

Course Information

Semester & Year: Summer 2019
Course ID & Section #: WORK 201 D9051
Instructor's name: Jennifer Dutton
Day/Time or *Online: Saturday/12:30pm-3:00pm
Location: Pelican Bay State Prison- D Yard Education Building
Number of units: 0 units (Non-Credit)

Instructor Contact Information

To contact me with class questions outside of class hours, please fill out an "Ask CR" sheet that includes my name and your question for me.

Required Materials

Instructor will provide materials for class

Catalog Description

This is 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.

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

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

Academic Honesty and Classroom Behavior

Academic dishonesty

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.

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.

Additional information about the rights and responsibilities of students is available in the CR Catalog and can be provided to you upon request.

Evaluation & Grading Policy

Students who are present in class and complete class assignments will receive a "Pass" for this course. The assignments for this course will be done in-class; however, you will have the opportunity to work on them outside of class if needed.

Prerequisites/co-requisites/ recommended preparation

None

Special accommodations statement

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. 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 through me or an "Ask CR" sheet.

Student feedback policy

We will go over course work and assignments in class.

Student Accessibility Statement and Academic Support Information

Academic support is available at Counseling and Advising and includes academic advising and educational planning.

Lockdown Policy

In the event of a lockdown, this class will not meet but will remain largely unaffected. However, if we miss a meeting, I'd encourage you to write down some specific questions so that next time we meet, I can help everyone as efficiently as possible.

*Class Syllabus and Schedule are subject to change by Instructor

Class Rubric

<i>Week</i>	<i>Date</i>	<i>Topic</i>	<i>Text Chapters & Activities</i>	<i>Assignments/Due Dates</i>
1	06/08/19	Introductions/Course Syllabus /Career clusters and interests/Personal Strengths and Weaknesses/Core Values	In Class Activity	Class discussion/Activities
2	06/15/19	No Class		
3	06/22/19	Self-Awareness/Personal Mindset and Creating your best you/Business attire/Interviewing	Discussion and In Class Activities	Assignments completed in Class
4	06/29/19	Applications/Creating personal and professional references/Work experience	Discussion and In Class Activities	Create an Application for Employment

Class Schedule

Week 1: Introductions; review syllabus; discuss changes in the world of work in the 21st Century; discuss adaptability in the work place; discuss social/diversity awareness and its value within the modern workplace; Discuss the importance of collaboration in the workplace through team building; put concepts into practice

Week 2: No Class

Week 3: Discuss self-awareness at work; discuss community skills such as body language and active listening; Discuss the importance of empathy by listening and mirroring; discuss the importance of developing good relationships with people and developing good decision making skills; discuss the importance of developing creative strong problem solving skills; Discuss resilience and the growth mindset; discover how to bounce back after failure.

Week 4: In class we will create an application for employment; discuss who best to use for personal and professional references; Discuss work experience and how to best show your skills on an application