

# REEDLEY COLLEGE

Developmental Services

DEVSER 255

Course Syllabus

Fall 2021

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**Course Title:** Workability Experience

**Location:** Reedley College 100% online

**Schedule:** August 9, 2021- 1st day of class  
December 8, 2021- Last day of class

**Final Exam:** Due December 8, 2021. (Online Exam)

**Instructor:** Nicole Comstock  
Disabled Students Programs and Services  
(559) 638-0332 (DSPS office phone)  
Email: nicole.comstock@reedleycollege.edu

**Office Hours:** This time is set aside to meet with students, answer questions, assist with assignments, etc. Office hours will be by appointment only via zoom. Please email me for an appointment. I am available Monday - Friday in the evenings and on the weekends. Please let me know how I can help you.

**Text:** There is no required textbook for this course. The required handbook and all materials for this class will be provided free to students via Canvas.

**Materials Needed:** Access to a computer and internet. Class handbook, assignments and information will be given via Canvas.

**Course Description:** This course emphasizes developing skills through work experience in the area of time management, following directions, appropriate work behaviors, and planning vocational choices. This course is designed for students with disabilities.

## **Course Objectives:**

- Establish and demonstrate skills in time management.
- Develop and demonstrate appropriate work behaviors and attitudes.
- Gain and improve communication skills by practicing asking questions, following directions/instructions, providing customer service.
- Gain awareness of work place conditions and environment hazards through hands on experience and discussion with supervisor or instructor.
- Establish and maintain appropriate relationships with co-workers and supervisors.
- Gain hands on work experience in a career area identified on the student's personal employment plan.

**Student Learning Outcomes:** In the process of completing this course, the student will demonstrate the ability to complete the following:

- Demonstrate the ability to present self appropriately in a given job setting.
- Follow directions/instructions given in a job setting.
- Manage time effectively in a job setting.

**Class Cancellation Notification:** If class is cancelled, there will be an announcement in Canvas.

**Grading:** This course is a credit/no credit course. Points will be based on class participation, quizzes/exams, classwork and presentations. Point breakdown is as follows:

Participation/Discussions 200 points

Assignments 150 points

PowerPoint 100 points (Educational & career goals)

Quizzes/Exams 50 points (Syllabus & Final Exam)

Total possible points: 500 points

**\*350 points or higher are needed to pass this course.**

### **Grade Distribution:**

Grade Percentage Points

A = Credit (CR) 90-100% 500-450

B = Credit (CR) 80-89% 449-400

C = Credit (CR) 70-79% 399-350

D = No Credit (NC) 60-69% 349-300

F = No Credit (NC) 0-59% 299-0

### **Course Calendar**

**(8/9-8/15) Week 1:** Course Introduction, SCCCD Email, syllabus quiz. introduction

**(8/16-8/22) Week 2:** Awareness of Time Management

**(8/23-8/29) Week 3:** Follow directions at Work

**(8/30-9/5) Week 4:** Awareness of Time on Task

**(9/6-9/12) Week 5:** Maintaining a Job

**(9/13-9/19) Week 6:** Appropriate Work Behaviors & Attitude

**(9/20-9/26) Week 7:** Appropriate Relationships with Co-Workers and Supervisors

**(9/27-10/3) Week 8:** Grooming and Hygiene at Work

**(10/4-10/10) Week 9:** Culture Norms at Work

**(10/11-10/17) Week 10:** Choosing an Appropriate Vocation

**(10/18-10/24) Week 11:** Communication at Work

**(10/25-10/31) Week 12:** Communication Project

**(11/1-11/7) Week 13:** Employment Plan

**(11/8-11/14) Week 14:** Work Place Conditions & Environmental Hazards

**(11/15-11/21) Week 15:** Forms Required for Employment

**(11/22-11/28) Week 16:** How to Appropriately End a Job

**(11/29-12/5) Week 17:** Review Final

**(12/6-12/8) Week 18:** Final

\*This is a tentative schedule and may be changed.  
Please check Canvas regularly for updates and announcements.

### **Communication, Attendance, Drop and Late Work Policy**

**Communication Policy:** Regular communication is critical to your success in this course. Here are the ways you can contact me:

- 1) Email. Please email me at [nicole.comstock@reedleycollege.edu](mailto:nicole.comstock@reedleycollege.edu) I should respond to your email within 24 hours.
- 2) Canvas Inbox: Please message me through the Canvas inbox for our course. I should respond to your email within 24 hours.
- 3) Office hours: By appointment only. Please email me to set up a zoom meeting.
- 4) Other: I am also available for texts, phone calls and/or Zoom meetings as needed. Please email me to set up these forms of communication.

**Attendance and Drop Policy:** In order to avoid being dropped from the course, students must complete the syllabus quiz and contribute to the “Introductions” discussion post the first week of class. Participating and engaging in weekly activities (e.g. discussion boards, assignments, quizzes) will count toward your weekly attendance. Please contact the instructor immediately if you are having issues or need assistance. I am here to help! Students who wish to drop the course must do so through Web Advisor.

**Late Work Policy:** Due dates for assignments and exams will be posted in advance. Assignments are due at 11:59 p.m. on the date indicated. All work should be completed on time. Late work will be accepted (up until the final exam date) but will only receive 50% credit. I would rather you complete an assignment and earn partial credits, than not do the assignment at all. Please contact me for any special circumstances, emergencies, etc.

### **Policies of Reedley College:**

**1. Students with Disabilities/Special Accommodations:** If you have any special needs as addressed by the Americans with Disability Act (ADA) such as extended test time, an alternate testing location, books on e-text, note taking assistance or adaptive equipment and you need reasonable accommodations, please notify instructor immediately.

**2. Honor Code:** Students at Reedley College are responsible to ensure that their education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

**3. Withdrawal Policy:** Every student who gets a late “Withdrawal” (past the ninth week of the semester or 50% of the course-whichever is less) from a course has potentially displaced another student from the opportunity to take that course. Therefore, this course will adhere strictly to the college’s policy. Students may drop a course before the end of the second week of class using

the standard computer system without need for instructor permission. However, course withdrawals past the end of the ninth week of class will not be allowed without “serious and compelling” reasons that are documented by appropriate medical or other professional authority. A change of work schedule, lack of interest in the material, failing grades, etc. are not going to qualify as reasons to drop the course.

**4. Cheating and Plagiarism:** Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents. Further action may be taken in accordance with college policy. Students are instructed to refer to the administrative policies of their college catalog.

**5. Computer Usage:** State Center Community College District (SCCCD) students are permitted to use a District owned computer/network. As a condition of this use, each student agrees to and is expected to abide by the District’s Acceptable Use Policy ([http://www.sccd.com/is/district\\_use.html](http://www.sccd.com/is/district_use.html)). The District is the sole determiner of the interpretation and application of the Acceptable Use Policy. It is understood that if a student violates any of the policy rules, he/she is subject to removal from the computer facility as well as discipline as a student. Students shall be specifically warned to: 1.) not transmit any communication in which the meaning of the message or its transmission or distribution would violate any applicable law or regulation or be offensive to the recipient or recipients and 2.) not search, view or download pornographic material through any means.

**6. Disruptive Classroom Behavior:** Students are under obligation to respect the authority of each instructor and are responsible for their conduct. Failure to adhere to the college’s standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or is not taking proper advantage of the opportunities offered. (See Student Right to Know on page 10). (See Reedley College’s Student Code of Conduct Policy/Board Policy 5520 and Educational Code 76032)

**7. Copyright Policy:** Copyright laws and fair use policies protect the rights of those who have produced the material. The materials copied in this course have been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code).

**8. Sexual Harassment:** All students and employees should be aware that Reedley College, and the State Center Community College District are concerned and will act to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action. Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Act, which is enforced by the Equal Employment Opportunity Commission. Sexual harassment is included among legal prohibitions against discrimination. Title IX of the Educational Amendments of 1972 also establishes sexual harassment as discriminatory and unlawful.

**9. Smoking, Alcohol, and Illicit Drug Use:** Reedley College does not allow smoking in campus buildings and is a drug- and alcohol-free campus. Therefore, smoking and use of tobacco products is prohibited in all campus buildings. Additionally, the college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (as defined in Schedules I through V of the Controlled Substances Act {21U.S.C812}and as further defined by Regulations 21 CFR 1308.15 in the 46 Administrative Policies workplace).