

<b>Syllabus for Workplace Communication– Klamath-Trinity Instructional Site</b>		
<b>Semester &amp; Year</b>	Summer 2016	
<b>Course ID and Section #</b>	WORK 222 K2009	
<b>Instructor's Name</b>	Elizabeth Leach	
<b>Day/Time</b>	MWTH, July 13, 14, 18: 1:00-4:00PM	
<b>Location</b>	Hoopa Valley High School, Room 100	
<b>Number of Credits/Units</b>	0	
<b>Contact Information</b>	<i>Office location</i>	Classroom 100
	<i>Office hours</i>	Before and after class
	<i>Phone number</i>	(530) 625-4846
	<i>Email address</i>	Elizabeth-leach@redwoods.edu
<b>Textbook Information</b>	<i>Title &amp; Edition</i>	None
	<i>Author</i>	
	<i>ISBN</i>	
<b>Course Description</b>		
<p>A study of the key elements of communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific workplace communication skills, including telephone and e-mail communication.</p>		
<b>Student Learning Outcomes</b>		
<ol style="list-style-type: none"> <li>1. Describe the communication process.</li> <li>2. Demonstrate various methods of communication (e.g. nonverbal, spoken, email, and telephone).</li> <li>3. Distinguish between the various obstacles to effective communication.</li> <li>4. Experiment with and apply different effective listening techniques.</li> </ol>		
<b>Special Accommodations</b>		
<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 <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
<b>Academic Support</b>		
<p>Academic support is available at <a href="#">Counseling and Advising</a> and includes academic advising and educational planning, <a href="#">Academic Support Center</a> for tutoring and proctored tests, and <a href="#">Extended Opportunity Programs &amp; Services</a>, for eligible students, with advising, assistance, tutoring, and more.</p>		
<b>Academic Honesty</b>		
<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</p>		

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Redwoods website at:

[www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProcedureSrev1.pdf](http://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](http://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 for the KTIS campus:**

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety, go to <http://redwoods.edu/safety/> In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- 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.

**RAVE** – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. 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.” Please contact Public Safety at 707-476-4112 or [security@redwoods.edu](mailto:security@redwoods.edu) if you have any questions.

*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.*

**Schedule of Topics**

1. Wednesday, July 13:
  - Verbal and nonverbal communication
  - Barriers to effective communication
  
2. Thursday, July 14:
  - Improving communication skills
  - Listening skills
  
3. Monday, July 18:
  - How to speak in the positive
  - Telephone communication
  - E-mail communication

**Methods of Instruction:**

- Class discussion and participation
- Case analysis
- Lecture
- Hands-on learning activities

Please let me know which topics interest you the most. Also please refrain from cell phone use in class. It is distracting to the whole class, and inhibits full participation and learning.