

Course Information

Semester & Year: Summer 2019
Course ID & Section #: WORK 201 D9052
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	07/06/19	Resume'/Cover Letters	Create a Resume'/Cover Letter	
2	07/13/19	Resume'/Cover Letters Continued	Finish up Resume'/Cover Letter	Resume' and Cover Letter due: 07/13/19
3	07/20/19	Initial Contact with Potential Employers/ Interviews/ Follow up after you apply		This is our last class. Any assignments are to be turned in prior to this class.

Class Schedule

Week 1 & 2: Discussion on Resume and cover letter's; examples will be given in class; create a resume' and cover letter

Week 3: Discussion of what to wear to turn in applications/interviews; Discuss what to expect in a personal interview, individual or panel style; Discuss how to follow up on an interview or after an application or resume' has been turned in.