

IOWA WESTERN COMMUNITY COLLEGE

Course Syllabus Information
MGT 195-OL01
WORKPLACE EMPOWERMENT

Term: Winterim 2016

I. Faculty Information:

Instructor: Jennifer Amatulli

E-mail Address: jamatulli@iwcc.edu
Office Hours: none during Winterim- via email only; will check messages daily
I will respond to you within 24 business hours, excluding weekends.

II. Course Information:

<u>Course Prefix / No.</u>	<u>Course Name</u>	<u>Credits</u>	<u>Lecture</u>	<u>Lab</u>
MGT 195 OL01	Workplace Empowerment	3	3	0

Course Description:

A global, multicultural society requires specific skills for advancement in the workplace. This course presents various avenues of employment preparation. Provides fundamentals of economics, entrepreneurship, diversity, globalization, and related subjects. Develops skills in work place success to include negotiation, time management, knowledge of workplace law, and other topics.

Prerequisites:

None

Course Meeting Times:

IWCC Online - This is **NOT** a self-paced class. There are deadlines each week. Exams do **NOT** need to be proctored at secure sites.

First day of class – 19 December 2016 Last day of class – 06 January 2017

Required Textbooks:

Hardwood, Lauri, Your Career: How to Make it Happen, Cengage Learning, 2016 (customized book)

Suggested Supplemental Textbooks, References:

None, apart from any which may be provided as handouts in ROC.

Materials and Supplies to be Furnished by Student:

Microsoft Office to include Word or Rich Text Format. Notebook for notes

Course Learning Objectives/Competencies/Skills:

CLO A: Upon completion of this course, the student will be able to *describe* diversity, globalization, and multicultural communication as driving forces in the 21st Century workplace.

CLO B: Upon completion of this course, the student will be able to *relate* 21st Century job search methods, career planning tools, self-marketing techniques, and the importance of employment tests and background investigations.

CLO C: Upon completion of this course, the student will be able to *identify* critical economic facts relevant to entrepreneurship, employment strategies, and workplace success.

CLO D: Upon completion of this course, the student will be able to *demonstrate* proficiency in preparing a career portfolio.

CLO E: Upon completion of this course, the student will be able to *employ* job search and employer research techniques.

CLO F: Upon completion of this course, the student will be able to *demonstrate* proficiency in interviewing.

Academic Integrity Policy :

Cheating and plagiarism is a massive problem in educational institutions nationwide. This includes colleges and universities. The internet has made cheating easier; some websites actually cater to dishonesty by making available to anyone papers and tests on a wide variety of topics-for a fee.

Integrity is a critical trait for success in life. The consequences of dishonesty and cheating can be severe, both in the academic world, and in the world of business and industry. You don't want to work or associate with dishonest people and neither do I. By taking this class, you are entering an implied contract with me to be responsible for your own work. When in doubt ask! Verified instances of cheating will result in a zero grade on the specific test, project, or assignment being worked on, and your conduct will be reported to your advisor and the appropriate Dean for further action.

Course Practices:

1. Attendance Requirements

To succeed in class, you need to be present online. **You are expected to log in every day.**

2. Standards for written work

Unless otherwise told, all work will be prepared according to directions and formats provided, should be prepared on a computer in [Microsoft Work or Rich Text Format](#), and submitted to the instructor. Students' portfolios are evaluated based on these factors: Content, quality of work, format, completeness, grammar, spelling, and mechanical factors. Please see examples in ROC under Unit/Week 2.

3. Late papers and assignments (*also see [course outline](#)- last page*)

- Week 1 is due by Friday, Dec. 23rd by 11:55pm CST
- Week 2 is due by Friday, Dec. 30th by 11:55pm CST
- Week 3 is **2 folds**: Portfolio & Interview due on Monday, Jan 2nd ONLY by 11:55pm CST. The Exam in Week 3 is due *by* Wed, Jan 4th by 11:55pm CST.

The student Portfolio is due on Monday, January 2nd between 6am-11:55pm CST. No Exceptions or Late Submissions will be accepted. The portfolio will not be accepted *after* 11:55pm CST on January 2nd.

The Interview Questionnaire/Assessment will be online only on Monday, January 2nd between 6am-11:55pm CST. **No Exceptions or Late Submissions will be accepted. The Interview Questionnaire/Assessment will not be accepted *after* 11:55pm CST on January 2nd.**

4. Missed exams

All students are expected to take exams during the scheduled week. There are no makeup exams available; you will receive a zero if it is not taken by the due date.

5. Extra Credit

Extra credit is not available in this course

6. Participation

You are expected to log in everyday and complete your assignments within the week they are due.

7. Classroom Management and Behavior

Students are expected to be mindful of netiquette as they share thoughts, ideas, and interact with others in the online environment. Inappropriate messages will be forwarded to the Vice President of Academic Affairs. Offensive messages may result in expulsion from the course.

Students who enroll in this course assume an obligation to conduct their academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If a student neglects or ignores this obligation, disciplinary action will be taken. Specifically, I expect each student to do his/her own work in this course, including discussions, activities, the project, and examinations.

Instructional Techniques and Practices:

Information is presented in a variety of ways: PowerPoint presentations, assigned readings, discussion questions, and in other formats.

Classroom Assessment Techniques and Grading:

1. Exams/Tests

Three exams will be given and will consist of multiple choice and true-false. The exams are not cumulative.

2. You will be evaluated in this class based on the following criteria:

A. Portfolio (160 total points)	
- Resume	100 pts.
- Cover letter	30 pts.
- References	20 pts.
- Job Application	10 pts.
B. Interview	100 pts.
C. Exams	190 pts.
D. Syllabus Quiz	20 pts.
E. Out-of-class projects	100 pts.
<i>Total points possible</i>	<i>570 pts.</i>

Letter grades will be assigned using the following 10 point scale:

90.00-100%	A
80.00-89.99%	B
70.00-79.99%	C
60.00-69.99%	D
59.99% or ↓	F

Problem Resolution

If you have a conflict with me, concerns about my teaching and/or course material, please discuss these first with me. If we cannot resolve the difficulty, please contact the Division Dean [Don Kearney, C-218, Ext. 3258/Secretary].

Notice of Class Cancellation

N/A during online Winterim since the campus will be closed

Course Topical Outline and Schedule

(Subject to change)

WEEK 1 – total points possible 110

SUBMISSION DEADLINE IS FRIDAY, DEC. 23rd by 11:55pm CST

Reading; Lecture & pages 1-26 in the back of book. (Supplemental Text)

Economic Reality in the 21st Century

Diversity in the Workplace

Multicultural Communication

Corporate Culture

Workplace Law

Globalization and the Global Economy

Preparing for the Global Workplace

21st Century Workplace Trends

Assignments:

Syllabus Quiz (20 points)

Adopt a Country Assignment (15 points)

Diversity Assignment (25 points)

Unit Exam 1 (50 points)

WEEK 2 – total points possible 140

SUBMISSION DEADLINE IS FRIDAY, DEC. 30TH by 11:55pm CST

Portfolio examples provided in Week 2 folder; work on Portfolio's during Week 2

They are DUE Week 3 ON Jan 2nd ONLY ** wait for the drop box to appear on this date**

Reading: Chapters 2-12

Assignments:

Threaded Discussion Questions (60 points)

Unit Exam 2 (80 points)

WEEK 3 – total points possible 320

SUBMISSION DEADLINE FOR THE EXAM IS WED., Dec. 4th by 11:55pm CST

Portfolio and Interview DUE Mon., Jan 2nd ONLY (submission time is from 6am-11:55pm CST)

Reading: *Chapters 13-14*

Assignments:

Portfolio (160 points)

Interview (100 points)

DUE on Mon, Jan 2nd ONLY between 6am-11:55pm CST

Unit Exam 2 (60 points)

III. College Policy/Information

Honor Code – Academic Honesty

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken.

Diversity Statement

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

American with Disabilities Act Statement

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email disabilityservices@iwcc.edu or call 712-325-3299. Accommodations are arranged through the Student Success Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow for adequate time to implement your accommodations.

Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

FERPA

Student rights concerning access to educational records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their educational (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

Cyber-Library and Academic Support

- Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the *Cyber-Library* by clicking on the Cyber Library under Academics in ROC.
- For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.
- FREE tutoring and academic assistance are available through the *Academic Support Center*, located on the second floor of the Student Center on the Council Bluffs campus in a variety of core, general requirement classes.
 - One-on-one assistance is available on a walk-in basis
 - Group tutoring is available, but must be scheduled in advance.
- FREE online tutoring is available through SMARTHINKING on ROC, to access SMARTHINKING, locate Online Tutoring next to My ROC Classes.
- For more information about tutoring services or help in your classes, email tutoring@iwcc.edu or call 712-388-6841. A full tutoring schedule is posted by subject area on ROC.

Dropping Classes

While we encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class you can drop a class online through ROC up to the last day to drop. We recommend that you always talk to your advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

Personal Electronic Devices

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Faculty members do have the right to prohibit the use of any electronic device in their classroom.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.