

## Syllabus for Work Readiness for the 21<sup>st</sup> Century – Klamath Trinity Instructional Site

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|---|------------------------------|---|
| <b>Semester &amp; Year</b>  | Summer 2018                  |   |
| <b>Course ID and Section #</b>  | WORK 201 K6598               |   |
| <b>Instructor's Name</b>  | Elizabeth Leach              |   |
| <b>Day/Time</b>   | June 26, 27, 28; TWTh: 1-4PM |   |
| <b>Location</b>   | HTEC, Classroom 1            |   |
| <b>Number of Credits/Units</b>  | Noncredit/0 units            |   |
| <b>Contact Information</b>  | <i>Office location</i>       | Classroom 1   |
|   | <i>Office hours</i>          | Before and after class  |
|   | <i>Phone number</i>          | (530) 625-4846  |
|   | <i>Email address</i>         | elizabeth-leach@redwoods.edu  |
| <b>Textbook Information</b>   | <i>Title &amp; Edition</i>   | Getting the Job You Really Want, 6 <sup>th</sup> edition;<br>Job Savvy, 5 <sup>th</sup> edition |
|   | <i>Author</i>                | Michael Farr;<br>LaVerne L. Ludden EdD  |
|   | <i>ISBN</i>                  | 978-1-59357-832-9<br>978-1-59357-914-5  |
| <b>Course Description</b>   |                              |   |
| <p>Students will develop 21<sup>st</sup> 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>  |                              |   |
| <b>Student Learning Outcomes</b>  |                              |   |
| <p>At the end of the course students will be able to:</p> <ol style="list-style-type: none"> <li>1. Create a resume.</li> <li>2. Write a cover letter.</li> <li>3. Gain job interviewing skills.</li> <li>4. Attain familiarity with individual student's values, skills, personal strengths, weaknesses, and personality traits.</li> </ol>  |                              |   |
| <b>Special Accommodations</b>   |                              |   |
| <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 <a href="#">Disabled Students Programs and Services</a>. Students may make requests for alternative media by contacting DSPS at 530-625-4821 Ext 23.</p> |                              |   |
| <b>Academic Support</b>   |                              |   |
| <p>Academic support is available at <a href="#">Counseling and Advising</a> and includes academic advising and educational planning, <a href="#">Academic Support Center</a> for tutoring and proctored tests, and <a href="#">Extended Opportunity Programs &amp; Services</a>, for eligible students, with advising, assistance, tutoring, and more. Contact the CR KT Office for specific information at (530) 625-4821.</p>   |                              |   |

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### 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 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>. 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; 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 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>. 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 Klamath Trinity Instructional Site:

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
  - a. Dial 911, to notify local agency support such as law enforcement or fire services.
  - b. If safe to do so, notify key administrators, departments, and personnel.
  - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
  - d. Contact Jolene Gates 530-625-4821 to notify of situation.
  - e. Contact Hoopa Tribal Education Administration office 530-625-4413
  - f. Notify Public Safety 707-476-4111.

2. In the event of an emergency, the responsible district employee on scene will:
  - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
  - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
  - c. Close all window curtains.
  - d. Get all inside to safe location Kitchen area is best internal location.
  - e. If a police officer or higher official arrives, they will assume command..
  - f. Wait until notice of all is clear before unlocking doors.
  - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
  - h. Do not leave site, unless it has been deemed safe by the person in command.

***Students are also responsible for adhering to the HTEC building's code of conduct under direction of the TANF, College of the Redwoods and HCATEP staff***

**COURSE OUTLINE (Topics covered)**  
Subject to change and revision

Tuesday, June 26:

- Course Syllabus and Requirements
- Vocation: Finding Your Path
- Personal strengths and weaknesses;
- Career clusters and interests
- Informational Interview
- Core Values
- The Myers Briggs Type Indicator
- Gender, cultural beliefs, degrees and careers
- Looking for jobs online
- Budgeting and personal finances

Wednesday, June 27:

- Gender, cultural beliefs, degrees and careers
- Looking for jobs online
- College preparation
- Assessing your skills; SCANS Report
- Resumes, Applications
- Work Ethic/Ethics at work/Case studies
- Job Search Strategies/ Networking; dealing with shyness
- Interviewing Strategies

Thursday, June 28:

- Cover Letters
- Job Descriptions; Employee Rights and Responsibilities
- Job Success; Organizational charts
- Time Management/Stress control
- Decision-making
- Setting Goals and Objectives
- Customer service

Please let me know what your interests are—we have a lot of material to choose from!

Do not use your cell phones in class!

You will be paid based on completion of a resume, cover letter, and mock interview. Please show me your work so that I can monitor your progress.

***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.***

