

# CHAPTER 4 —

## INSTRUCTIONAL RESOURCES AND SPECIAL PROGRAMS

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### IN THIS CHAPTER:

- SPECIAL ACADEMIC PROGRAMS
- SUPPORT SERVICES
- SPECIALIZED COURSES
- DISTANCE EDUCATION COURSES
- STUDY OPTIONS
- ENRICHMENT ACTIVITIES

### SPECIAL ACADEMIC PROGRAMS

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#### **ACCELERATED DEGREE PROGRAM**

The Accelerated Degree Program offers fast-track courses for students who want to finish their degrees in a timely manner. Courses are offered evenings in six and eight week blocks. Students concentrate on one course at a time and can finish the program in 2-½ years if they are eligible at the ENGL 001A level. Most courses are offered off-campus in business-like training rooms.

*For more information, contact the Counseling Center at (408) 288-3750.*

#### **HONORS PROGRAM**

The San José City College Honors Program is designed to motivate new and continuing students to excel in an intellectually stimulating environment. New students who are placed at the high end of the English Placement Test or were in AP classes in high school are referred to the Honors Program Director for academic planning. Continuing students with a minimum cumulative GPA of 3.25 and eligible for ENGL 001A may participate in the Honors Program. Many continuing students are referred by the faculty at San José City College. In each case, the students meet with the Honors Program Director to choose honor options in their course work.

*For more information, contact the Humanities & Social Science Division at (408) 288-3785.*

San José City College is a chartered member of Phi Theta Kappa International Honor Society. Students who participate in the Honors Program may be eligible to join the chapter. Membership in Phi Theta Kappa expands the student's knowledge in the four hallmarks of excellence: scholarship, leadership, fellowship, and service. In addition to the bond of membership, scholarships are available at many four-year institutions for Phi Theta Kappa transfer students.

*For more information, contact the Office of Student Life at (408) 298-2181, ext. 3837.*

#### **MIDDLE COLLEGE**

A partnership between San Jose Unified School District and San José City College, Middle College is an accelerated program designed to offer a unique option to high school students who are academically capable. It assists students in completing high school while beginning their college careers. Selected junior and senior students take their core subjects, English and Social



Studies and two additional courses with high school teachers. Students also must take a minimum of nine college units per semester. Community Service or Service Learning is also an integral part of the program. All classes are held on the San José City College campus.

*For more information, contact the Office of SJUSD at 408-536-6187, Middle College Program Office at (408) 288-3100, or the Office of the Vice President of Student Affairs at (408) 288-3190.*

### **OFFSITE PROGRAMS**

Several programs and classes are offered throughout the San Jose community in places such as public buildings or schools. All of San José City College classes are open to admitted students who meet course prerequisites regardless of the location at which they are offered. Because the offerings are developed to respond to community requests or needs, the courses may begin or end at times other than the standard schedule on campus. These offerings are listed in each semester's class schedule and at [www.sjcc.edu](http://www.sjcc.edu).

### **PUENTE PROGRAM**

Puente means “bridge” in Spanish. The mission of Puente is to increase the number of educationally underserved students who enroll in colleges, earn degrees, and return to the community as leaders and mentors to future generations. Puente was founded in 1981 and created to address the low rate of academic achievement among Mexican-American and Latino community college students. Puente is open to all students.

San José City College's Puente Program provides an academic and supportive environment in which students can achieve their educational and career goals in partnership with a counselor, culturally sensitive instructors, community professionals, and peer mentors. The program integrates writing, counseling, and mentoring components to provide a focused, sustained and engaging learning environment for students. Puente offers two writing classes that students take in conjunction with a guidance class. A trained counselor works with the English instructor and follows the students throughout their course work to graduation at San José City College and assists them in transferring to a four-year institution. An important part of the Puente program is the mentoring element where students are paired with professional mentors from the community who act as role models and guides. Mentors share their educational background and career expertise and help students understand how they can achieve their educational goals.

In addition to the English/Counseling/Mentoring components, Puente offers supplementary courses in reading and math. Faculty teaching these classes work with the Puente counselor to provide additional support and educational experiences for the students.

The Puente Program offers students support and guidance, individualized counseling, tutoring, transfer assistance, scholar-

ships, and campus and community involvement. *The Puente Office is located in Room SC 201J. For additional information please call Maricela Martinez at (408) 288-3798.*

### **TECH PREP**

Tech Prep programs focus on the integration and articulation of curricular pathways between high school and college programs. The Tech Prep program provides academic and vocational preparation in an identified career pathway. Tech Prep students begin their program of study in a secondary institution and then transition into a post secondary institution to earn an advanced technical degree or certification. Career pathways are academically rigorous and provide students with not only the fundamental skills that are required for postsecondary admission but also the technical skills that will enable them to have successful careers in California's new, highly technical economy. High school students who receive certificates for completion of articulated courses should take them to the Admissions and Records Office Coordinator at the time they register for classes.

### **TRANSFER EXPRESS PROGRAM**

The Transfer Express Program offers a block schedule of General Education courses required for minimal transfer requirements for the University of California (UC) and California State University (CSU), as well as the requirements after two years of full time study at San José City College. Students in the program are guaranteed enrollment in Transfer Express courses. To be eligible, students must be ready to enroll in ENGL 001A and MATH 013 or higher.

*For more information, contact the Counseling Center or Career/Transfer Center at (408) 288-3750.*

### **UMOJA PROGRAM**

The Umoja Program is an academic learning community and resource. A Kiswahili word meaning “Unity”, Umoja engages students in culturally responsive curriculum, supporting the legacy of the African Diaspora.

The program is dedicated to increasing the retention and graduation rates of African-Americans as well as other underrepresented student populations at SJCC.

The program incorporates academic and personal counseling as student support services. Umoja advances academic excellence, community building and student leadership as its program goals.

*For further information, contact coordinators:*

*Khalid White (408) 298-2181 x3050,  
email: [khalid.white@sjcc.edu](mailto:khalid.white@sjcc.edu)*

*Pamela Turner, (408) 298-2181 x3293,  
email: [pamela.turner@sjcc.edu](mailto:pamela.turner@sjcc.edu)*



## **SUPPORT SERVICES**

### **CHILD DEVELOPMENT CENTER**

The San José City College Child Development Center provides a full-day/part-day Preschool Child Development Program for the children of students, staff and our neighboring community. Children must be two years to five years of age. Parents must be enrolled in a minimum of nine daytime units of coursework in order to receive subsidized care. Tuition fees are based on family income and size, with priority given to low-income families. The Center provides a quality developmental program and serves as a laboratory training program for students in the Early Childhood Education program.

*For more information, call (408) 288-3759.*

### **COLLEGE COMPUTER LAB**

The Computer Lab is open to all registered San José City College students and staff. The Computer Lab is equipped with 100 flat screen Dell computers. Two printers are available for student use. Students have access to the Internet, Microsoft Office, Maple 9, and several other programs.

**Location:** Learning Resource Center – L101  
**Hours:** Monday – Thursday, 8:30 a.m. – 9 p.m., and Friday, 8:30 a.m. – 2 p.m.

*For more information, contact Priscilla C. Munoz, LRC Supervisor x3312*

### **ESL LAB**

The ESL Lab provides instructional assistance, interactive software programs on more than 50 computers, and multimedia materials for English language learners. Fixed unit (.5 unit) lab courses are required for students enrolled in ESL 091, 302, 312, 342, and ESL 344. Optional lab courses can be taken with all other ESL courses. The ESL lab is located on the first floor of the Library, Room L120. Instructors are scheduled daily to assist students with all language skills. Students are also welcome to use our online lab at <http://www.eslstation.net> to access learning links for each language skills across all levels of the curriculum.

*For more information, contact the ESL Department.*

### **HUMANITIES AND SOCIAL SCIENCES LAB**

The Humanities and Social Sciences Lab is located in GE 209B. This lab supports students enrolled in Foreign Language, Sign Language, Communication Studies, and any of the other courses in the Humanities and Social Sciences Division that require laboratory work. Students have access to computers, video

players, audio cassette players, software programs, and other media and print materials.

Instructors and lab assistants are also available at various hours to provide individual help.

*For more information, contact the Humanities & Social Sciences Division.*

### **LIBRARY SERVICES**

The Library offers a highly useful collection of print, audiovisual and electronic resources housed in a state-of-the-art building. Printed materials include a shared collection of library materials with Evergreen Valley College, current subscriptions to print and electronic journals and a large pamphlet collection. The library also houses a large reserve collection. Other resources include DVD, CD players and VCR stations. Study areas are found throughout the library with access to hardwired and wireless Internet connection. There is an electronic research area, audiovisual equipment and coin- or card-operated copying machines are also available.

Reference librarians are available to provide instruction and to assist students in locating information. Library orientations and workshops are held in the Electronic Resource Lab. The SJCC Student ID card serves as a Library card.

For students wishing to learn more about the Library and how to use it effectively are encouraged to enroll in LIB 015 (3 units) – Electronic Research and the Internet. The Library also offers a course, LIB 022 (1 unit) – Internet Research Strategies, which is focused on using the Internet for academic research.

*For more information, contact the Library.*

### **SELF-PACED MATH CENTER**

The Self-Paced Math Center houses courses in Basic Mathematics, Introductory Algebra and Intermediate Algebra. Each class has an instructor, an instructional assistant, and tutors. The material is delivered via Plato Learning Interactive Mathematics computerized instruction so each student can move as quickly or slowly, as needed, through the course material. Students are required to attend all classes, however, they can also access the software from any computer with Internet access for additional work outside of class. Many of the courses are offered in a variable unit format so a student can complete the three-unit Basic Mathematics course or a five-unit Beginning or Intermediate Algebra class in multiple semesters, if needed. Students can also complete more than one course per semester in the variable unit format.

*For more information, contact the Math Division.*



### TECHNOLOGY LABS

A variety of technology-rich computer labs support students in technology-intensive programs such as Cisco Academy, Network Administration, Computer Programming, Multimedia/Digital Arts, and Getting Started computer classes. Labs are staffed with instructors and instructional assistants and have open hours throughout the day and evening. A Virtual Reality Lab and a Laser Lab support programs in Semiconductor Manufacturing and Laser Technology.

*For more information, contact the Business and Service Careers Division.*

*For more information about the Multimedia/Digital Arts Lab, contact the Humanities and Social Science Division.*

*For more information about the Virtual Reality and Laser Labs, contact the Applied Science Division.*

### TECHNOLOGY SKILLS CENTER

The Technology Skills Center (TSC) L113, located on the first floor of the Learning Resource Center, is available for faculty and staff to reserve for classroom and instructional use. Twenty-four Dell computer stations are available.

*For more information, contact Priscilla C. Munoz, LRC Supervisor, at ext. 3312 or Priscilla.Munoz@sjcc.edu.*

### TUTORING CENTER

The Tutoring Center supports SJCC students by providing free one-to-one and group tutoring in most academic subjects offered on campus. Students must be referred by their instructor/counselor to receive tutoring services. Students will need to register for LS210 - Supervised Tutoring - a no-credit and no-unit lab. Student tutors are faculty recommended, have received a "B" grade or better in the course, and have completed tutor training.

The Tutoring Center also offers the following services: access to textbooks and student solution manuals, overnight math videotape checkout, access to 20 high-tech personal computers, printer and scanner, access to Math software: Maple, Academic Systems On-Line, MathCue, Chemistry software, Career Guidance – Discovery Program, and assistance with WebCT.

*For referral to the Tutoring Center, please see your instructor or counselor.*

**Location:** Learning Resource Center – L105

**Contact:** Priscilla C. Munoz, LRC Supervisor, (408) 298-2181 ext. 3312, Priscilla.Munoz@sjcc.edu

**Hours:** Monday – Thursday, 8:30 a.m. – 9 p.m. and Friday, 8:30 a.m. – 1 p.m.

### READING/WRITING CENTER

The Reading and Writing Center offers a positive, friendly, and comfortable environment. Come in as often as you want and stay as long as you want. Our services include:

- Drop-in assistance for reading and writing questions for an SJCC course.
- Help by appointment with reading and writing from peer tutors.
- Resources for improving reading and writing skills, such as dictionaries, handbooks, handouts, and exercises for practices. Simply help yourself.
- Computers connected to the Internet for school work, including platforms such as Blackboard or Moodle, writing and research. Each is connected to a printer (GoPrint, \$.10 per page).
- Workshops on areas of student need, such as sentence structure, practice in times writing, and research.

Students must be taking at least one class at SJCC and must be referred to enroll in LS210 (Learning Skills Supervised Tutoring) the first time they use the Center.

**Location:** Library/Learning Resource Center, first floor, L103

**Contact:** (408) 288-3758

**Hours:** Fall and Spring: Mon-Thurs, 8:30 a.m. - 9:00 p.m. and Frid., 8:30 a.m. - 2:00 p.m.

Summer: Mon-Thurs, 10:30 a.m. - 02:30 p.m. and Tues-Thurs, 4:00 p.m. - 6:00 p.m.

## SPECIALIZED COURSES

### DIRECTED STUDY COURSES

Directed study courses allow individuals and small groups of students to enhance their individual instructional programs by studying independently under the direction of faculty members in specific or related disciplines. The students and faculty members, in consultation with the Division Dean, work together to develop individualized learning contracts which specify the learning objectives and activities to be completed as well as the number of units to be earned. A Directed Studies contract between the student and faculty member will be developed to identify how students will demonstrate mastery of learning objectives to receive course credit.

*For more information, contact the division offices.*

### WORK EXPERIENCE EDUCATION COURSES

Students who are employed for pay or as a volunteer may receive college credit for hours worked during the semester. Students enroll in Work Experience in their discipline if they perform job duties related to their area of study. Career/Technical Work Experience is repeatable to a maximum of 8 units. General Work Experience and Career/Technical Work Experience may



be combined for a maximum of 16 units across all disciplines. Students enroll in **General Work Experience** if they do not have a declared occupational major at SJCC or if their job is not related to their major.

*For more information, contact the Work Experience Office, room 308-A or call (408) 298-2181, ext.3817.*

## ***DISTANCE EDUCATION COURSES***

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### ***ONLINE EDUCATION COURSES***

A growing number of classes are being offered online to students who have access to a computer and the Internet. These courses can be accessed anywhere at anytime. Students in these courses do not meet at regular times on campus; instead, they receive and submit their course work and interact with their instructor and fellow students over the Internet using Web pages, e-mail, discussion lists, chat rooms, specialized computer programs and other technology. Students in these classes have the flexibility of studying from any location and at anytime that fits into their schedules. Students are to contact their instructor about orientation to the course management system. The final examination may be taken on campus.

San José City College also offers some courses that are taught in a hybrid manner – part of the time on-campus and part of the time online. The class may meet half the time in a regular classroom, and the rest of the time online or may simply require that crucial exams be taken on campus. Students taking distance education courses are expected to have access to a computer with a connection to the Internet. There are computer labs on campus where the work can be completed, but hybrid and online courses are designed so that a student does not have to come to campus as often as a student taking a traditional on-campus class.

### ***WEB-ENHANCED CLASSES***

Most instructors are using the Internet as a supplement to their traditional on-campus class. Classroom dialog and conversation can be continued outside of the class meeting time using discussion lists, e-mail or chat. The class syllabus, calendar information and assignments can be posted on the Internet so that a student can access them from anywhere, at anytime. Computers are available on-campus to complete those assignments that are to be done using an online course management program.

*For more information, contact the division dean.*

## ***STUDY OPTIONS***

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### ***LEARNING COMMUNITIES***

A Learning Community is a group of students who are enrolled in at least two courses together. Instructors cooperate to integrate instruction so that the two subjects are connected in stimulating ways. In a Learning Community, students —

- Fulfill requirements for two or more courses in one organized package
- Build a convenient class schedule
- Gain deeper understanding of the material
- Make friends readily with students in the linked courses
- Hear different points of view from more than one instructor
- Reinforce learning in one class by working on related projects in another
- Enhance their critical thinking skills by synthesizing ideas from two or more disciplines
- Learn from and support their classmates in an atmosphere of shared community

*For more information, contact the Counseling Center at (408) 288-3750.*

### ***PEER-LED TEAM LEARNING PROJECT***

Peer-Led Team Learning is a robust cooperative learning approach that involves students in active participation in the learning process under the facilitation of a peer leader. The project is offered to all students in a wide range of chemistry, biology, and physics courses. Peer-leaders are paid and are provided ongoing training and support, a guidebook, and interactive workshop materials to guide and facilitate learning within a small group of students. The peer leader serves as a role model and provides the students with hands-on models, problem sessions, and other multidimensional methods for learning the class material. Students who participate in this project have the opportunity to become peer-leaders themselves in subsequent semesters and participate in joint programs with San Jose State University and the University of California that offer scholarships, internships and other support activities.

*For more information, contact the Math and Science Division.*

### ***PROJECT-BASED LEARNING***

Project-Based Learning incorporates real-world projects into the classroom environment. It is an excellent way to learn teamwork, project management, budgeting and other skills that are important for success in the workplace. Currently, Project-Based Learning is part of the curriculum in Multimedia and CIS. In the near future, we plan to extend Project-Based Learning to other areas of the curriculum.

*For more information, contact the Humanities and Social Sciences Division.*



### **SERVICE LEARNING PROGRAM**

The Service Learning Program was established in Fall 1997 to provide opportunities for voluntary service in the community. Partnerships with over 60 community service agencies and local schools have been formed through this program. These agencies are seen as extensions of the classroom. Instructors give students the option to complete a class project exploring course-related issues through participation in reflective tasks (reports, journals, and presentations) in which classroom theory is related to the real world. This activity prepares today's students for life-long learning in our rapidly changing world. Our community partners welcome the service by our students, and they proudly support the academic goals of these students.

Information on the project is available in the Service Learning Office. This includes detailed information on each community agency as well as application forms. The Service Learning Coordinator has scheduled office hours in the center to advise students. In addition, students have 24-hour access to program information and can sign-up online at the website. Interested students are encouraged to ask their instructors if community service is a project option for a class.

Contact the Service Learning Coordinator, Ronald Levesque, at (408) 288-3176, [Ronald.levesque@aol.com](mailto:Ronald.levesque@aol.com), or visit the Service Learning Office, located in the Student Center, Room 216H. Office hours for the coordinator are posted each semester. For 24-hour access, go to Website: [www.sjcc.edu/slp](http://www.sjcc.edu/slp).

Super X Mondo all weather track are athletic facilities second to none in America. The fitness complex with modern weight and cardiovascular equipment provides classes and supports the athletics program.

*For more information, contact the Athletics Department at (408) 288-3708.*

### **CAMPUS MEDIA**

- The College newspaper, **The Times**, is produced and published by students in the Journalism Program and provides a forum for campus-wide dissemination and discussion of information and issues. **The Times** has repeatedly won General Excellence awards from professional and collegiate journalism organizations. It is available in print and also in an Internet version.

*For more information, contact the Language Arts Division.*

- The College FM radio station, **KJCC**, is run by students interested in broadcasting. It airs various musical programs and serves to disseminate information on college affairs and issues.

*For more information, contact Associated Students.*

### **COLLEGE THEATER**

Each year, the College Theater serves as a performance venue for a variety of theatre arts, dance, and musical performances directly connected to the college's disciplines and programs. It also serves as a platform for a variety of visitors to the college who appear in conjunction with events sponsored by campus groups such as La Raza, the Vietnamese Interdisciplinary Education Association, and activities such as Black History Month and Women's History Month. Additionally, the College Theater functions as a facility in general support of campus-wide events and community activities.

*For more information, contact the Humanities & Social Sciences Division.*

## **ENRICHMENT ACTIVITIES**

### **ART GALLERY**

The Art Gallery at SJCC offers a wide variety of exhibitions that are open to the public free of charge. From September to June, there is a new show every month, featuring the work of professional artists, alumni, staff and students. The public is invited to attend our receptions, where artists will often give informal talks on their art. The Art Gallery is located in F2, in the Fine Arts complex.

*For more information, contact the Humanities and Social Sciences Division at (408) 288-3708.*

### **ATHLETICS**

Intercollegiate competition is offered in a number of sports for men and women. These include men's baseball, football and golf, women's softball and volleyball, and men's and women's basketball, track and field, and cross-country. SJCC is a member of the Coast Conference, one of the most prestigious community college conferences in America, and has achieved a record of athletic excellence. There are full-time coaches in all sports; coaches take an active role in promoting both athletic and scholastic achievement. A FieldTurf artificial football field and a

