

Syllabus for: WORK 223 Happiness & Success at Work	
Semester & Year:	Summer 2015
Course ID and Section Number:	038942
Number of Credits/Units:	0
Day/Time:	MTWTH 1:40-2:40PM
Location:	HU 215
Instructor's Name:	Amy Berkowitz
Contact Information:	Office location and hours: by appointment Phone: Email: amy-berkowitz@redwoods.edu
Course Description: A study of personal attitude and its effects in the workplace and at home. Students will explore how attitudes are communicated and how to turn negative thinking into positive thinking. This course enhances cooperation, loyalty, and productivity so that students can become happy and successful in their lives and careers.	
Student Learning Outcomes (as described in course outline) : 1. Describe various ways attitudes are communicated.2. Analyze key skills in attitude adjustment.3. Develop an action plan to address the attitudes needing to overcome challenges on the job.	
Special accommodations: College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodations document to me as promptly as possible so that necessary arrangements can be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services at 707-476-4280, or in the Administration and Student Services building.	
Academic Misconduct: Cheating, plagiarism, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/ or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by the College of the Redwoods. Students caught plagiarizing or cheating on exams will receive an "F" in the course.	
The student code of conduct, AP 5500 is available College of the Redwoods Board of Trustees site, under Policies: http://www.redwoods.edu/District/Board/New/chapter5/	
Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the college catalog and on the College of the Redwoods homepage .	
College of the Redwoods is committed to equal opportunity in employment, admission to the college, and in the conduct of all of its programs and activities.	

Emergency Procedures

Please review the campus evacuation sites, including the closest site to this classroom and review www.redwoods.edu/safety.asp for information on campus Emergency Procedures.

During an evacuation:

- Be aware of all marked exits from your area and building. Know the routes from your work area to the nearest exits.
- Once outside, move to the nearest evacuation point outside your building.
- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (Be aware CR's lower parking lot and 101 frontage are within the Tsunami Zone).

RAVE - College of the Redwoods has implemented an emergency alert system. Everyone is entered already to receive a message at their CR email address. In the event of an emergency on campus, you can also elect to receive an alert through your personal email, and/or phones at your home, office, and cell. This emergency alert system will be available to all students, staff, and other interested parties.

Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the "Register" button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with "[redwoods.edu](http://www.redwoods.edu)."

We will test the system each semester to be sure that you are getting alerts at all of your destinations. Please contact Public Safety, [707-476-4112](tel:707-476-4112), security@redwoods.edu, if you have any questions.

WORK 223-Happiness and Success at Work is part of a larger series of WORK classes offered by CR Adult Education. This class can stand alone or be combined to provide greater skills with other classes. The skills and ideas in this class apply equally to happiness and success in college or any other environment.

In this class we will study personal attitude and its effects in the workplace, school, and at home. Students will explore how attitudes are communicated and how to turn negative thinking into positive thinking. This course enhances cooperation, loyalty, and productivity so that students can become happy and successful in their lives, and school, and in their careers.

This is a free class with no homework or tests.

I expect students to act in a respectful manner to create an open and supportive learning environment.

Instructor reserves the right to change this syllabus.

Calendar:

July 27	What is Attitude?
July 28	Self Image
July 29	Positive & Negative Language
July 30	Self Talk
Aug 3	Gratitude
Aug 4	Attitude Adjustment
Aug 5	Bad Attitudes & causes
Aug 6	Turnaround Tools