

Basic Course Information

Semester	Fall 2023	Instructor Name	Angie Ruiz
Course Title & #	WE 201 Employment Readiness	Email	angie.ruiz@imperial.edu
CRN #	10096	Office	Study Room, Building 3100
Room #	3109		
Class Dates	Aug. 18 – Sept. 22, 2023	Office Hours Zoom Meeting # 883 3044 3724	Monday 10:00 – 11:00 a.m. Tuesday 10:00 - 11:00 a.m. Wednesday 10:00 - 11:00 a.m. Thursday 10:00–11:00 a.m. (Zoom)
Class Days	F	Office Phone #	760-355-6339
Class Times	8:00-10:50 a.m.	Office contact if student will be out or emergency	Tisha Nelson, 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 an 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

Work-based Learning

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you with a deeper, more engaging and relevant learning environment. This semester, I will be offering the following WBL activities to provide you with the opportunity to explore career options in Business Office Technologies.

WBL Activity Name	WBL Activity Description
WBL Activity 1: Mock Interviews	Soft and hard skills are identified during mock interviews

Imperial Valley College Course Syllabus – WE 201 – Employment Readiness

WBL Activity 2: Design professional employable documents	Apply proper format and content of a professional resume, cover letter, references, and application
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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
10	Three Leg Stool	Meeting 2
20	Autobiographical Essay	Meeting 2
30	10 Strengths/Weaknesses (list, sentences)	Meeting 1
10	Job Application	Meeting 2
10	Discussion Ted Talks	Meeting 2
10	Resume (final copy)	Meeting 2
10	Cover Letter (final copy)	Meeting 3
10	Discussion Ted Talks	Meeting 3
15	1-Minute Self-Sell	Meeting 4
100	Mock Interview	Meeting 5
10	Discussion Ted Talks	Meeting 5
70	Career Topic Presentation	Meeting 6
60	Final	Meeting 6
395	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

- **Electronic Devices:** Cell phones and electronic devices must be turned off and put away during Zoom class unless otherwise directed by the instructor. **Consider:** specifics for your class/program
- **Disruptive Students:** Students who disrupt or interfere during a Zoom class may be sent asked to leave Zoom meeting 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.

Online Netiquette

- **What is netiquette?** Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- **Students are to comply with the following rules of netiquette:** (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- **Plagiarism** is taking and presenting 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 "cite a source" correctly, 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 that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing 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 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) using a commercial term paper service.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- **Library Services.** There is more to our library than just books. You have access to tutors in the Study Skills 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

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

Veteran's Center

The mission of the **IVC Military and Veteran Success Center** is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of **EOPS our CARE (Cooperative Agency Resources for Education) Program** for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may

qualify for our CARE program, for additional information on CARE please [contact Lourdes Mercado, 760-355-6448, \[lourdes.mercado@imperial.edu\]\(mailto:lourdes.mercado@imperial.edu\)](#).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact [Alexis Ayala,](#)

[760-355-5713](tel:760-355-5713), alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: [760.355.5736](tel:760.355.5736) or [760.355.5733](tel:760.355.5733) Building 100.

The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act.

Contact: [760.355.5736](tel:760.355.5736) Building 10.

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/>