

SPRING 2024: HYBRID
#56324: 1/8/24 – 5/17/24

SPECIFIC MEETING DATES & TIMES ARE LISTED BELOW

INSTRUCTOR: TIFFANY DIX

COMMUNICATION POLICY

There are several ways to connect with me throughout the duration of this course:

Email: For the quickest response, please message me using the 'Inbox' tab via Canvas. This method is very efficient, and your email message will be automatically tagged with your course name/number. You may also email me at: tiffany.dix@reedleycollege.edu

Please remember to include your full name, course and any other pertinent information. I will try my best to respond within 24 hours.

(NOTE: Regular Business Hours are Monday through Friday, 9am - 5pm)

Phone: A Google voicemail line has been set up for students who prefer to communicate via phone, please call: **(559) 462-0234**. Make sure you clearly state your full name, course, and any other pertinent information. A transcript of your message will be emailed to me.

(Same 24hr. response time applies to phone messages)

Office Hours: I will be available to meet with students one-on-one daily as follows:

Mon/Wed, 9-10am, CTL 1

Tues/Thurs/Fri, 10-11am, Virtual via Zoom

(Meeting link & password will be posted on the Canvas Home Page)

TEXTBOOKS / SUPPLIES

- ❖ There are no required textbooks or supplies for OT 19V.

COURSE DESCRIPTION

Supervised employment, directly related to student's major in office technology. Students may enroll for a maximum of 8 units per semester. *Note: Students may earn a total of 16 units in work experience of which only 6 may be in COTR 19G.*

COURSE OUTCOMES

UPON COMPLETION OF THIS COURSE, STUDENTS WILL BE ABLE TO:

- compare and analyze work environments related to career goal decisions.
- evaluate work experience, regarding human relations and skill attainment needed for gainful employment.
- explain positive work ethics for the workplace experience
- describe how the work experience has influenced career decisions and goals.
- identify how classroom knowledge integrates into the workplace
- student will develop outcomes with instructor

COURSE OBJECTIVES

IN THE PROCESS OF COMPLETING THIS COURSE, STUDENTS WILL:

- prepare a detail time log and work experience record
- assess the work environment and the skills needed to perform in the work place
- evaluate the work experience as it relates to career decisions
- research and evaluate work ethics
- prepare a work performance self analysis
- prepare a self improvement plan
- identify the future skills needed for jobs in the selected career

LECTURE / LAB CONTENT OUTLINE

A. Student Orientation and course expectations

1. Contract Development
 - a. define learning objectives
2. Student Record Keeping
 - a. work ethics
 - b. performance expectations
 - c. detailed day to day work experiences journal
 - d. detailed daily time log
 - e. duties
 - f. tasks performed
 - g. new information
 - h. skills used
 - i. skills learned
 - j. additional skills needed
 - k. items of interest pertaining to the current work experience
 - l. information pertinent to career decisions

B. Workplace performance evaluation

1. Workplace supervisor will conduct the evaluations in collaboration with the instructor and in accordance with the contract.
 - a. frequency of evaluations will be agreed on by the workplace supervisor and the instructor

C. Student reports

1. Report on work experience and how it influenced career decisions
2. Report on self evaluation of work performance
3. Student will complete an evaluation of their own work performance

D. Completion of contract including employer evaluation

PARTICIPATION / ATTENDANCE

Class meetings will be held via Zoom during the first month of the semester and will serve as an orientation to OT 19V. Attendance is required from 6-7pm on the following dates:

Monday, January 8

Monday, January 22

Monday, January 29

(See Canvas Home Page for Zoom link)

You are responsible for maintaining a detailed record of your work hours on a weekly basis. During our initial orientation meetings, you will be instructed how to digitally log your hours through the JobSpeaker portal.

HOURS AND UNIT VALUE

- ❖ 54 hours per unit

HOLIDAYS

- Monday, January 15 – Martin Luther King Jr. Day
- Friday, February 16 – Lincoln Day
- Monday, February 19 – Washington Day

ADA COMPLIANCE

If you have special needs as addressed by the Americans with Disabilities (ADA) act including alternate media requests, please notify your course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

ACADEMIC DISHONESTY

- ❖ Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this 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.
- ❖ **CHEATING** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.
- ❖ If you are caught cheating on an assignment, everyone involved will receive zero points on that assignment. ***Cheating, in this class, is handing in the same assignment as another student as if it was your own.***
- ❖ **PLAGIARISM** is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.
- ❖ Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor.

**IMPORTANT! PLEASE READ:
Syllabus Receipt and Acknowledgment**

**Please submit response via Canvas
(*syllabus assignment*) acknowledging that
you have read and understand the entire
course syllabus.**