

# REEDLEY COLLEGE

## Developmental Services

DEVSER 252-53995

Course Syllabus

Spring 2022

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**Course Title:** Workability Strategies and Job Maintenance

**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:** Students will use compensatory skills and strategies related to personal disabilities, work ethics, reasonable accommodations and social skills to help support employment retention. This course is designed for students with disabilities.

**Course Objectives:**

- Explore work ethics and workplace dynamics.
- Evaluate common workplace scenarios in relationship to communication, social skills, work ethics and workplace dynamics.
- Examine positive attitudes and work readiness skills.
- Explore social implications related to maintaining employment.
- Explore how his/her disability could affect employment.
- Identify reasonable accommodations for given scenarios.
- Differentiate between appropriate and inappropriate communication skills with coworkers and supervisors.

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

- Demonstrate appropriate communication skills with co-workers and supervisors.
- Demonstrate the ability to analyze common workplace issues/situations, taking into consideration social and individual work implications.
- Determine appropriate responses to common workplace issues/situations.

**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

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

Reedley College-Important Dates for Spring 2022 Semester:

**General Dates:**

- January 10<sup>th</sup>: Instruction begins
- January 17<sup>th</sup>: Martin Luther King Day
- January 21<sup>st</sup>: Last day to drop a Spring 2022 full-term class for full refund
- January 28<sup>th</sup>: Last day to register for a Spring 2022 full-term class in person w/ authorization code
- January 28<sup>th</sup>: Last day to drop a Spring 2022 full-term class to avoid a “W” in person
- January 30<sup>th</sup>: Last day to drop a Spring 2022 full-term class to avoid a “W” on WebAdvisor.

- January 30<sup>th</sup>: Last day to add a Spring 2022 full-term class with an authorization code on WebAdvisor
- February 11<sup>th</sup>: Last day to change a Spring 2022 class to/from Pass/No-Pass grading basis
- February 18<sup>th</sup>: Lincoln Day Observation
- February 21<sup>st</sup>: Washington Day Observation
- March 1<sup>st</sup>: 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 11<sup>th</sup> – April 15<sup>th</sup>: Spring Recess (no classes held)
- May 20<sup>th</sup>: Last day of the Spring semester

**Weekly Schedule:**

(1/10-1/16) Week 1: Course Introduction. Exploring Canvas. Introductions

(1/17-1/23) Week 2: Understand the Workplace – Attitude & Diversity

(1/24-1/30) Week 3: Understand the Workplace - Grammar usage, mannerisms and habits

(1/31-2/6) Week 4: Understand the Workplace – Disability implications for the workplace

(2/7-2/13) Week 5: Understand the Workplace – Reasonable accommodations

(2/14-2/20) Week 6: Work Ethics – Keeping the job, and punctuality

(2/21-2/27) Week 7: Work Ethics – Employer expectations/goals

(2/28-3/6) Week 8: Work Ethics – Employee evaluations

(3/7-3/13) Week 9: Work Ethics – Labor laws/unions, and Problem solving & ethical decisions

(3/14-3/20) Week 10: Socialization- Building relationships with supervisors and coworkers, and teamwork.

(3/21-3/27) Week 11: Socialization - Time management and Gossip

(3/28-4/3) Week 12: Socialization - Tone of voice/eye contact & Non-verbal cues

(4/4-4/10) Week 13: Socialization - Following work procedures & Decision making

(4/18- 4/24) Week 14: Customer service/public relations - The difficult customer

(4/25-5/1) Week 15: Customer service/public relations - Maintaining appropriate boundaries

(5/2-5/8) Week 16: Customer service/public relations - Family/friends as customers

(5/9-5/15) Week 17: Review for Final Exam

(5/16-5/20) Week 18: Final Exam

\*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: 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 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 a verified need for an academic accommodation or materials in alternate media (eg: Braille, large print, electronic print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.

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](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).

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