

Syllabus for WORK 201 – Work Readiness Skills for the 21st Century

Course Information

Semester & Year: Summer 2019
Course ID & Section #: WORK-201-E8927
Instructor's name: Deva Richards
Day/Time: TThS 1-4 p.m.
Location: Humboldt County Correctional Facility, 3 rd Floor Classroom, Eureka, CA
Number of units: 0

Instructor Contact Information

Office location: Adult Education Office, 310 3 rd St., Ste. C, Eureka, CA 95501
Phone number: Adult Education Office (707) 476-4520
Email address: deva-richards@redwoods.edu

Required Materials

Textbook title: none; teacher-generated readings, handouts, and worksheets will be provided.
Other requirements: pencil, notebook, folder to keep class handouts

Catalog Description

A course in developing 21 st -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.
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Course Student Learning Outcomes

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

Evaluation & Grading Policy

This is a non-credit course; a grade of "Satisfactory" will be awarded for participation.

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. Please present your written accommodation request at least one month 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 talk to me or contact [Disability Services and Programs for Students](#). Students may make requests for alternative media by contacting CR's Office of Adult Education at (707) 476-4520.

Student Accessibility Statement and Academic Support Information

Student accessibility 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.

The Adult Education Office at CR will soon be hiring an academic support advisor for students at HCCF. In the meantime, ask your instructor for academic support, or contact the Adult Education Office at (707) 476-4520.

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.

Institutional Policies

Admissions Deadlines & Enrollment Policies

Fall 2019 Dates

- *Last day to add a class: 8/23/19*
- *Last day to drop without a W and receive a refund:9/6/19*
- *Census date:9/9/19*
- *Last day to petition to graduate or apply for certificate:10/31/19*
- *Last day for student-initiated W (no refund):11/1/19*
- *Last day for faculty initiated W (no refund): 11/1/19*
- *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*
- *Final examinations:12/14/19 – 12/20/19*
- *Semester ends:12/20/19*
- *Grades available for transcript release: approximately 1/6/20*

Students who have experienced extenuating circumstances can complete & submit the **Excused Withdrawal Petition** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

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. 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.

Policies for this Class

Class Participation and Attendance Policy

- Participation in this class means doing the assigned work, asking questions, contributing your thoughts to class discussions, and speaking up when asked to read aloud or answer a question. Participation also means helping your classmates if they ask for help.
- Students who attend at least two-thirds of the class meetings (after enrolling in class) will be allowed to attend the end-of-session pizza party. If you are absent more than once per week, you will not be allowed to party.

Late Homework Policy

This class moves quickly. Therefore, late homework will not be accepted.

Student Feedback Policy

I will return graded homework to you within one week of collecting it.

Additional Policies

Rude or obnoxious behavior will not be tolerated inside the classroom. We are here to learn. Anything you do to disrupt others from learning will cause me to ask you to leave class for the day, and possible longer. Fighting, or instigating fights, will *especially* not be tolerated. Be warned: The first time you instigate a verbal or physical fight with anyone inside the classroom, you will be removed from the class permanently.

Information for this Class

Communication Guidelines

If you need to speak with me privately, please write me a note or letter. I keep anything you say or write to me private, unless I feel that you are a danger to yourself or others. Class work, however, is usually meant to be shared with the class. If you don't want to share your work with the class, just say so.

I want you (and everyone else) to feel comfortable inside the classroom – while understanding that mental and emotional growth is a part of learning, and growth often feels uncomfortable. If you are concerned about anything happening inside the classroom, please write me a note or letter, and I will do my best to resolve your concern.

Class schedule

Week	Date	Topic	Activities	Homework & Due Dates
1	June 4, 6, 8	Class Intro., and Exploring Your Career Options	Class registration; read syllabus; take “Education & Career Self-Assessment”; lecture, reflection, readings, & exercises to help students explore career options, incl. the “Locus of Control Self-Assessment” & worksheet, the RIASEC test, & <u>The Takeaway</u> radio show on work after jail; browse CR’s website	Complete the “Long-Term Goals” worksheet. Due June 8.
2	June 11, 13, 15	Decision Making and Problem Solving	Lecture on decision making; complete “Analyzing a Personal Problem” worksheet re: career goals; listen to the <u>TED Radio Hour</u> on “Decisions”; browse the Humboldt County “Family Resource Guide”; how to identify fake news & scams; detail the next five steps to reach your most wanted career goal	Do “Steps for Good Decision Making” worksheet. Due June 15.
3	June 18, 20, 22	Time Management	Lecture, reflection, and exercises on time management, including common time pressures and time wasters, task prioritization, S.M.A.R.T goals, time blocking, and the effects of personality on time management skills	Write & follow a “Time Blocking” sheet for 1 day. Due June 22.
4	June 25, 27, 29	Computer Basics	Lecture, readings, and exercises to help students learn how to turn a computer on, navigate the desktop, and open, type, format, edit, save, and print an MS Word document; students type up and print their resumes; mid-term course evaluation	Write your resume using the format provided. Due June 27.

RAVE and Emergency Procedures

CR 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 page to create an account. Please use your CR email address as your primary Registration Email.