

Syllabus for WORK 201 – Work Readiness Skills

Semester & Year	Spring 2019	
Course ID and Section #	WORK 201– E7904	
Instructor’s Name	Andrew Rix	
Day/Time	T/W/Sat 8:00 – 11:00 AM (Jan 22 – Apr 3, 2019)	
Location	Humboldt County Correctional Facility	
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>	andrew-rix@redwoods.edu
Textbook Information	<i>Title & Edition</i>	What Color is Your Parachute? 2019: A Practical Manual for Job-Hunters and Career- Changers. Instructor handouts
	<i>Author</i>	Richard N. Bolles
	<i>ISBN</i>	9780399581700
Course Description		
<p>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.</p>		
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		
<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 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</p>		

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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:

Please refer to the Emergency Procedures of the Humboldt County Correctional Facility.

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.

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

Week 1: Introductions; discuss changes in the world of work in the 21st century; discuss adaptability in the work place; put concepts into practice using worksheets and completing homework assignments.

Week 2 and 3: Discuss self-awareness at work; complete personality assessment and career assessments; discuss digital fluency; discuss communication skills such as body language and active listening; practice exercises related to the day's topics.

Week 3 and 4: Discuss collaboration in the workplace through team building and transformational leadership; discuss the importance of empathy by listening and mirroring; learning the importance of developing good relationships with people and decision making based on client or customer needs; discuss problem solving and design thinking in order to create an analysis/solution mindset; put concepts into practice using worksheets and homework assignments.

Week 5 and 6: Discuss resilience and the growth mindset; discover how to bounce back after failure; understanding the entrepreneurial mindset within the context of the modern workforce; discuss social/diversity awareness and its value within the modern workplace; put concepts into practice using worksheets and homework assignments.

Week 7 – 10: Using books, the internet, and personal connections to explore career options; determining requirements for a chosen career; exploring academic and other training for a chosen career; practice exercises related to the day's topics, e.g. inventory of assets and needs. Discuss how networking can help achieve career goals; developing a list of references and contacts; obtaining letters of recommendation; making initial contact: writing letters and emails; creating and updating resumes and cover letters; interviewing; practice exercises related to the day's topics, e.g., interviewing role play. Continue with practice activities related to the class topic, e.g. role plays, skits, and the application of information-learned in order to create an action plan for reaching career goals; class review and wrap-up; summative assessment.