pvc.maricopa.edu/studentdev/stuamb/index.html

PEAK Leadership Institute

The PEAK Leadership Institute is a comprehensive leadership development program designed to empower, foster, and mobilize leadership potential in each student through experiential education and service. We do this through education, training, and service experiences that are individual, progressive, and complementary. As a program committed to excellence, we continually evaluate and assess our effectiveness. <http://www.pvc.maricopa.edu/~peak/>

TIME & ACADEMIC DEMANDS SCHEDULE

AVAILABLE TIME – per week

In a seven-day period you have 168 hours
 Subtracting 7 hours/day for sleeping, 1 1/2 hours/day for eating, and
 1 1/2 hours/day personal grooming. (10 hours/day x 7 days) - 70 hours
TOTAL AVAILABLE TIME: 98 hours

NECESSITIES – per week

Exercise _____ hours
 Working _____ hours
 Travel to and from work _____ hours
 Travel to and from school _____ hours
 Housekeeping chores _____ hours
 Family obligations _____ hours
 Proper Nutrition Planning _____ hours
 Relaxation and Leisure _____ hours
 Other demands and obligations _____ hours

TOTAL TIME FOR NECESSITIES: _____ hours

Available time before necessities 98 hours
 Subtracting time for necessities - _____ hours
**TOTAL AVAILABLE TIME FOR ACADEMIC DEMANDS
 AND EXTRACURRICULAR ACTIVITIES** = #1

ACADEMIC DEMANDS

Time per week for	List Courses	1	2	3	4	5
1. Attending class _____						
2. Reading assignments _____						
3. Written assignments _____						
4. Problems _____						
5. Laboratory work _____						
6. Meeting with instructors _____						
7. Library research _____						
8. Review lecture notes _____						
9. Test preparation _____						
10. General study & reflection _____						
11. Study with other students _____						
12. Use of support services _____						
13. Other _____						
TOTAL TIME PER CLASS _____						

TOTAL TIME NEEDED TO MEET ACADEMIC DEMANDS #2 time per class" fields)

Enter available time from Box 1 above #1 (total time for academic & activities)

Subtract time for academic demands - #2 needed for academic demands)

Remaining time for extracurricular activities