

Syllabus for WORK 201 Work Readiness for the 21 st Century– Alternate Locations		
Semester & Year	Spring 2019	
Course ID and Section #	WORK 201 Section E8986	
Instructor's Name	Amy Berkowitz	
Day/Time	Friday April 19 1pm—4pm	
Location	Betty Chinn Day Center 133 Seventh St. Eureka, CA	
Number of Credits/Units	0	
Contact Information	<i>Office location</i>	By Appointment
	<i>Office hours</i>	By Appointment
	<i>Phone number</i>	
	<i>Email address</i>	amy-berkowitz@redwoods.edu
Textbook Information	<i>Title & Edition</i>	N/A
	<i>Author</i>	
	<i>ISBN</i>	
Course Description		
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.		
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		
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: 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.		

Syllabus for WORK 201 Work Readiness for the 21st Century– Alternate Locations

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.

Instructor reserves the right to make changes to this syllabus with notice at any time.

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.

Emergency Procedures:

In the event of an emergency, remain calm and listen to instructions from, course instructor, or Library personnel.

Course/Text: There is no required text. All materials are provided.

This is an open entry, noncredit class. People may join this class at any time. All students must be registered. There is no fee. Please see instructor for help with registration.

Class Schedule:

Introduction to resumes, cover letters, and interview skills

Students are required to check in by printing their name on the sign in sheet with the time of their arrival to and departure from class.