

## Course Information

Semester & Year: SPRING 2022  
Course ID & Section #: WORK 227 V3180  
Instructor's name: Wendy Butler  
Days-Times: Feb. 9-Feb. 23, 2022 Mondays and Wednesdays, 6:30-8:30 p.m. on Zoom.  
Number of units: 0.0 This is a noncredit course.

## Instructor Contact Information

CR Adult & Community Education office: (707) 476-4500  
Instructor email address: [Wendy-Butler@Redwoods.edu](mailto:Wendy-Butler@Redwoods.edu)  
Instructor phone: 707-502-9711

## Catalog Description

An introduction to workplace teamwork and team-building strategies. Students will learn to recognize various personalities and how their strengths and weaknesses impact a team. Guided classroom activities will build skills in effective team management.

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

1. Analyze the influence of different personalities in the workplace.
2. Define the characteristics of an effective team.
3. Evaluate common team problems and discuss methods to solve them.

## Prerequisites

None

## Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

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

## Evaluation & Grading Policy

WORK 227 is a free, noncredit course. It will give you a greater understanding of how individual personality types can affect a workplace. Additionally, this course will help you explore characteristics of effective and ineffective teams including barriers to team building. You will evaluate and create strategies for building productive teams. This course will

also help you learn and develop reading, writing and critical thinking skills that are needed for the college's credit sequence, other courses of study at CR and, in general, for your life. This course will not include exams; therefore, proctoring will not be part of this course. WORK 227 does not include official letter grades. With all noncredit courses you will receive a satisfactory or "S" if you attend and actively participate in our Zoom sessions each Monday and Wednesday, 6:30-8:30 p.m. Since this course relies on active participation, you are expected to follow instructions and listen carefully before speaking and be respectful of your instructor and your classmates.

### **Class Materials**

A College of the Redwoods' email account, a computer with Internet access and audio/video capability, and also a notebook/binder and pen/pencil.

### **Necessary Computer Skills**

You should be able to use your **CR email**, **Canvas** and **Web Advisor**. You should know how to open and download **PDF** and **Microsoft Word (docx)** files. You are responsible to meet the technological demands of this course.

**Canvas:** CR provides tutorials to help you better understand and navigate Canvas.

<https://www.redwoods.edu/online/NewHome/Canvas-Resources-Home>

**Zoom:** I will provide you with instructions about how to join all of our Zoom class sessions. Links and instructions are also available in our Canvas "classroom." Additionally, I will be available to answer your questions about Zoom and Canvas during and outside of our Zoom sessions.

### **Class Routine**

I will provide all class readings on Canvas for you to download and print for your use ahead of our regular class Zoom sessions so that you will be prepared. Additionally, I will post whole-class discussions and worksheets on Canvas which I have designed to further enhance this course's resources. The Zoom sessions will include the readings as well as topical videos, breakout group activities and individual written assignments. You will be given Zoom class time to complete the group work and the written assignments which are an active part of our class discussions.

### **Student Feedback Policy**

WORK 227 includes regular instructor-student communication. I will provide prompt feedback on all assignments. Student and class inquiry and discussion will be integrated throughout the course. I am available through email and phone for your questions and to provide you with additional instruction for and clarification of assignments.