REEDLEY COLLEGE

Developmental Services

DEVSER 251   **Course Syllabus**   **Spring 2022**

Course Title: Workability Preparation and Job Placement

Location: Reedley 100% online

Schedule: January 10, 2022 - May 20, 2022

Instructor: Nicole Comstock, Disabled Students Programs and Services

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 via zoom on Tuesday's from 6pm – 7pm.

Join Zoom Meeting

https://us02web.zoom.us/j/84886831936

Meeting ID: 848 8683 1936

Passcode: Reedley

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: The course focuses on the development of skills in the areas of work preparation, job placement, and compensatory skills in preparation for work. Students will explore disability issues related to employment, develop an employment portfolio, gain interviewing skills, and become familiar with the Americans with Disabilities Act and disability-related issues in the hiring process. This course is designed for students with disabilities.

Course Objectives:

• Discuss and practice using appropriate social skills for the employment environment.

• Explore the support systems available to them to assist with the job search/development process.

• Complete a cover letter and resume on the computer and save to storage media.

• Practice contacting potential employers.

• Practice utilizing various sources to identify open position listings (i.e. newspapers, internet and personal network).

• Discuss the importance of and practice using appropriate grooming/hygiene.

• Practice interviewing skills.

• Practice completing job applications.

• Explore how his/her disability could affect employment.

• Review rights given within the Americans with Disabilities Act and discuss how this legislature relates to them.

• Identify potential people to act as references and develop a reference list saved on media storage.

• Discuss and practice using appropriate interview and employment related types of dress.

• Explore reasonable accommodations for his/her specific situation.

• Explore appropriate ways to identify the need for an accommodation and how to request one.

• Practice modifying their cover letter and resume to fit different employment application scenarios.

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

• Complete a basic employment application.

• Complete a cover letter and resume on the computer and save to storage media.

• Demonstrate appropriate personal presentation (hygiene/dress) and social interaction skills during an interview.

• Explain how his/her disability could affect employment

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:

Graded Assignments:

Participation/Discussions 180 points

Assignments 180 points

Presentations 100 points (2 minute me, vision board, career plan)

Quizzes/Exams 50 points (2- midterm & 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

General Dates:

Reedley College-Important Dates for Spring 2022 Semester:

- January 10th: Instruction begins
- January 17th: Martin Luther King Day

- January 21st: Last day to drop a Spring 2022 full-term class for full refund

- January 28th: Last day to register for a Spring 2022 full-term class in person w/ authorization code

- January 28th: Last day to drop a Spring 2022 full-term class to avoid a "W" in person

- January 30th: Last day to drop a Spring 2022 full-term class to avoid a "W" on WebAdvisor.

- January 30th: Last day to add a Spring 2022 full-term class with an authorization code on WebAdvisor

- February 11th: Last day to change a Spring 2022 class to/from Pass/No-Pass grading basis

- February 18th: Lincoln Day Observation

- February 21st: Washington Day Observation

- March 1st: Deadline to apply for graduation for Spring 2022 completion

- March 11: Last Day to drop a full-term class (letter grades assigned after this date)

- April 11th – April 15th: Spring Recess (no classes held)

- May 20th: Last day of the Spring semester

Weekly Schedule:

(1/10-1/16) Week 1: Course Introduction
(1/17-1/23) Week 2: Cover letters
(1/24-1/30) Week 3: Types of resumes
(1/31-2/6) Week 4: References
(2/7-2/13) Week 5: Letters of recommendation
(2/14-2/20) Week 6: Personal care-taking for employment
(2/21-2/27) Week 7: Job Search

(2/28-3/6) Week 8: Job Search
(3/7-3/13) Week 9: Application Process
(3/14-3/20) Week 10: Application Process
(3/21-3/27) Week 11: Interviewing
(3/28-4/3) Week 12: Interviewing
(4/4-4/10) Week 13: Your rights
(4/18- 4/24) Week 14: Your rights
(4/25-5/1) Week 15: The Americans With Disabilities Act
(5/2-5/8) Week 16: The Americans With Disabilities Act
(5/9-5/15) Week 17: Review Final
(5/16-5/20) Week 18: Final

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 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: These times are set aside to meet with students, answer questions, assist with assignments, etc. Tuesday's 6:00 – 7:00pm 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.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). (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).