

Syllabus for Work 201 - Work Readiness Skills for the 21st Century– Eureka Campus		
Semester & Year	Summer 2016	
Course ID and Section #	WORK201 - 042180	
Instructor's Name	Andrew Pierce	
Day/Time	June 27-July14 MTW 12:30-3:30pm Th 9-3:30pm; July18-28 MTWTh 9am-12pm, 12:30pm-3:30pm	
Location	McKinleyville High School, Arcata High School	
Number of Credits/Units	Noncredit	
Contact Information	<i>Office location</i>	McKinleyville High School
	<i>Office hours</i>	Before and after class
	<i>Phone number</i>	(707)672-4398
	<i>Email address</i>	andrew-pierce@redwoods.edu
Textbook Information	<i>Title & Edition</i>	n/a
	<i>Author</i>	
	<i>ISBN</i>	
Course Description		
A course in developing 21st 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		
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.		
Academic Support		
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.		
Academic Honesty		
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/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.

Disruptive Classroom Behavior

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

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Emergency Procedures:

In the event of an emergency, please move to a secure location and call 9-1-1. Once the emergency has been reported, please call Andrew Pierce at (707)672-4398.

In the event of an emergency at the Arcata High School campus where evacuation is necessary, please walk to the Arcata Community Pool. In the event of an emergency at the McKinleyville High School campus where evacuation is necessary, please walk to the field in front of the school. Your instructor will provide you with a map and directions to these locations.

Calendar:

Week 1- Introduction to work readiness skills

Week 2- Establish student goals, independent work time, teacher-led activities

Week 3- Independent work time, teacher-led activities

Week 4-7- Independent work time, teacher-led activities, assessment

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.