Course Syllabus

**REEDLEY COLLEGE**

Disabled Students Programs & Services

# DEVSER 250 Fall 2018

### Course Title: Workability Assessment and Career Awareness 51691

### Schedule #: August 14, 2018 – December 11, 2018

 Tuesday, Thursdays: 8:00-9:50 AM

 Wednesday: 8:00-8:50 AM

 Final Schedule: Tuesday, December 11, 2018 8:00-9:50AM

**Instructor:** Jennifer Langenheim, M.S.

Disabled Students Programs and Services

(559) 638-0332 extension 3473

Email: Jennifer.langenheim@reedleycollege.edu

**Office Hours:** Arranged by appointment only.

**Text:** The required handbook for this class will be provided by the DSP&S Program.

**Student Learning Outcomes**:

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

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| --- |
| * Identify three vocationally-oriented personal strengths and weaknesses based on the outcomes of personality/vocational assessments.
* Investigate a specific career and determine your ability to successfully perform the essential functions of a job within that career pathway.
* Determine the steps you need to take in order to prepare for and pursue a chosen career path.
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**Grading:**

This course is a credit/no credit course. Points will be based on class quizzes, project and workbook completion. Point breakdown is as follows:

***Graded Assignments***

Class Participation 150 points

Class Homework and Assignments 200 points

Class Presentations 100 points

Quizzes/Exams 50 points

 **Total possible points: 500 points**

***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

Special dates to be aware of:

August 24-Last day to drop full term class for full refund

August 31-Last day to register for fall full term class in person

August 31-last day to drop full term class to avoid a “W” in person.

September 2-Last day to drop a fall 2018 full term class to avoid a “W” on WebAdvisor

September 3-LABOR DAY

September 25- NO CLASS

October 12-Last day to drop a full term class

November 12-VETERENS DAY

November 22-23- THANKSGIVING

December 10-14- Finals

December 14-End of fall 2018 semester

**Final Exam: Scheduled for Thursday December 13, 2018 from 11-12:50**

**CALENDAR**

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| --- | --- | --- |
| Week Of | Topic/Description | Assignments Due |
| 08/14/2018 -08/16/2018 | Introduction Personal Insight |   |
| 08/21/2018 -08/23/2018 | Personal Insight cont. |   |
| 08/28/2018 -08/30/2018 | Personal Insight cont. |  |
| 09/04/2018 -09/06/2018 | Assessments |  |
| 09/11/2018 -09/13/2018 | 21st Century Employability Skills |   |
| 09/18/2018 -09/20/2018 | Career Exploration  |   |
| 09/25/2018  | NO CLASS | Interview Assignment |
| 09/27/2018 | Career Exploration cont. |  |
| 10/02/2018 -10/04/2018 | Career Exploration cont. |  |
| 10/09/2018 -10/11/2018 | Career Exploration cont. |  |
| 10/16/2018 -10/18/2018 | Vision Board |  |
| 10/23/2018 -10/25/2018 | Job Shadow  |   |
| 10/30/2018 -11/01/2018 | Job Search |  |
| 11/06/2018 -11/08/2018 | Job Search |   |
| 11/13/2018 - 11/15/2018 | Job Search Assignments |  |
| 11/20/2018  | Presentations two minute me pages 24-25Present Vision Board |   |
| 11/27/2018 -11/29/2018 | Review |  |
| 12/04/2018 -12/06/2018 | All assignments must be turned in for credit/Prepare for final |  |
| 12/11/2018 | **FINAL EXAM Tuesday 8-9:50am** | **FINAL EXAM****12/11/2018** |

 \*This is a tentative schedule/calendar and may be changed.

**NOTES/COMMENTS/UPDATES:**

**This schedule is subject to change. If you are absent from class, it is your responsibility to check on announcements and changes made while you were absent.**

**Policies of this course, DSP&S, and Reedley College:**

1. Student Responsibility: Attendance & participation is important. Students are expected to attend all classes & are expected to arrive on time & stay for the entire class session. Throughout this course you will experience group exercises & activities. Students are expected to actively participate and communicate.
	1. **Attendance means all class period.** Two tardies are equal to one absence. Tardies and absences will be reflected in your participation points as you are unable to participate when you are not in class. If you are tardy, please do not disturb the class and take a seat close to the door.
	2. Your presence is important to the quality of your learning and insures your opportunity to contribute to your learning. **A student should consider class their** **job and grades their pay**. Employees who do not show up for work do not get paid. Learn to be on time and to schedule and manage your other commitments in your time away from class.
	3. If a student is unable to attend, it is his/her responsibility to notify the instructor and obtain any missed information and/or assignments from the instructor or other students.
	4. According to campus policy, **any student missing more than 3 class sessions may, at the discretion of the instructor, be subject to failing the class**. Dropping is your responsibility. Late and makeup work will not be accepted unless the instructor gives prior approval.
	5. In the event of an absence, students are expected to make arrangements with peers to collect class information and materials. If the student anticipates an absence, it is the student’s responsibility to turn in any assignments due that day in advance. If the instructor is absent, it is within campus procedure that a note is placed on the classroom door.
2. Due Dates: Students are responsible for all listed and announced dates and assignments. If an absence is anticipated any assignments due that day are to be submitted in advance. Class assignments accepted after this will be graded and the assignment total will be marked down 10% for each calendar day late. Assignments not handed directly to the instructor must be stamped with the date received and placed in the instructor’s mailbox in the DSP&S office. Assignments will not be accepted more than 4 days after the originally scheduled due date. Note: Negotiation of alternate due dates will be considered on an individual basis and must occur no less than two weeks prior to the assigned date.

***DEVSER General Instructional Policies:***

1. Participation: Regular and on-time attendance is a basic expectation. If a class is missed, it is the student’s responsibility to obtain the material missed. Students should recognize that entering a class late is disruptive to both the instructor and the other students and should make every effort to be on time. Participation includes bringing appropriate materials to class, completing assignments on time, and completing any reading assignments prior to class so that the student is able to take part in class discussions.
2. Professionalism: The faculty regards Developmental Services (DEVSER) curriculum as a bridge for students to advance their skills academically and vocationally to be a future professional in the community. As such, students are expected to behave in a professional manner. Basic program expectations include professional behavior in the classroom and during all field experiences. Attendance, preparedness, effort, and honesty, in combination with respect for faculty and other students are all considered under the heading of professional behavior. The goal is to create a community of learners in a positive, insult-free zone. A student who is unable to conduct himself or herself in a courteous and respectful manner will be asked to remove himself or herself from the classroom. Cell phone and other electronic communication devices are to be turned off during class and stored out of the way of class activity.
3. Problem Resolution: Any student who has a question about a grade or a class procedure is advised to first approach the course instructor. If the issue is not resolved at this level, the student is encouraged to meet with the Program Coordinator.
4. Writing Competency: The student’s ability to effectively communicate in writing is very important. The instructor will evaluate the efforts of each student not only for the content presented but also for spelling, grammar, punctuation, neatness and organization of thought. Unless notified otherwise by the instructor, all written work must be typed and is expected to be high quality work. You may be asked to correct and resubmit a paper of that not acceptable quality. Grades for resubmitted papers will be the average of the original and the revision.
5. Format Expectations for Written Assignments: The DPS&S instructional faculty has developed the following guidelines to assist students in preparing papers and assignments for submission in Devser courses. Papers and assignments submitted that do not meet these expectations will not be graded and will be returned to the student.
	1. Font style: Times New Roman
	2. Font size: 12 point font
	3. Spacing: Double space
	4. Margins: Standard 1” margins
	5. Cover page: Include the title of the assignment, your name, class title, instructor name, and date.
	6. Staple: Use a staple to attach multiple page assignments. Do not use a paper clip.
	7. Assignments that are required to be typed must be typed

***Reedley College Policies:***

* 1. Students with Disabilities/Special Accommodations: Any student in need of an accommodation due to a disability is encouraged to consult with the instructor immediately so that arrangement can be made. Students may refer to the policies and regulations section of their catalog for clarification.
	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.scccd.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). Instructors are authorized to remove a disruptive student from his or her class for the day of the removal and the next class meeting. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class. (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 take action 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).