

Syllabus for WORK 223 – Happiness and Success at Work

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| Semester and Year | Fall 2018 | |
| Course ID and Section # | WORK 223 (E6782) | |
| Instructor's Name | Deva Richards | |
| Day and Time | T/Sat/Sun 6:30-9:30 p.m. | |
| Location | Humboldt County Correctional Facility, Eureka, CA | |
| Number of Credits/Units | This is a non-credit course. | |
| Contact Information | <i>Office Location</i> | N/A |
| | <i>Office Hours</i> | N/A |
| | <i>Phone Number</i> | N/A |
| | <i>Email Address</i> | deva-richards@redwoods.edu |
| Textbook Information | <i>Title & Edition</i> | <i>Great Days at Work: How Positive Psychology Can Transform Your Working Life</i> |
| | <i>Author</i> | Suzanne Hazelton |
| | <i>ISBN</i> | 9780749469238 |
| Course Description | | |
| <p>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 aims to enhance cooperation, loyalty, and productivity so that students can become happy and successful in their lives and careers.</p> | | |
| Student Learning Outcomes | | |
| <ol style="list-style-type: none"> 1. Describe various ways that 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 | | |
| <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</p> | | |

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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: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services>, and scroll to AP 5500. 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: <http://www.redwoods.edu/board/Board-Policies/Chapter-5-Student-Services> and scroll to AP 5500.

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 Humboldt County Correctional Facility

Roving officers will escort all visitors out of the building using the appropriate evacuation routes. The roving officers will verify the visitor's identification prior to letting them out of the facility. For more detailed information, please refer to the Emergency Procedures of the Humboldt County Correctional Facility.

Course Details

This is a non-credit course. Assignments will be graded accordingly; a final grade of "satisfactory" may be awarded to students who attend class, participate, and complete the homework.

Attendance: Attendance will be taken at every class, and students will only be marked present for the portion of the class they attend.

Participation: To be successful, students must participate. Participation means showing up to class on time with all necessary materials and staying until the end of class. Participation also means contributing to class discussions, engaging in class activities, and completing assignments by their stated deadlines.

Homework: One hour of homework is a required part of this course.

Prerequisites/Corequisites: None

Canvas Information: N/A

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Course Calendar

Day 1: Introductions; establish learning goals; define key terms; discuss the ways that attitude is communicated, as well as attitude's effect on outcome; student self-reflection on their personal attitudes related to several areas of life, including school and professional work; do case studies and other practice exercises related to the day's topics, e.g., a self-image inventory.

Day 2: Define and analyze obstacles to positive attitudes; as well as strategies and techniques to overcome such obstacles and develop positive attitudes, e.g., listening to your "self-talk," practicing an attitude of gratitude, pursuing happiness, seeking comfort with change, and valuing relationships; do case studies and other practice exercises related to the day's topics.

Day 3: Continue with case studies and other practice activities related to the class topic, e.g. role plays, skits, and the creation of an action plan to develop the attitudes needed to overcome personal and professional challenges; class review and wrap-up; summative assessment, including required assessment of SLO #1 – Describe various ways attitudes are communicated.

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.