

Basic Course Information

Semester	Winter 2016	Instructor Name	Angie Ruiz
Course Title & #	WE15074Employment Readiness	Email	angie.ruiz@imperial.edu
CRN #	15074		
Room	801	Office	Room 811
Class Dates	August 21 – October 9, 2015	Office Hours	By appointment only
Class Days	Fridays	Office Phone #	760-355-6339
Class Times	1:10 – 3:10 p.m.	Office contact if student will be out or emergency	Frances Arce-Gomez, Staff Secretary (760) 355-6361
Units	1		

Course Description

:
A course that may be taken as a stand-alone or as a companion course related to WE 210 or WE 220. Skills development in the areas of job search, employer contact, resume writing, applications and cover letter, interviewing techniques, appropriate dress, job-holding practices and on-site learning objectives. A review of factors relating to or contributing to job success, including motivation, attitude, human relations, leadership, personal, as well as, group relationships and behavior. (Typed written assignments are required.)

Student Learning Outcomes

1. Develop a typed job resume.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- Experience orientation, receive their job placement and establish individual job objectives.
- Demonstrate an understanding of the requirements and expectations of private and public employers.
- Demonstrate and understanding of the role of motivation on the workplace.
- Demonstrate an understanding of how attitudes influence job performance.
- Demonstrate knowledge of the importance of the importance of human relations in the workplace.

Textbooks & Other Resources or Links

- *The Job Hunting Handbook: Take control and land the job you want* by Harry Dahlstrom (NO PHOTOCOPIES)
- USB drive

Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

90 – 100%	A
80 – 89	B
70 – 79	C (Pass)
60 – 69	D (No Pass)
59 or below	F (No Pass)

Anticipated Class Schedule / Calendar

Points	Assignments	Due Dates
30	10 Soft Skills/10 Hard Skills (list, sentences)	Meeting 1
20	Autobiographical Essay	Meeting 1
10	Job Application	Meeting 2
15	Phone Interview (VoiceThread)	Meeting 3
15	1-Minute Self-Sell (VoiceThread)	Meeting 4
	Soft Skills – Customer Service	Meeting 5
10	Career Research (Eureka Program)	Meeting 5
10	Resume (final copy)	Meeting 6
10	Cover Letter (final copy)	Meeting 6
60	Mock Interview	Meeting 6
110	Topic Presentation	Meeting 7
60	Final	Meeting 8
350	Total Points	

Attendance

Required language

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

Required Information --Discretionary language

This is where an instructor explains his/her policy on these matters. Here is some suggested language:

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider:** specifics for your class/program
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

Required Language

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help – Discretionary Section and Language

The instructor can add the information pertinent to his or her class here. Some suggested language:

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Required Language: Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Required Language: Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Required Language: Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at

http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Required Language: Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>