

Syllabus for WORK 201

Course Information

Semester & Year: Summer 2019

Course ID & Section #: AM 49014

Instructor's name: Terrin Musbach

Day/Time: M-TH 9-3, July 1- August 9

Location: CR, DA 1
Number of units: 0

Instructor Contact Information

Office location: DA-1

Office hours: As scheduled

Phone number:

Email address: tmusbach@dnusd.org

Required Materials

Textbook Title: Materials will be provided by the instructor.

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 21st work readiness skills.

Evaluation & Grading Policy

This is a non-credit class. Students that come to class will be deemed as making satisfactory progress.

Prerequisites/co-requisites/ recommended preparation

No pre-requisites, co-requisites or recommended prep.

*ONLINE REQUIREMENTS - The following are required <u>online</u> courses but are recommended for all (see * in contents). 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 accommodations, please see me or contact <u>Disability Services and Programs for Students</u>. Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

Student feedback policy

Instructor will initiate frequent interactions with all students, both individually and collectively through one on one conferencing, small group check in's, and whole group discussions.

Student Accessibility Statement and Academic Support Information

The following online resources are available to support your success as a student:

- <u>CR-Online</u> (Comprehensive information for online students)
- Library Articles & Databases
- Canvas help and tutorials
- Online Student Handbook

Counseling and Advising offers academic support and includes academic advising and educational planning

Learning Resource Center includes the following resources for students

- Academic Support Center for instructional support, tutoring, learning resources, and proctored exams.
- <u>Library Services</u> to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center [waiting for hyperlink and Mission]
- Math Lab & Drop-in Writing Center

Special programs are also available for eligible students include

- <u>Extended Opportunity Programs & Services (EOPS)</u> provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in <u>Eureka</u> or in <u>Del Norte</u>
- The <u>Veteran's Resource Center</u> supports and facilitates academic success for Active Duty Military,
 Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance,
 and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821
- The <u>Honors Program</u> helps students succeed in transferring to a competitive four-year school.

Course 6-Week Overview:

Design Thinking includes a five step process: imagine, empathize, ideate, prototype and launch. The first five days of the course will lay the groundwork for selecting social issue topic in Del Norte County that will be studied for the duration of the program. Once topics are created, teams will be identified. Teams will document their design thinking process as the explore, identify and create a solution to a local social issue. The final product will be launched, and the review of the process will be shared with a local audience of 200+ community members at the

Showcase event on August 8th. Students with a strong desire to pursue their project into business will be connected with others that can assist in the continuation of the business solution.

Course Expectations:

What you should expect from your instructor:

First, and most important is Safety

My first job is to keep you safe. Everything I ask you to do will be rooted in the brains need for a felt sense of safety. If you are curious about how something relates to safety, I encourage you to ask me.

Second, is connectivity:

My second job is to purposefully create a space where we are connected to one another for a common purpose and goal. Because of this, we will create and honor class commitments.

Third, is executive functioning:

My final job is to create more neural pathways that strengthen the health and wealth of our brains, we must ask, "What can I learn from this?"

What your instructor expects from you:

Safety: My job is to keep you safe, your job is to help me keep you safe. You can do this by giving me your undivided trust in the case of an emergency, and by communicating with me when things are not going well for you, either in this course or in life.

Connection: My job is to create a space where you feel connected, your job is to tell me if something in the space is a barrier for you connecting.

Executive Function: My job is to strengthen your brain by teaching you how to exercise it. Your job is to exercise.

YTA Showcase Attendance and Participation

The YTA showcase will debut on August 8th after the completion for the design thinking process. The showcase is a public event that requires public speaking, and perhaps, a business pitch.

Showcase: Aug 8th- Cultural Center- 5:30-8:30

Every person/pathway will give a presentation

Every pathway will have a trifold

Pathway can decide on presentation style but every participant should say something on stage Rehearsal the morning of

Food Provided More info to come Schedule- Monday & Tuesday

Free transportation on Redwood Transit. Please let us know if you need assistance. All CR students can ride the bus free with CR ID. http://redwoodcoasttransit.org/routes-schedules/