Syllabus for Happiness and Success at Work KTIS		
Semester & Year	Summer 2016	
Course ID and Section #	WORK 223 K2005	
Instructor's Name	Elizabeth Leach	
Day/Time	TWTH, July 19, 20, 21; 9:00AM-12:00PM	
Location	Hoopa Valley High School, Classroom 100	
Number of Credits/Units	Non credit, 0 units	
Contact Information	*Office location*	Classroom 1
	Office hours	Before and after class
	Phone number	(530) 625-4846
	Email address	elizabeth-leach@redwoods.edu
Textbook Information	*Title & Edition*	<mark>None</mark>
	Author	
	ISBN	

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

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 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/AP5500StudentConductCodeandDisciplinaryProcedures rev1.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:
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Emergency Procedures for the KTIS:

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. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

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 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** covered (although changes can be made by the instructor):

Tuesday, July 19:

- ❖ What is Attitude

- ❖ Analyzing Your Attitude

Wednesday, July 20:

- ❖ How are Attitudes Communicated

- ❖ How to Adjust Your Attitude

- ❖ Public Sector Attitude Challenges

Thursday, July 21:

- ❖ How to Maintain a Positive Attitude

- ❖ Attitude Action Plan

Please do not use your cell phones in class.