

OLD DOMINION UNIVERSITY
UNIVERSITY COLLEGE - CAREER MANAGEMENT CENTER
SYLLABUS Spring 2011

Course Title: UNIV 195 WORKPLACE READINESS TRAINING FOR THE WORLD OF WORK

Class Meeting Times: Wednesday 3:00pm – 3:50pm

Meeting Place: Education Building

Office: Career Management Center 2202 Webb University Ctr.

Office Hours: Available by Appointments

Purpose of the Course

The purpose of this course is to engage students in self-reflection and work place skill enhancement, including budget management, workplace ethics, working with teams, academic success, and leadership development. UNIV 195 will help students to develop verbal and nonverbal communication skills, project development and reporting, and conflict management skills by working independently and with teams to solve everyday workplace issues.

Course Objectives (Competencies to Be Developed)

1. To know and understand the 13 Virginia Workplace Readiness Skills

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| 1. Reading | 7. Seeing the “Big Picture.” |
| 2. Mathematics | 8. Work Ethic |
| 3. Writing | 9. Positive Attitude |
| 4. Speaking & Listening | 10. Independence & Initiative |
| 5. Computer Literacy | 11. Self – Presentation |
| 6. Problem Solving | 12. Attendance |
| 13. Team Membership | |

2. To utilize the 13 Virginia Workplace Readiness Skills within practical situations.
3. To develop appropriate and creative solutions to work places issues within a team environment.
4. To gain an understanding of financial responsibility.
5. To develop a personal budget based on every day expenses, and future goals utilizing elements of Cash Course.
6. To develop a professional resume based on skills, accomplishments, and experiences.
7. To successfully articulate skills, accomplishments, and experiences within a behavioral interview.

Activities/ Course Requirements:

1. Class participation & involvement in experiential activities

2. Individual & Group Assignments
3. Reflection Journals
4. Personal Budget Portfolio
5. Behavioral Mock interview and Resume

Evaluation & Grading

- 20% Individual Assignments/Presentations/Final Paper
- 20% Group Assignment/ Company Profile and Problem
- 16% Reflective Journals
- 9% Instructors evaluation of class participation/activities and attendance
- 20% Budget Portfolio
- 5% Resume
- 10% Behavioral Mock Interview

Grading (points)

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| 92.1 - 100 = A | 78 - 79.9 = B- | 66 - 67.9 = D+ |
| 90 - 92 = A- | 75 - 77.9 = C+ | 61 - 65.9 = D |
| 85 - 89.9 = B+ | 70 - 74.9 = C | 58 - 60.9 = D- |
| 80 - 84.9 = B | 68 - 69.9 = C- | 57.9 and below = F |

Late Assignments Policy: Assignments are due at the beginning of class the day they are due. Late assignments will be accepted with at 10% credit reduction for up to one week after the due date. Assignments will not be accepted after one week.

Attendance Policy: Students are expected to attend classes, complete all readings, and participate in class discussions/activities. *Students are expected to be in class at the start of class and remain until the end of class.* Students are entitled to **one** absence without penalty. Beyond this, each missed class (*regardless of reason*) will not earn points, on the assumption that you need to be present to learn and practice the skills introduced in the course. Students are responsible for all missed assignments.

E-Mail and Blackboard Account: Students must activate their **ODU e-mail account**. This is our program's policy. You will be responsible for checking your ODU account regularly during the semester and checking Blackboard at least twice a week for posted announcements and grades. Since all grades and attendance points are tracked on Blackboard, it is imperative that each student confirms that his or her Blackboard account is working. It is the student's responsibility to work with OCCS in correcting any problem. The instructor will not correct these errors for the student.

Special Needs:

In accordance with university policy, a student who wishes to receive some instructional accommodation, because of a documented sensory and/or learning disability, should meet with the instructor to discuss this accommodation. Any student who has a concern or needs to make special arrangements for meeting the requirements of the course is encouraged to speak with the instructor.

Honors Pledge

Each student is expected to abide by the honor system of Old Dominion University.

“I pledge to support the honor system of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community, it is my responsibility to turn in all suspected violators of the honor system. I will report to Honor Council hearings if summoned.”

By attending Old Dominion University you have accepted the responsibility to abide by this code. This is an institutional policy approved by the Board of Visitors.

Student Conduct Policy/Class Conduct

Students do not have the right to engage in behavior which is disruptive in the classroom. Faculty members have the right to immediately confront any student causing disruptive behavior, and request that the student cease the disturbing behavior. The faculty member can request that the student leave the classroom to prevent further disruption to the class. Disruptive students are reported to the vice president for student services and to the university hearing officer for disciplinary action under the Code of Student Conduct. Students are expected to maintain appropriate conduct during class. Examples of classroom disruption include:

- Conversing during a lecture;
- Passing notes;
- Answering a cell phone or pager;
- Interrupting lectures and talking without being called upon;
- Leaving and/or entering the classroom without permission;
- Arriving late and departing early;
- Making threats or verbally insulting the professor or other students

Students who are alleged to be disruptive may be charged with a violation under the Student Disciplinary Policies and Procedures. Sanctions may include a grade penalty or:

1. An Administrative Warning - (*May be in writing or given verbally*);
2. Disciplinary Probation that may include community service, a grade sanction, or withdrawal from the class;
3. Disciplinary Suspension;
4. Disciplinary Dismissal; or
5. Summary Disciplinary Dismissal.

For additional information please contact the Office of Student Judicial Affairs at 757-683-3442 and refer to the Faculty Handbook.

Descriptions of Course Assignments

Written assignments should be submitted Blackboard no later than the start of the class meeting on the due date. They should be **double-spaced, Times New Roman, 12pt font, with 1 inch margins.**

Journal 1: What are your Career goals? (2 pages) Due January 19 (4%)

- What are your long term goals?
- What do you need to achieve your goals?
- If you do not know what your long-term career goal is, what is your intended major and why?
- What are you hoping to gain from this course that will help with your goals? Provide 2-3 goals.

Journal 2: Presentation Self Critique (2 pages) Due February 9 (4%)

- What were the strengths of your presentation?
- What are areas of improvement for your presentation and how will you improve?
- How will these strengths and improvements assist with your career goals/ intended major?
- Discuss what you have learned about Speaking and Listening Skills in relation to your partner's presentation about you. (1 page)

Journal 3: My Role in a Group (2 pages) Due March 16 (4%)

- What did you contribute to your group?
- What are your strengths and improvements needed?
- What did you like about working in a group?
- What did you not like about working in a group?
- How will these likes and dislikes affect you in the World of Work?

Journal 4: Skills Wheel (2 pages) March 30 (4%)

- Complete your skills wheel as illustrated in class.
- Identify 3 skills that will assist you with your future goals.
- Describe these skills and give examples of how you have utilized these skills in your work or academic setting.

Final Reflective Paper (3-4 pages) April 27 (10%)

- Summarize what you have learned throughout this course.
- What did you enjoy most in this course?
- What is an area for improvement in the course?
- Give 3 examples of how you will utilize what you have learned in the World of Work.

Advertisement Critique (2 pages) Jan 26 (5%)

- Locate an advertisement in a newspaper/magazine/online ad or locate an offer for a credit card/membership with a fee
- Prepare a short journal entry that answers the following questions:
 - What attracted you to this advertisement?
 - What are the parameters of the advertisement?
 - Is there small print? If so, interpret it.
 - After reviewing the article more than once, what additional details do you notice that you did not notice before?
 - Are there any precautions that should be taken when partaking in the deal?

Peer Presentation (5 minutes) Feb 2 (5%)

- Interview a classmate. Ask questions about life history, goals, interests, hobbies etc
- Introduce your partner to the class
- Utilize PowerPoint or other appropriate visual/audio aids.

Group Business Plan (detailed instructions to follow) March 2 (20%)

- Design a business as a group
- **Solve a dilemma utilizing Company Policy (provided by instructor)**

Resume Due April 6 (5%)

- Create a professional resume: **Do not use a Template**
- Email your Resume to cybercoach@odu.edu for feedback
- Make suggested edits
- Upload to ODU CareerLink

Budget Portfolio (detailed instructions to follow) April 13 (20%)

- Complete a week-long expenditure report
- Project a month-long budget for your intended career
- Learn to utilize Cash Course

Behavioral Mock Interviews/Final Exam April 20 (10%)

- Participate in a behavioral interview with a CMC staff member
- Instructions, grading scale, and practice time will be given in class

Instructor Evaluation, Participation, Attendance (9%)

Important Dates

Last day to Drop w/no penalty: Jan 14th
Add Deadline: Jan 18th
Withdrawal Period: Jan 15th – March 29th
Spring Break: March 7th -12th

Class Information:

Please note the following University requirement:: Students whose names do not appear on the university's official calls list by September 10, 2009 will not be permitted to participate (attend class, take exams, or receive credit).

Withdrawal Policy: A student may withdraw from any course through the end of the eighth week of a regular semester. A grade of 'W' will be assigned during this period. After the official drop/add period, the signature of the instructor of the course dropped is required on the form. Withdrawal from a course after the eighth week is usually not permitted. However, in the event of an illness or other severe hardship beyond the student's control, the student should submit a written petition for permission to withdraw to the instructor and the chair of the department offering the course. See the university catalog for further instruction.

| CLASS DATE | TOPICS/EXERCISES | ASSIGNMENTS* |
|-------------------|---|--|
| Week 1 Jan 12 | Class Orientation; Who Would You Like To Hire? Introduction to the 13 Workplace Readiness Skills | |
| Week 2 Jan 19 | Skill # 1 Reading Skill # 3 Writing | Assignment Due: Journal 1 |
| Week 3 Jan 26 | Skill # 4 Speaking & Listening: How to communicate and listen effectively in a work environment | Assignment Due: Advertisement Interpretation |
| Week 4 Feb 2 | Skill # 4 Speaking & Listening | Assignment Due: Peer Interview Presentation |
| Week 5 Feb 9 | Skill # 2 Mathematics/ Skill # 5 Computer Literacy Assign Business Plan | Assignment Due: Journal 2 |

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| Week 6 Feb 16 | Skill # 6 Problem Solving ; Skill # 7 Seeing the Big Picture | |
| Week 7 Feb 23 | Problem Solving/Seeing the Big Picture Part 2: Assign Company Dilemma Cash Course: Assign Budget Portfolio to begin Feb 28 th . | |
| Week 8 March 2 | Problem Solving/ Seeing the Big Picture Part 3 | Assignment Due: Company Presentations and Problem Solving |
| Week 9 March 9 | Spring Break No Class | |
| Week 10 March 16 | Skill # 8 Work Ethic & Skill # 9 Positive Attitude Skill # 10 Independence & Initiative | |
| Week 11 March 23 | Skill # 11 Self- Presentation & Behavioral Interview (Articulating your skills) | Assignment Due: Journal 3 |
| Week 12 March 30 | Resume Development / Workshop- Meet in the Cyber Career Center | Assignment Due: Journal 4 |
| Week 13 April 6 | Behavioral Interview Practice | Assignment Due: Resume |
| Week 14 April 13 | Skill # 12 Attendance & Skill # 13 Team Member In- Class Team Activity | Assignment Due: Budget Portfolio |
| Week 15 April 20 | Final Exam: Behavioral Interviews | |

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| Week 16 April 27 | Final Paper Due | |
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***Course content is subject to modification as needed.**