Welcome to the “Bridge Semester” of the Digital Bridge Academy! In this course you will explore the connections between your purpose, intentions and behaviors, and develop the self-management skills to attain your goals.

This course is about leadership and understanding yourself – your purpose, your will, what keeps you from accomplishing your goals, your vision of the good life, your goals, how you can best contribute to your family and community, and develop your authentic voice. To lead others you first need to learn to lead yourself. Effective leaders know themselves, their strengths, the areas they need to improve, the types of tasks where others are better at performing, and how to connect with those they lead. This course will explore these leadership issues.

This course will also focus on exploring your life line, getting to know your family’s history, and understanding what motivates you and what holds you back from accomplishing your goals. These activities will help you learn the attitudes and behaviors needed to take leadership in your life and on teams. You will learn how best to lead and to follow so you can experience success in any team endeavor.

“Success in the knowledge economy comes to those who know themselves – their strengths, their values and how they best perform.”

(Peter Drucker)
**Student Learning Outcomes** (the things you’ll take with you in your life)
1. Analyze one’s purpose and develop personal goals and learn to anticipate the behaviors that distract from successful self-management, and build personal leadership abilities by identifying success characteristics, and internalizing those capabilities.

2. Critically assess one’s attitudes and beliefs that get in the way of effective self management and leadership of others in a self-managing work environment, and create the self-motivation for change.

**Themes:** (the things we'll focus on this semester to achieve the learning outcomes)
1. Transitioning from the Foundation Course to the Bridge Semester
2. Reflecting on my life
3. Conditioning my brain to increase focusing capacity
4. Organizing my life and work to support success
5. Making conscious choices that support my goals
6. Supporting and being supported by my peers
7. Communicating consciously
8. Learning how to learn

**Course Objectives** (some of what we will do in and out of class.)
1. Anticipate the behaviors that detract from student success, formulate alternative future scenarios based on the choices made to continue current actions, and make commitments to succeed:
   a. Identify and describe personal goals
   b. Explore purpose and intention
   c. Examine thoughts and activities that are distracting the student from successful self-management towards those goals
   d. Identify and reinforce those behaviors that support the student’s goals
   e. Explore the consequences of these distractions through a methodology used by managers to predict future outcomes
   f. Use a scenario planning methodology to formulate where those thoughts and actions will lead if they are not changed
   g. Create the self-motivation to change one’s behaviors and make commitments.
   h. Develop the self-discipline to fulfill on one’s commitments
   i. Prepare and deliver presentations to the class evaluating progress towards one’s goals

2. Assess one’s attitudes and beliefs that effects one ability to succeed and lead others:
   a. Use a timeline methodology to identify those events or periods in one’s life that were significant in shaping who you are today..
   b. Reflect on the legacy of family, friends and others’ who’ve been significant in one’s life to see the gifts and the obstacles that are a part of one’s life.
   c. Develop a plan to utilize gifts and talents and minimize the impact of obstacles in order to be successful in transitioning to next semester and beyond.
   d. Demonstrate self-management and leadership behaviors that are useful in teams.
Digital Bridge Academy - Traits of Successful Students

One of the major goals of the Academy is to help you become a successful student. We’ve found that if students develop the traits listed below, they will achieve success in school. These traits will also bring success in your work, your long-term career, and your daily life. In order to help you develop these traits, we’ve created Academy policies that re-enforce them. All Academy faculty follow these policies in their classes.

Be prepared for some repetition as your teachers go over these traits with you in the different classes. In your TSM class, you will have the opportunity to do an ongoing self-assessment whereby you pick traits to work on each week. Then you will reflect upon where you are successful and where you need more work.

Trait #1: Successful students attend every class.
Successful students are dependable. College work is much more intense than high school. In the past, students who have missed class have found that it’s very difficult to catch up. The Academy is special because all of the classes are linked and work together. However, we also know that illness occurs and emergencies happen. If you have to be absent because of an illness, a death in the family, an ill child, childcare problems, official government appointments, or an accident on the freeway, please phone the Academy office (477-3344) 30 minutes before class begins and explain why you won’t be in class. This will be considered an excused absence, but keep in mind that too many excuses will prevent you from being successful. Also, please call someone in the class to find out what you missed. You’ll be expected to have all your missing work completed and to be caught up by the next class. If you leave class early without discussing with the faculty and receiving approval before the class begins then this will be counted as an unexcused absence. Four unexcused absences, in any one of your classes, will lead to a meeting with the Academy faculty at their weekly meeting. To succeed, you need to be here, and you need to come to all of your classes, not just some.

Trait #2: Successful students come to class on time.
Successful students are ready to learn when class begins. As a matter of fact, they usually get to class a few minutes early if at all possible. The Academy considers being tardy as anyone who arrives 3 or more minutes after the class starts. After three tardies in any class, students must talk to their instructor about why they are coming late and come up with a strategy to avoid it. Three tardies are equal to one unexcused absence.

Trait #3: Successful students take exams.
Sometimes an absence may prevent you from taking a scheduled exam. If you have an excused absence and have followed the Academy policy for letting your instructor know, you are responsible for making up the exam. You may not be able to make up exams for unexcused absences.

Trait #4: Successful students are prepared for class and complete their homework on time.
Successful students are ready to learn, care about school, are prepared and organized, and make and keep agreements. Please do not bring food to class. Finish your snacks or meals before class begins. You’ll succeed in the Academy if you focus on completing all of your assignments on time. Unlike other classes at Cabrillo, Academy faculty coordinates the scheduling of your homework and the due dates for big projects. We have given you a college-level workload, one that we know you can handle. Any late assignment will lose points and thus will lower the grade you will receive on the assignment. In addition, your teachers may not be able to give you much feedback on your work or return it in a timely manner if you submit it late.
**Trait # 5: Successful students practice intellectual honesty and are careful to avoid even the hint of plagiarism.**

The word “plagiarism” comes from the Latin root *plagiar* and means “to kidnap.” It is the kidnapping of someone else’s ideas or words. It is different from quoting or referencing, which is like renting a person’s ideas and words. Using someone else’s words, work, or ideas without crediting them is considered plagiarism, and it is against the rules of both the DBA and at Cabrillo College.

The college policy on plagiarism is as follows:

“Plagiarism is the conscious or inadvertent failure to identify the contributions of others. It occurs when someone borrows any part of another’s work and submits it, uncredited, as his or her own work. A failure to credit others may result in one or more of the following: a student receiving a failing grade on the assignment, a failing grade for the course, or suspension from college enrollment. Students are expected to know how to credit sources, how to quote and paraphrase, and how to avoid plagiarizing the work of others. If you are unsure, ask your instructor for assistance before you submit your work for credit.”

For example, if you have taken an exam in a class and your answers are very similar to another student's then this may be considered plagiarism and may result in the consequences listed in the previous paragraph.

Cabrillo has a website on recognizing and avoiding plagiarism: [http://www.cabrillo.edu/services/writingcenter/Plagiarism.html](http://www.cabrillo.edu/services/writingcenter/Plagiarism.html). San Jose State University has another one: [http://www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm](http://www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm)

**Trait # 6: Successful students pay attention in class, stay focused and do not distract others from doing their work.**

You'll get the most out of your classes if you concentrate and keep engaged, if you share in class, if you respect others in the class, and if you openly acknowledge the help others give to you. When you engage in distracting behavior, you prevent yourself from learning and can cause problems for other students too. **Disruptive behavior is anything that disturbs other students so they can’t learn or disturbs the faculty so we can’t teach.** Here are some examples:

- Not listening or participating in side conversations while someone else is talking
- Interrupting others, swearing in class or walking out of class
- Talking out loud during quiet time or reading magazines during class
- Putting down, making fun of classmates or the teacher, or name calling
- Making sexual innuendos about classmates
- Leaving in the middle of class to feed the parking meter or move your car

Remember, these are only examples and we haven't thought of everything. The instructor will determine whether a behavior is a distraction to students or the teacher. **We have zero tolerance for physical violence or threats, any form of sexual harassment, and drug/alcohol abuse.** Instances of these can lead to immediate expulsion from the Academy.

**Cabrillo College is a Drug Free Campus:** “It is the policy of the Cabrillo Community College District to maintain a campus free of the unlawful manufacture, distribution, dispensing, possession or use of controlled substances as listed in Section 22 of the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), which includes, but is not limited to, substances such as marijuana, heroin, cocaine, amphetamines, and alcohol.” For the purpose of this policy, “campus” shall mean those places where a student is involved in an authorized college activity. The campus includes, but is not limited to property owned or leased by the District; any place used by the District for student participation in a field trip; field study; athletic competition; study travel program; and in District or private vehicles being used for official District business.
See Cabrillo College’s “Student Rights and Responsibilities” for further information.

**Handling Disruptive Behavior:**
The following are the steps taken in the Academy to deal with disruptive behaviors. Faculty may skip steps if they feel a situation warrants it.

1. When you do something that is disruptive, Academy faculty will take you aside and talk to you about it. If it’s for something minor, the instructor will give you a verbal warning.
2. If the disruptive behavior occurs again you’ll be given another verbal warning. You’ll also be required to talk with your instructor and will need to answer some specific questions in writing. You will additionally be required to meet with your student support team member.
3. The third time the disruptive behavior occurs, you’ll be asked to leave class that day. This will be counted as an unexcused absence. You’ll also need to come to the Academy faculty’s weekly meeting to discuss your written answers to questions about what can be done to help you improve your behavior. You’ll be required to meet with your student support team member.
4. If disruptive behavior continues, you may be asked to leave the Academy.

Cell phones are a special case. They need to be turned off during class. If you have a sick child or some other emergency that requires that your phone stay on, tell your instructor in advance before class begins and set the phone to vibrate. Remind the instructor quietly why you have to take the call and leave the room to talk. Return as soon as the call is complete. If you answer your cell phone or let it ring when it’s not an emergency and you have not told your teacher in advance, the same four steps as listed above will apply.

If you find that you are having trouble paying attention in class and staying engaged, don’t hesitate to talk to Academy faculty about it. We have lots of tricks to share with you about how to get the most out of your classes. We also have sympathetic ears and want to know about whatever may be going on that’s preventing you from focusing. Successful students get enough sleep and eat a balanced diet.