

# IOWA WESTERN COMMUNITY COLLEGE

## COURSE SYLLABUS

### MKT-195-OL01: WORKPLACE EMPOWERMENT

TERM: WINTERIM 2020

#### I. FACULTY INFORMATION:

Instructor: Maryjan Fiala (she, her, hers)	Office: LEW 123
Phone: (712) 325-3359 Text: (712) 545-0585	Student Assistance Hours: Available by appointment
E-mail: mfiala@iwcc.edu	

#### II. COURSE INFORMATION:

MGT 195 OL01	Workplace Empowerment	Credits 3	Lecture 3	Lab 0
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#### **COURSE MEETING TIMES:**

Online

#### **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 workplace success to include negotiation, time management, knowledge of workplace law, and other topics.

#### **PREREQUISITES:**

None

#### **COURSE LOCATION:**

This course meets online. Course shells are available online 24/7.

**REQUIRED TEXTBOOKS:** No textbook or online subscription is required for this course. All course materials will be provided.

Some, but not all, courses at Iowa Western require a subscription to an online textbook service such as Pearson MyLab or Cengage Unlimited. When this type of subscription service is required in a course, a flat fee is charged to the student's account when the student registers for the course. Students have the

option to “opt-out” of this service within the first week of classes. By opting out, the student is responsible to obtain the required course materials on their own from a source outside the College Store. For information on how to opt-out, students should contact the Brandon Keller in the Business Office at 712-325-3226 or [bkeller@iwcc.edu](mailto:bkeller@iwcc.edu).

#### **SUPPLEMENTAL MATERIALS:**

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held to the standards of [IWCC Acceptable Use Policy](#) and the [Computer Ethics and Use Policy](#). Both are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

Students should be prepared with supplies and materials to take notes. Reliable internet access is required.

#### **COURSE LEARNING OUTCOMES AND COURSE COMPETENCIES:**

Upon successful completion of this course, the student will be able to:

- 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.
- 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.
- C. Upon completion of this course, the student will be able to identify critical economic facts relevant to entrepreneurship, employment strategies, and workplace success.
- D. Upon completion of this course, the student will be able to demonstrate proficiency in preparing a career portfolio.
- E. Upon completion of this course, the student will be able to employ job search and employer research techniques.
- F. Upon completion of this course, the student will be able to demonstrate proficiency in interviewing.

#### **COURSE PRACTICES:**

##### A. Attendance

To succeed in this course, students should plan to log in to Canvas frequently. Regular participation and attendance build self-discipline, allows students to interact with other students and the instructor, and encourages participation in instruction, class discussion, and other learning experiences. Attendance will be taken for each class session and will be reported for both the classroom and online portions of this course.

To be counted as present in the online portion of the course, students must log in to Canvas and complete the assigned weekly coursework.

**B. Using Canvas on ROC**

Students who are new to Iowa Western Community College should take some time to learn how to navigate Canvas. For this course, students will need to know how to access Modules, post to a discussion forum, send and check messages using the Inbox tool, attach and submit documents, complete assessments, and check grades. Other functions of Canvas will also be utilized at times throughout the course.

**C. Coursework**

All assignments and due dates will be posted within the weekly modules in Canvas. Be sure to check the modules rather than relying on the calendar tool. Pay close attention to the due dates posted in Canvas and announced in class. Assigned work is expected to be turned in by the due date unless otherwise approved by the instructor. Late assignments will be accepted and docked 50%. All work must be submitted by the last day of the term.

All assignments must be submitted through the ROC LMS (Canvas). Emailed work will not be accepted without prior instructor approval.

All files must be saved as a.doc, .docx, .rtf, or .pdf file. Work submitted in any format other than those above will be scored as a zero.

Each assignment is to be completed with academic language. Points will be deducted for typographical, grammatical, and other errors. Proof reading is a must for professional presentation of materials. All sources, including the textbook, must be appropriately cited. See also: Academic Integrity.

The amount of time necessary to complete the assigned weekly tasks will vary by student.

Students are advised to diligently complete the assigned coursework, which is used to assess progress towards and mastery of the student learning objectives. As such, minimal extra credit will be offered in this course. Extra credit will be communicated to students through the Canvas Announcements tool.

**D. Discussion Etiquette**

You will participate in multiple discussion assignments as part of this online course. A well-written post includes thoughtful, meaningful, and

appropriately worded paragraphs. Initial posts in response to the prompt should be made by the assigned deadline, and students should read each of the other posts made by peers and discuss the topic by responding to classmates throughout the week. Replies should help to create a conversation and must include a deeper perspective, a different perspective, and/or a question for the author. Replies like “Yeah, that’s what I think too!” or “Way to go!” and replies that restate the author’s original post do not count towards the discussion grade. Discussion conversations should focus on the academic topic being discussed. Personal examples and experiences that closely relate to the topic are encouraged. Students are expected to return to their own posts and respond to questions posed by other students. Discussion participation will be graded using the rubric that is attached to each discussion assignment.

E. Instructor Feedback

Students are expected to review all graded homework and instructor comments in Canvas. Grades will be entered into the Gradebook tool on Canvas within one week of the assignment due date.

- F. Academic Integrity Academic integrity is one of the basic principles of a college community. Please note that cheating, plagiarism, or other forms of academic dishonesty are monitored and subject to disciplinary action which may result in the student(s) involved being removed from the class and receiving a failing grade for the course. Students are expected to do their own work. Any evidence of file copying or plagiarizing of work will result in a zero for the assignment for all participants. On the first instance of confirmed cheating, students will be given the opportunity to remedy and resubmit the assignment. A subsequent cheating event will result in a zero for the assignment. If there is a third offense for copying or plagiarizing, all students involved will receive an “F” for the course.

**PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:**

Online courses require a clear pattern of participation for all students. The attendance standard for IWCC is that each student logs in and participates in meaningful ways, i.e. assignment completion, forum discussion, quiz completion, etc., within the course outline a minimum of one time each week. A week is measured from Monday through Sunday. If this standard is not met for any week within the course term, there will be a negative impact to the student’s course grade.

**COMMUNICATION WITH INSTRUCTOR:**

The instructor can be reached via Canvas Inbox, IWCC email, office phone, office hours, or text as outlined above. Students and faculty must use their IWCC email when contacting the instructor about matters related to the course.

All communication with the instructor should be professional and respectful. Inbox messages and emails should be sent using a professional format that includes a greeting, body and closing. Each message should clearly and concisely describe what the student needs, including the specific assignment name, if applicable.

Messages to the students will be communicated primarily through the Canvas Inbox and Announcement tools. Students are expected to check these messages regularly. Throughout the term, extra credit opportunities will be communicated through these tools.

### **SOCIAL DISTANCING IN RESPONSE TO COVID-19:**

Faculty, staff, and students are expected to take reasonable precautions while in a classroom, lab, or office setting to ensure the safety and wellbeing of all parties. Whenever possible, students should stay a minimum of six feet apart from other parties. Where seats and standing room is designated off limits, students should respect boundaries. All parties (faculty, staff, and students) are required to supply their own face covering that they are required to wear at all times inside the classroom or lab. Individuals who arrive to the classroom or lab without a face covering will be turned away. Students who develop fever or fall ill during class should advise their instructor that they are unwell. Students exhibiting symptoms of illness will be asked to leave the classroom or lab and not return until they are symptom-free or can provide a note from a physician clearing them to return. Students will also be asked to leave if they fail to comply with social distancing practices. Students who refuse to leave will be escorted out of the building by Security.

### **GRADING:**

570 points total

- 6 diversity journal discussions at 15 pts. each = 90
- 3 quizzes @ 30 pts. each = 90
- 1 syllabus quiz @ 10 pts.
- 6 rough drafts @ 10 points each = 60
- 1 final portfolio = 150
- 1 mock interview and reflection paper = 100
- 7 assignments @ 10 pts. Each = 70

### **FINAL GRADE SCALE (BASED ON THE PERCENT OF POINTS EARNED):**

100%-90%: A / 89%-80%: B / 79%-70%: C / 69%-60%: D / 59%-0%: F

### **FINAL GRADES:**

Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Profile.

**IMPORTANT DATES:**

Wednesday, December 2<sup>nd</sup> – First day of classes

Saturday, December 12<sup>th</sup> – Winter commencement ceremony – virtual

Tuesday, December 22<sup>nd</sup> – Last day of classes

**PROBLEM RESOLUTION:**

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, contact Ambé White, Dean of Social Sciences and Business, Lewis Hall office 112, phone: 712-325-3371; e-mail [awhite@iwcc.edu](mailto:awhite@iwcc.edu).

**NOTICE OF CLASS CANCELLATION:**

Emergency closing of entire campus such as for weather – Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage under College Services.

Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement to [iwcc.edu](mailto:iwcc.edu) email address, on the ROC course page and/or a posted note on the classroom door.

**COURSE TOPICAL OUTLINE AND SCHEDULE:**

Students should refer to the full course topical outline and schedule which concludes this document.

### III. INFORMATION/COLLEGE POLICY

**RESET PASSWORD:**

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left-hand corner and opening the technology tab, then clicking on password central.

**CYBER-LIBRARY:**

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. Students may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email [cyberlibrary@iwcc.edu](mailto:cyberlibrary@iwcc.edu) (click on link) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are posted on ROC.

**ACADEMIC SUPPORT:**

FREE tutoring and academic assistance for a variety of core, general FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is

available on a drop-in basis. FREE online tutoring is available through Canvas or ROC. To access online tutoring click on the Online Tutoring tab next to My ROC Classes on your ROC home page or Online Tutoring in the left hand menu in Canvas. For more information about tutoring services or help in your classes, email [tutoring@iwcc.edu](mailto:tutoring@iwcc.edu) or call 712-388-6841.

**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 a financial aid department representative 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.

**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. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

**FERPA:**

Student rights concerning access to education 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 education (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.

**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](mailto:disabilityservices@iwcc.edu) or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations. Accommodation testing must be scheduled 24 hours in advance. 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.

**PREGNANT AND PARENTING STUDENTS:**

Iowa Western does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student’s doctor, and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Coordinator of Disability Services.

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION:**

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of 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 its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equal Opportunity Coordinator, Reanna Heim, or ADA Coordinator, Samantha Larson, [equity@iwcc.edu](mailto:equity@iwcc.edu), 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). More information at <https://www.iwcc.edu/about/statement.asp>.

**IV. COURSE TOPICAL OUTLINE AND SCHEDULE**

Date	Topic	Readings	Assignment (Points Possible)
Day 1 December 2	*Course Overview *Canvas Overview		*Syllabus/Journal Expectations Quiz *Student Information Form



Date	Topic	Readings	Assignment (Points Possible)
Day 2 December 3	*Diversity		*Diversity Partner Journal #1
Day 3 December 4	*Attitude, Goal Setting, and Life Management		*Assignment
Day 4 December 5	*Job Search Skills		* Peer Response #1 *Generic Application Draft assigned *Letter of Recommendation assigned
Day 5 December 6	*Résumés		*Résumé Draft assigned *References List Draft assigned
Day 6 December 7	*Cover Letters		*Diversity Partner Journal #2 *Cover Letter Draft assigned
Day 7 December 8	*Interview techniques		*Mock Interview and Reflection assigned
Day 8 December 9	*After the Interview		*Peer Response #2 *Diversity Partner Journal #3 *Thank You Note Draft assigned
Day 9 December 10	*Personal Financial Management		Assignment Quiz
Day 10 December 11	*Time and Stress Management *Organizational Skills		*Peer Response #3 *Drafts due
Day 11 December 12	*Etiquette/Dress		What Will You Wear? Assignment
Day 12 December 13	*Ethics, Politics, and Diversity		Assignment

Date	Topic	Readings	Assignment (Points Possible)
Day 13 December 14	*Accountability and Workplace Relationships		*Diversity Journal # 4
Day 14 December 15	*Quality Organizations and Service		*Mock Interview and Reflection Due
Day 15 December 16	*Human Resources and Policies		*Peer Response #4 *Diversity Partner Journal #5 *Quiz
Day 16 December 17	*Communication		Elevator Speech Assignment
Day 17 December 18	*Electronic Communication		*Peer Response #5 Assignment
Day 18 December 19	*Motivation, Leadership, and Teams		
Day 19 December 20	*Conflict and Negotiation		*Diversity Journal #6 Quiz
Day 20 December 21			*Portfolio Due
Day 21 December 22			*Peer Response #6

The instructor reserves the right to modify any portion of this syllabus at any time during the semester by announcement.