

Syllabus for: work 227, Team building– C.C.C.

Semester & Year	Fall 2017	
Course ID and Section #	Guidance 245 E4566	
Instructor's Name	Rob Ridenhour	
Day/Time	M/W 6:30 PM – 8:30 PM	
Location	California Conservation Corps Multi-purpose Room	
Number of Credits/Units	Noncredit	
Contact Information	<i>Office location</i>	Office location and hours by appointment
	<i>Office hours</i>	
	<i>Phone number</i>	
	<i>Email address</i>	rob-ridenhour@redwoods.edu
Textbook Information	<i>Title & Edition</i>	N/A
	<i>Author</i>	N/A
	<i>ISBN</i>	N/A

Course Description (catalog description as described in course outline):

A course providing instruction in the core academic subject areas (Math, Language Arts, Social Sciences, and Science) at the secondary level. The emphasis is on helping students transition successfully to college or a new career. Students may work in a self-paced lab setting where content is individualized and driven by student needs. The focus is on study skills, test-taking strategies, work readiness, and exploration of career and educational pathways.

Student Learning Outcomes

1. Analyze the influence of different personalities in the workplace.
2. Define the characteristics of an effective team.
3. Evaluate common team problems and discuss methods to solve them.

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

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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

Emergency procedures for California Conservation Corps follow the exiting directions out of the building, using the appropriate evacuation routes. Listen and follow instructions from the Instructor, Staff, and Emergency Personal

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.

WORK 227 CLASS SYLLABUS:

SECTION # E 4591

Course Content:

This Work 227 course is about working as a team. Exercises will encourage developing active learning skills, discussions on Cultural differences and accepting others for who they are and what they can do, not what they cannot do. Solving problems together as a team instead of as a collection of individuals.

The course will include a variety of exercises in writing, research, and self-assessment, as well as practice in public speaking

Course Materials:

The instructor will provide materials from the California Conservation Corps Career Development Handbook as well as other sources.

Learning Outcomes

In this course students will be able to organize personal information, research job requirements, write a resume and cover letter, communicate well with others, and develop a plan to further their education and/or career.

Course Calendar

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DATE	TOPIC	
10/30/2017	What does it mean to be part of a team? & Employing Interdependence	<i>In-Class Activities will include</i>
10/07/2017	What does active listening mean?	<i>lectures, discussions, reading, informal</i>
10/14/2017	Respecting Cultural Differences and individual strengths	<i>assessment, exercises in writing, and</i>
10/21/2017	Problem Solving as a Team	<i>speaking.</i>

Identifying Issues

Students will learn to create documents, communicate, and organize information to further their career or education possibilities.

Activities

Students will learn to organize personal information, research job requirements, write a resume and cover letter, and develop a plan to further their education and/or career.

Course Requirements (Grading)

This is a non-credit course. Students will be assessed through observation and completed work to ensure student progress.

Instructor reserves the right to add, delete, or change activities or assignments based on ongoing assessment, attendance, and student needs.

Fall 2017