CR COLLEGE OF THE REDWOODS   Syllabus for Work Readiness for the 21st Century

Course Information

Semester & Year: Fall 2019
Course ID & Section #: Work 201 E9233
Instructor's name: Daniel Perez
Day/Time or *Online: Thursday 6:00pm - 8:00pm
Location or *Online: Fortuna CCC Conference Room
Number of units: 0

Instructor Contact Information

Office location or *Online: By Appointment
Office hours: By Appointment
Phone number:Daniel-Perez@redwoods.edu
Email address:

Required Materials

Textbook Title: N/A
Edition:
Author:
ISBN:
Other requirements: materials, equipment or technology skills

Catalog Description

A course in developing21st-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.

Course Student Learning Outcomes *(from course outline of record)*

1. Demonstrate awareness of some career requirements and pathways.
2. Demonstrate work readiness skills.

Special accommodations statement

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

Student Accessibility Statement and Academic Support Information

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. 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 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, the student 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. 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](#).

Class participation and Attendance policy

Regular attendance and maximum participation is required

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

Fall 2019 Dates

- *Veteran's Day (all campuses closed):11/11/19*

- *Fall break (no classes):11/25/19 – 11/30/19*

- *Thanksgiving (all campuses closed):11/28/19 – 11/29/19*

- *Semester ends:12/20/19*

Week 1: Introduction; Looking at Life; The secrete to making the sale

Week 2: Job search

Week 3: Job Application

Week 4: Resume Writing

Week 5: Cover Letter

Week 6: The interview

Week 7: Work place etiquette

Week 8: Finish: Resume, Cover Letter, Job Application for 3 different jobs

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Week 9: Being a good worker; Communicating at work

Week 10: Getting along at work; Meeting challenges; Being successful

Gender-Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, humankind versus mankind, etc.), affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.

Emergency procedures / RAVE

College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to https://www.GetRave.com/login/Redwoods and use the "Register" button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with "redwoods.edu." Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

In the event of an emergency:

1. Evaluate the impact the emergency on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
4. Do not leave site, unless it is necessary to preserve life and/or has been deemed safe by the person in command.