

Course Information

Semester & Year: Spring 2020

Course ID & Section #: WORK 201 – E0865

Instructor's name: Andrew Rix

Day/Time: Tues, Wed, & Sat 8:00 – 11:00 AM

Location: Humboldt County Correctional Facility, 3rd Floor Classroom, Eureka

Number of units: NA

Instructor Contact Information

Office location: TBD

Office hours: TBD

Phone number: TBD

Email address: Andrew-Rix@Redwoods.edu

Required Materials

Textbook title: What Color is Your Parachute? 2019: A Practical Manual for Job-Hunters and Career-Changers

Edition: Revised

Author: Richard N. Bolles

ISBN: 978-0-399-58168-7

Other requirement: Instructor Provided Materials

Catalog Description

A course in developing 21st-century career readiness skills. The focus is on career preparation and improving workplace skills such as effective communication and teamwork. Topics include writing resumes and cover letters, and the essentials for preparing for job interviews. Instruction is individualized according to student need.

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

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

Evaluation & Grading Policy

Homework assignments weekly for time credit.

Prerequisites/co-requisites/ recommended preparation

NA

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 feedback policy

Questions and answers will be provided during class time.

Student Accessibility Statement and Academic Support Information

These standards are required by federal regulation. Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color.

Students who discover access issues with this class should contact the instructor

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

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 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.

Class schedule

- **Week 1:** Introductions; discuss changes to the work environment; begin discussion of soft skills in the 21st Century – topics include adaptability and self-awareness.
- **Week 2:** Soft skills discussion; complete personal assessments related to self-awareness and career choices.
- **Weeks 3 - 6:** Continue soft skills discussions (communication, collaboration, empathy, critical thinking, etc.).
- **Week 7:** Job search approaches.
- **Week 8:** Complete personal inventories to help assist in potential job choices.
- **Week 9:** Resumes, interviewing techniques, salary negotiation, overcoming barriers to employment.

Emergency procedures for Humboldt County Correctional Facility

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