

SCANS Foundation Skills: F1,3,4,5,6,7,8,9,10,11,12,13,15,16,17
SCANS Competency Skills: C1,5,6,7,8,14,15,18,19

COURSE SYLLABUS

COURSE TITLE: POFT 1313.002 Professional Workshop Preparation. – Thursday Hybrid
9:30-10:45A.M.PC125/ZOOM

SEMESTER/YEAR: Fall 2020

INSTRUCTOR: Kasandra Lane

Email: klane@southplainscollege.edu

OFFICE HOURS: by appointment only

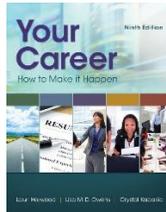
COURSE DESCRIPTION: This course provides preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

COURSE GOALS:

At the successful completion of this class, students will be able to:

- ✚ Recognizing that attitude, communication, and human relations are the keys to surviving in today's challenging, competitive, and uncertain workplace.
- ✚ Students will apply problem-solving techniques; identify attitudes and values that contribute to career success with an emphasis on soft skills and expected workplace behaviors.
- ✚ Students will demonstrate how to work effectively as part of a team, they will be able to exhibit business etiquette; and identify professional attire.
- ✚ Upon successful completion of this course, the student will be able to demonstrate skills for seeking and securing employment including job search strategies, resume package development, and interview techniques.

TEXT: *Your Career: How To Make It Happen.* by Lauri Harwood, Lisa M.D. Owens, Crystal Kadakia 9th Edition | Copyright 2017 – Cengage Mindtap



ATTENDANCE POLICY:

Everything begins with attendance. When you are absent you cannot participate, listen to classmates, or review for exams. Education is worthwhile, but an expensive investment in yourself; so get your money’s worth and show up! Punctual and regular class attendance is required of all students attending South Plains College. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. Whenever absences become excessive and, in the instructor’s opinion, minimum course objectives cannot be met due to absences, the student will be withdrawn from the course. In addition, an instructor is required to initiate a student’s administrative withdrawal when the student has missed more than 4 CONSECUTIVE days, YOU WILL BE DROPPED (unless extenuating circumstances prevail).

COVID 19 GUIDELINES:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor’s note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

- A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.
- Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation

GRADING POLICY

Requirement	Percent of Grade
Discussions	20%
Mindtap Homework	40%
Exams	40%

Percent Equivalent	Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

- ✚ **MindTap Assignments:** Each week you will have multiple assignments that will be assigned to allow you to make a better connection to the chapter(s) that we cover in class. You will want to make sure you complete your chapter reading before beginning your homework in MindTap to help allow you to use your new knowledge based on your reading to help you complete your assignments.
- ✚ **Examinations:** The purpose of each exam will be to test the knowledge and understanding of the particular unit or units listed in the schedule. There will be multiple exams (not including comprehensive final exam) covering 4-6 chapters each over the major areas of study related to business listed under the course outline below plus the comprehensive final exam. You will be able to click on the exam link and select the exam as soon as it is made available. When you begin the exam, you will have 1 hour and 15 minutes (75 minutes) to complete and submit the exam.
- ✚ **Weekly Discussion Posts:** You will be required to complete three (3) discussion questions per week using Blackboard as assigned in accordance with the syllabus. Discussion questions are required to be posted NO later than midnight (Central Standard Time (CST)) on THURSDAY of the assigned week. Additionally, each student is required to reply to the responses of at least TWO other students no later than midnight (CST) on SUNDAY of the assigned week to engage and influence forward thinking, class involvement, and academic discussion.
 - *Initial Discussion Posts: These posts must be a minimum of 5-7 sentences in length. You must use textual evidence from your book to support your response in APA format.*
 - *Response to Peers: These posts must be a minimum of 3-5 sentences to receive credit. Using phrases such as: Good Job! I agree! ... do not count toward your minimum length requirement stated above.*

OTHER INFORMATION

1. Academic Integrity:

- ✚ It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. **This means all work you complete for this class is identified by the MyStudentSuccessLab access code.** Work copied from another student will be flagged and both students will receive zeroes for their work. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism.

2. Communication is the KEY:

- ✚ Log in at least **three (3)** times a week (minimum). I recommend daily logins.
- ✚ Check for messages in MyStudentSuccessLab (MSSL)—this is your responsibility. If you don't check in frequently, you may miss important information regarding your schedule, work, or grades.
- ✚ Start work early each week. Don't wait until the due date to start your work. When you do, something always happens like an illness or an unexpected problem. Remember, no time extensions can be given.

TENTATIVE SCHEDULE

<i>1</i> <i>Thursday</i> <i>Sept 1st</i>	<u>Introduction to POFT 1313 Professional Workshop Preparation</u> ✚ Make sure you can find your syllabus, tentative schedule, and have success to your ebook
<i>2</i> <i>Thursday</i> <i>Sept 8th</i>	✚ This week we will complete Chapter 1-2: The Job Search Journey & Know Yourself to Market Yourself <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
<i>3</i> <i>Thursday</i> <i>Sept 15th</i>	✚ This week we will complete Chapter 3: Picture Yourself in the Workplace <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
<i>4</i> <i>Thursday</i> <i>Sept 22nd</i>	TEST 1: Covering chapters 1-3
<i>5</i> <i>Thursday</i> <i>Sept 29th</i>	✚ This week we will complete Chapter 4-5: Plan Your Resume & Write Your Resume <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
<i>6</i> <i>Thursday</i> <i>Oct 6th</i>	✚ This week we will complete Chapter 6: Find Job Openings <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
<i>7</i> <i>Thursday</i> <i>Oct 13th</i>	✚ This week we will complete Chapter 7: Write Job Applications <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
<i>8</i> <i>Thursday</i> <i>Oct 20th</i>	TEST 2: Covering chapters 4-7

9 <i>Thursday</i> <i>Oct 27th</i>	<ul style="list-style-type: none"> ✚ This week we will complete Chapter 8: Write Effective Tailored Cover Letters <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
10 <i>Thursday</i> <i>Nov 3rd</i>	<ul style="list-style-type: none"> ✚ This week we will complete Chapter 9: Know Interview Essentials <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
11 <i>Thursday</i> <i>Nov 10th</i>	<ul style="list-style-type: none"> ✚ This week we will complete Chapter 10-11: Prepare for Your Interview & Interview Like a Pro <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
12 <i>Thursday</i> <i>Nov 17th</i>	<ul style="list-style-type: none"> ✚ This week we will complete Chapter 12: Stay Connected with Prospective Employers <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
13 <i>Thursday</i> <i>Nov 24th</i>	THANKSGIVING BREAK!!
14 <i>Thursday</i> <i>Dec 2nd</i>	<ul style="list-style-type: none"> ✚ This week we will complete Chapter 13-14: Dealing with Disappointment & Take Charge of Your Career <ul style="list-style-type: none"> ○ You will complete your weekly DQ ○ You will complete specific Mindtap Homework (shown in Blackboard)
16 <i>Thursday</i> <i>Dec 1st</i>	TEST 3: Covering chapters 8-14
16 <i>FINAL DAYS</i>	FINAL EXAM WILL OPEN ON DEC 15 TH WILL OPEN AT 7:30 AM AND REMAIN OPEN UNTIL 10 PM

SOUTH PLAINS COLLEGE, TECHNICAL DIVISION
SCANS Competencies

RESOURCES: Identifies, organizes, plans, and allocates resources.

C1 Time: Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.

C2 Money: Uses or prepares budgets, makes forecasts, keeps records, and makes forecasts, and makes adjustments to meet objectives.

C3 Materials and Facilities: Acquires, stores, allocates, and uses materials or space efficiently.

C4 Human Resources: Assesses skills and distributes work accordingly, evaluates performance and provides feedback.

INFORMATION: Acquires and uses information.

C5 Acquires and evaluates information.

C6 Organizes and maintains information.

C7 Interprets and communicates information.

C8 Uses computers to process information.

INTERPERSONAL: Works with others.

C9 Participates as members of a team; contributes to group effort.

C10 Teaches others new skills.

C11 Serves clients/customers: Works to satisfy customer=s expectations.

C12 Exercises Leadership: Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C13 Negotiates: Works toward agreements involving exchanges of resources, resolves divergent interests.

C14 Works with Diversity: Works well with men and women from diverse backgrounds.

SYSTEMS: Understands complex interrelationships.

C15 Understand Systems: Knows how social, organizational, and technological systems work and operates effectively with them.

C16 Monitors and Corrects Performance: Distinguishes trends, predicts impacts on system operations, diagnoses systems= performance and corrects malfunctions.

C17 Improves or Designs Systems: Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY: Works with a variety of technologies.

C18 Selects technology: Chooses procedures, tools or equipment including computers and related technologies.

C19 Applies technology to task: Understands overall intent and procedure for set-up and operation of equipment.

C20 Maintains and troubleshoots equipment: Prevents, identifies, or solves problems with equipment, including computers and other technologies.

SOUTH PLAINS COLLEGE, TECHNICAL DIVISION

SCANS Foundation Skills

BASIC SKILLS: Reads, writes, performs arithmetic/mathematical operations, listens, and speaks.

F1 **Reading:** locates, understands, and interprets written information in prose such as documents, manuals, graphs, and schedules.

F2 **Writing:** communicates thoughts, ideas, information, and messages in written form; creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F3 **Arithmetic:** Performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F4 **Mathematics:** Approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F5 **Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues.

F6 **Speaking:** organizes ideas and communicates orally.

THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

F7 **Creative Thinking:** Generates new ideas.

F8 **Decision Making:** Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.

F9 **Problem Solving:** Recognizes problems and devises and implements plan of action.

F10 **Seeing Things in Mind=s Eye:** Organizes and processes symbols, pictures, graphs, objects, and other information.

F11 **Knowing How to Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills.

F12 **Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty.

F13 **Responsibility:** Exerts a high level of effort and perseveres toward goal attainment.

F14 **Self-Esteem:** Believes in own self-worth and maintains a positive view of self.

F15 **Sociability:** demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.

- F16 **Self-Management:** Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F17 **Integrity/Honesty:** Chooses ethical courses of action

CAMPUS GUIDELINES

CHILDREN ON CAMPUS

Many of the students attending classes at South Plains College are also parents who value the opportunity to participate in higher education. Sometimes students are faced with the decision of whether to remain at home with their children, bring children with them to class, or be absent from class. The following guidelines address concerns for the safety of children on campus and provide for an environment conducive to learning:

1. **Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive for all students enrolled in the class. Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus.**
2. **Children may not be left unattended. In order to provide for the safety of children on campus, parents or other guardians are responsible for supervising children while utilizing services or conducting business on campus.**
3. **Disruptive children will not be allowed to interfere with college business. Parents or other guardians are responsible for supervising and controlling the behavior of children they have brought on campus.**

AMERICANS WITH DISABILITIES ACT STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

DIVERSITY STATEMENT

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

GENERAL SAFETY ON CAMPUS

South Plains College recognizes the importance of safety on campus. The protection of persons and property is a responsibility that we all share. Personal safety begins with the individual. The following guidelines are intended to assist you in protecting yourself and to encourage practices that contribute to a safe environment for our campus community.

- Never leave your personal property unsecured or unattended.
- Look around and be aware of your surroundings when you enter and exit a building.
- Whenever possible, avoid walking alone, particularly after dark. Walk to your vehicle with other class members or request that the Security Guard walk you to your car.
- When approaching your vehicle, keep your keys in your hand; look under your car and in the back seat and floorboard. Lock the doors as soon as you are inside your car.

4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's

responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

In case of emergency, contact the following numbers but DO NOT leave a voice mail message:

894-9611, ext. 2338 - Levelland Campus 747-0576, ext. 4677 - ATC 885-3048, ext. 2923 - Reese Center (mobile 893-5705)