

Syllabus for WORK 201—Work Readiness for the 21st Century		
Semester & Year	X2016	
Course ID and Section #	041793	
Instructor's Name	Amy Berkowitz/Lisa Polack	
Day/Time	Tues, Wed, Thurs. 9am—noon & 1pm—4pm May 23—June 30, 2016	
Location	The Job Market	
Number of Credits/Units	noncredit	
Contact Information	<i>Office location</i>	TBA
	<i>Office hours</i>	TBA
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Textbook Information	<i>Title & Edition</i>	N/A
	<i>Author</i>	
	<i>ISBN</i>	
Course Description A course in developing 21 st -century career readiness skills. These may include preparing for one's career, workplace skills, and career readiness skills, including workplace communication, workplace effectiveness, and teamwork.		
Student Learning Outcomes		
<ol style="list-style-type: none"> 1. Demonstrate awareness of some career requirements and pathways. 2. Demonstrate work readiness skills. 		
Special Accommodations		
<p>College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will 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. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
Academic Support		
<p>Academic support is available at Counseling and Advising and includes academic advising and educational planning, Academic Support Center for tutoring and proctored tests, and Extended Opportunity Programs & Services, for eligible students, with advising, assistance, tutoring, and more.</p>		
Academic Honesty		
<p>In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at: www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProcedure_srev1.pdf 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 website.</p>		
Disruptive Classroom Behavior		

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Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process a disruptive student may be temporarily removed from class. In addition, he or she may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProcedureSrev1.pdf

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 website.

Emergency Procedures:

In the event of an emergency, remain calm and listen to instructions from security guard, course instructor, or Job Market personnel.

Course/Text: There is no required text. All materials are provided. Students will have access to tools including Cal Jobs and Career Ready 101. Students completing the requisite units of Career Ready 101 are eligible for National Work Readiness certification.

This is an open entry, noncredit class. People may join this class at any time. All students must be registered. There is no fee. Please see instructor for help with registration.

Class Schedule:

Week 1: Establish student goals, Diagnostic Pretests and prescribed instructional plan, Independent and Teacher-led Study

Week 2-Week 14: Independent Study, Teacher-led activities, diagnostic testing as appropriate.

All students will follow the CR student code of conduct.

Instructors reserve the right to make changes to this syllabus at any time.