

<i>Course Number</i> COM724	<i>Course Title</i> Employment Communications	<i>Credit Hours</i> 3 credit hours
<i>Semester</i> FALL 2015	T/Th	<i>Course Time</i> 10:45a -12:15p

Southwestern Community College

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Office Location: IC 201C

Prerequisites

None

Catalog Description

This course is designed to refine business writing and reading techniques and focuses on what is expected from today's business personnel. This course is designed to aid the student in developing the skills and materials necessary to obtain employment and to emphasize the development of characteristics associated with job success. Due to the nature of this class, students should take this course in their final semester or at least no earlier than two semesters before they graduate.

Textbooks

- Levitt and Harwood, *Your Career, How to make it happen*, 8th Edition, South-Western
- Butterfield, *Written Communication – Soft Skills for Digital Workplace*, 2nd Edition, Course Technology

Supplies

USB Storage device

Learning Activities

- Lecture and Discussion
- Written Exams
- Written Reports
- Online Activities
- Assigned Readings
- Announced and Unannounced Quizzes
- Guest Speakers
- Videotaped Mock Interviews

COURSE RATIONALE AND LEARNER OUTCOMES

Learner Outcomes

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

- Effectively write business communications—*Communications A*
- Effectively perform a job interview—*Interpersonal Skills A*
- Show understanding of various personal and interpersonal skills—*Interpersonal Skills A*
- Understand of the employment process—*Interpersonal Skills E*
- Write documents related to job search including resume, cover letter, and thank-you letter—*Communications A*

Professional Development

Success in the business world is partly hinged on understanding office skills and procedures. Developing essential skill such as self-care, image, and behavior practices will give students a chance to develop specific and unique characteristics within that acceptable guideline of the workplace.

- Evaluate standards for appearance and behavior as they relate to professional development
- Understand the impact personal appearance has on success in dealing with people
- Evaluate needs for growth, plan procedures for growth, and execute these plans
- Develop goal setting, critical thinking, and leadership skills
- Facilitate group interaction
- Participate as a member of a team by contributing to group effort
- Identify steps necessary to manage conflict resolution
- Make use of time and stress management practices according to individual priorities and basic biological functioning
- Develop effective personal and interpersonal skills
- Identify appropriate solutions to professional problems
- Demonstrate understanding, friendliness, adaptability, empathy, and politeness in a group setting

Understanding the Employment Process

A basic understanding of the employment process is essential to the student's ability to conduct an effective job search.

- Describe and discuss the employment process
- List job search techniques and strategies
- Develop a personal marketing plan for career success
- Prepare a personal portfolio of student work
- Prepare a resume and cover letter using word processing or desktop publishing software
- Effectively complete an application for employment
- Apply the elements of effective interview techniques
- Evaluate the organization and the position
- Apply appropriate job search follow-up procedures

Grading Scale

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

Grading Allocations

Written Exams	100 – 200 points each
Self Checks	10 points each
Business Documents	10 – 30 points each
Mock Interviews (2 face-to-face)	40 – 100 points each
Bookwork/Application Homework	5 – 50 points each
Online discussion threads	10-20 points each
The HOT SEAT discussion threads	10 points each
Web Activities	10 points each
In-class work (must be in attendance)	10 - 50 points
Job Search Documents	20 – 40 points each
<i>Resume</i>	
<i>Cover Letter</i>	
<i>Thank You Letter</i>	
<i>Resignation Letter</i>	

COURSE POLICIES AND INFORMATION

Homework

Homework assignments are to be turned in by the due date or they will not receive full credit. Late assignments 1-week late or less will receive ½ credit. Late work greater than 1-week past due will receive zero credit. There will be incidents where homework will not be accepted 1-week late. (ie. Before Spring Break week, At end of course, etc)

Quizzes

Most quizzes will be announced in class; however, the instructor reserves the right to have quizzes without prior notification. No make-up quizzes will be given unless the student is gone due to an excused absence (approved school activity). All make-up quizzes are at the discretion of the instructor.

Make-up Exam

Exams may be made up if the instructor is notified in advance or in the case of an emergency situation. If proper notification is made, students will be allowed to make up an exam. Make up exams may be in a different format than those given to those taking the exam on time. All make up exams are allowed at the discretion of the instructor.

Tardiness, and making up assignments

This class is teaching students to be better prepared for the workforce. In the workforce, deadlines are of paramount importance and often are a reflection of how you will perform in a profession. This class will be an attempt to reflect these norms.

Use of Technology

In today's workforce the use of technology has touched many occupations and will only continue to grow. The utilization of technology will be a significant portion of this course.

Academic Dishonesty

A grade of zero will be given for instances of academic dishonesty. A student supplying another student with their work will also be accountable for academic dishonesty consequences.

Portfolios

Each student will be required to develop a portfolio showcasing some of their work and assignments completed throughout the semester. Contents of the portfolio should include the following:

- Final copy of resume
- Final copy of Thank You letter
- Final copy of Cover Letter
- Final copy of Resignation Letter
- Honors/Awards/Scholarships
- Certificates or Diplomas
- Best work from other courses

SYLLABUS STANDARD POLICY STATEMENTS

Academic Integrity Policy

Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions of this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the college community, and breaches of academic integrity constitute serious offenses. Refer to this section of the Student Handbook for further details.

Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited in the text or in a footnote or in a bibliography or works cited page. Acknowledgment is required when material from another source stored in print, electronic or other medium is paraphrased or summarized in whole or in part in one's own words. Refer to Student Handbook for examples of plagiarism.

Temporary Closing Policy

Every effort will be made to keep the college open. However, should inclement weather or other emergencies necessitate closing the college or delaying the start of classes, the decision will be made between 5:00-5:30 a.m. and will be announced on the following:

(This information is also posted on Southwestern's website www.swcciowa.edu)

Radio Stations

KSIB-KITR	Creston	AM 1520 FM 101.3
KOAK/KCSI	Red Oak	AM 1080 FM 95.3
KMA	Shenandoah	AM 960 FM 99.1
WHO	Des Moines	AM 1040 FM 100.3 FM 107.5
KJAN	Atlantic	AM 1220
KSOM	Atlantic	FM 96.5 and 95.7
KSOI	Murray	FM 91.9

Television Stations

KCCI-TV8	Des Moines
WHO-TV13	Des Moines
WOI-TV5	Ames/Des Moines
KMTV-TV3	Omaha
WOWT-TV6	Omaha
KETV-TV7	Omaha

2-Hour Late Start Information

When inclement weather causes the college to have a two-hour delay, the following procedures will be followed: If the two-hour delay occurs on a Monday, Wednesday or Friday, then classes will start at 9:40 a.m. (7:30 a.m. and 8:35 a.m. classes will not meet). Offices will open at 9:00 a.m. If the two-hour delay occurs on a Tuesday or Thursday, then classes will start at 9:00 a.m. (7:30 a.m. classes will not meet). Offices will open at 9:00 a.m. Career and Technical courses do not follow the same 1 hr./1 ½ hr. schedule. Please refer to your instructor for more details. Nursing 4 hr. class will start at designated late start time (9:40 a.m. or 9:00 a.m.). The college also utilizes text messaging through e2campus™ as another means to notify students, faculty and staff of important announcements. Please refer to the student handbook for information about this service.

Cell Phone Policy

The college believes in providing an environment conducive to learning. For this reason, cellular phone use should be kept to a minimum on campus and conducted in appropriate locations only. Cell phone users should be respectful of others.

1. Students are to turn cell phones off or to silent mode upon entering any classroom, computer lab, library or auditorium.
2. If necessary, students may conduct short, quiet cellular phone conversations in the hallways, away from doorways or outside of the buildings.
3. Cellular phones with picture taking capabilities are not allowed in locker rooms or weight rooms. Faculty members have the right to limit the use of cell phones with picture taking and text messaging capabilities in their classrooms.
4. Students who fail to comply with the above regulations will be referred to the Dean of Student Services and will be considered in violation of the student code of conduct.

Children on Campus Policy

The college strives to maintain a quality learning environment and has established the following guidelines regarding children on campus.

1. Students will not be allowed to bring children with them in the instructional setting which includes, but is not limited to, the classroom, library, student center, etc.
2. When children are present on campus, they must be under the direct supervision of a parent, legal guardian, registered student or other authorized adult.
3. This policy does not intend to conflict with Southwestern's programs designed for the involvement of children. For example: 8th grade career day, youth-camps, business contests, vocational open house, etc.
4. Students who fail to comply with the above regulations will be referred to the Dean of Student Services and will be considered in violation of the student code of conduct.

Sexual Harassment/Sexual Offense/Sexual Violence

Sexual harassment is a violation of Title IX in that it constitutes differential treatment on the basis of sex (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking). Title IX applies to any educational program or activity and protects both students and employees.

Southwestern Community College will not tolerate the commission of sexual offenses by or against students, faculty, and/or staff on or at any College campus, centers, facilities and/or activities. It is the policy at the College to provide education to help prevent sexual offenses, facilitate the reporting of and provide information on counseling concerning sexual offenses, and, when appropriate, investigate and take disciplinary actions regarding sexual offenses.

Students may refer to the College's Student Handbook on the college's website at <http://www.swcciowa.edu/student-life/student-handbook>, for additional information regarding sexual offenses.

Any person who believes he/she has been subjected to sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking may report the behavior to Jolene Griffith, Educational Equity (or Title IX) Coordinator, 641.782.1456 or 800.247.4023, ext. 456. Reports may be filed by the alleged victim or others on their behalf. Anonymous reports will be accepted, however, options available to college authorities for investigating or resolving anonymous reports may be limited because of the unique challenges presented.

Nondiscrimination Statement

Southwestern Community College prohibits discrimination on the basis of race, color, national origin, sex, disability, age in employment, sexual orientation, gender identity, genetic information, creed, religion, veteran status, associational preference and actual or potential parental, family or marital status in its programs, activities or employment and personnel policies and practices. Southwestern also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries regarding compliance with the nondiscrimination policy and the appropriate grievance procedure may be directed to: Educational Equity Coordinator, Southwestern Community College, 1501 W. Townline St., Creston, IA 50801, 641.782.1456 or 800.247.4023, ext. 456.

Accommodations

Southwestern is committed to the regulations of the American with Disabilities Act in making reasonable accommodations for students, staff, or patrons of the College in accessing its facilities. Any student with a disability wanting to request accommodations should notify the College administration of his/her needs, and the College will do what is reasonable to effect changes and assist the individual in being successful in the College environment. Steps for obtaining such accommodations are listed in the Student handbook (Disability/Special needs at Southwestern). For further assistance regarding accommodations or to identify special needs, students should contact Deb Pantini, Director of Student Development, Administration Center, at 641.782.1458.

Emergency Notification Policy Statement

SWCC has a campus-wide emergency notification system (e2Campus) to send instant text messages and/or e-mail messages to all students, faculty, and staff who have elected to receive them. This system will be utilized to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. This service also allows users to receive messages when classes are canceled and/or messages when the college is closed due to weather. With this system in place, SWCC can instantly and simultaneously distribute brief time-sensitive messages in emergency situations. Although there is not one system that is 100 percent guaranteed effective, this is an important method of communication. In order to alert students and employees that an emergency text has been sent, an Emergency Alert sound will be activated. This sound (as well as the tornado and fire alarm sounds) can be heard on the Emergency Notifications page on the SWCC Web site. If the Emergency Alert sound is activated on campus, students and staff should immediately check their text messages. Some carriers may charge for incoming text messages so keep this in mind should you decide to sign up. You may also sign up to receive the same messages via email with or without signing up your cell phone number. To sign up, students will need to log on to SWCC's Campus Connect system. New students will receive training on Campus Connect at Success Seminar, The College Experience course, and orientation.

Class Attendance Related to School-Sponsored Activities

The college recognizes that many students participate in school-sponsored activities that may conflict with class meeting times. These school sponsored-activities (excluding practices) may include athletic competitions, student academic competitions and conferences, student musical performances, class sponsored field trips, etc. Students involved in such activities must give written notice to the instructor at least three days in advance of the anticipated absence. Students will be given the opportunity to

independently make up course work or work of equal value for the day(s) the event was scheduled and to take a scheduled exam at an alternative time. School-sponsored absences shall not result in a reduction in attendance or participation grades. In the event of a last minute schedule change, the student must notify all affected faculty members immediately. A relevant last minute schedule change could be, but is not limited to, inclement weather causing an event to be rescheduled with less than three days advance notice.

General Education Statement

Southwestern Community College is an institution dedicated to continuous student improvement. As part of our general education assessment efforts, it is necessary for us to collect and analyze academic data. Data drawn from students' work for the purposes of institutional assessment will be collected and posted in aggregate, and will not identify individual students. Your continued support in our on-going effort to provide quality instructional services at Southwestern is appreciated.

Syllabus Disclaimer Statement

This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed by the instructor on an individual basis, and only for reasons that meet specific requirements.

(7/7/15)