

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS INFORMATION

MGT-195-OL01: WORKPLACE EMPOWERMENT

TERM: WINTERIM 2018

I. FACULTY INFORMATION:

Instructor: BRINTON STROHMYER	Office: LEWIS 108
Phone: (712) 325-3359	Office Hours: By Appointment Only
E-mail: bstrohmyer@iwcc.edu	

II. COURSE INFORMATION:

Course Prefix/Number	Course Name	Credits	Lecture	Lab
MGT-195	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: Online only. This is not a self-paced course. Weekly online course attendance, interaction, and activity are expected and will be verified through weekly course attendance reports.

COURSE LOCATION: Remote

REQUIRED TEXTBOOKS:

Career Achievement: Growing Goals (17th Edition) by Blackett
ISBN-13 # 978-1308575179 **CUSTOMIZED EDITION**

Suggested Supplemental Textbooks, References:

Office 365 Suite is required for many online coursework assignments. To facilitate interaction between classmates, students can download the free version from their ROC Portal Page for use in their online courses.

Materials and Supplies to Be Furnished by Student:

Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools. IWCC students may consider *these free options*.

Students are further responsible for working in their online courses within the IWCC Acceptable Use Policy and the Computer Ethics and Use Policy. (Both policies are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.)

COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:

The Learning Objectives for this course are (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:

Attendance Requirements:

You must be present in the “online classroom” to be successful in the course.

Participation Requirements

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 some meaningful way, i.e. assignment completion, forum discussion, quiz completion, etc., inside of the online course—at a minimum—at least one time each week, as measured from Monday to Sunday. If this standard isn’t met for any week in the semester . . .

A failure to complete the weekly assignments and/or submit via dropbox will result in a zero for the assignment.

Attendance is not optional. If you miss class, do not contact me to ask if you “missed anything important” or any other question with the similar meaning. This also includes, “I will be gone... will I miss anything important?” I reserve the right to add homework (either by a per-class or per-person basis) based on being asked any of these questions! The information regarding class is on ROC and the syllabus.

If you are going to be gone, you need to inform me prior to leaving. All work must be completed prior to your leave. If you leave and do not complete the necessary work, you will not be allowed to make it up. This is non-negotiable, including all students involved in institutional activities.

All quizzes will need to be taken that day. You cannot take the quiz early and I will not allow you to make up any quiz after. Any student that is part of an institutional activity will be on a case-by-case basis. For example, if a student has an activity on-campus at 3 p.m. on Friday (Quiz is on Friday), the quiz will need to be completed on Friday. I will not grant an exception; however, if a student is traveling for an institutional organization activity (sponsored and you have documented presence of your involvement) on Friday (all day), then I will grant a one-day exception, i.e. due Thursday. If your travel includes a one-hour trip, that will not suffice the requirement of an extension.

Attendance has a direct impact on whether the student is successful. I will not allow for makeups or makeup lectures. Make sure you either own a dependable computer or have access to a dependable computer.

All students involved with student activities that require a completed “progress report” should request to have the report signed before class or during my office hours. I will not complete after class. According to institutional policy, I will only sign the formal reports provided by the institution. I will not email advisors, coaches, mentors, etc... your progress report information. Do not call me or email this request as an “emergency.” This is called planning. Plan accordingly.

STANDARDS FOR WRITTEN WORK

All assignments must be turned in via the courseroom dropbox. No exceptions. The dropbox will have a time stamp to ensure you have met the deadline(s). If you do not turn in the assignment(s) via dropbox, you will not earn any credit for the assignments. No exceptions.

If you have any questions or problems with submitting your homework, please contact IT directly. Please do not email me to inquire as to what to do if you have problems with submission. You need to go to IT and they can help you.

Written assignments should be:

- 1) Typed (unless otherwise instructed) using a standard 12-point font (Times New Roman);
- 2) Double-spaced;
- 3) Proofread and revised;
- 4) Free of all grammar and spelling errors;
- 5) Cited and referenced accordingly (APA, 6th Edition format). Each student should be aware of proper citation and referencing. Citation format should be APA 6th Edition. Any student that fails to cite by utilizing in-text citations and a “Reference” page will receive a zero and will be documented as it is plagiarism. No resubmissions will be allowed. **This is a zero-tolerance policy.**
- 6) I will not accept documents via GoogleDocs, NoteOne, or any other “login-based” program. You must turn the assignment in as a separate file (.rtf or .doc). If I cannot open the file (i.e. usage of GoogleDocs, NoteOne, or a format that I cannot open), you will earn a zero for the assignment. I will not allow for resubmissions.

You may utilize the following sources for help with citing according to APA, 6th Edition:

YouTube: APA Format and Citations: Sixth (6th) Edition

<https://www.youtube.com/watch?v=9pbUoNa5tyY>

Purdue Owl

<https://owl.english.purdue.edu/owl/resource/560/01/>

DISCUSSION BOARDS

Discussion boards are online discussions held in the online classroom. There will be weekly discussions between you and your classmates. You will have 13 discussion boards to complete.

Every week I will pose a question related to the material we are covering. It is your job to post one initial post to that question and respond to a minimum of two classmates during the week.

Weekly discussion boards will open on Monday morning and end Sunday night. If you respond to a learner late, such as 1:00 a.m. on the Monday morning after the Sunday cutoff, you will not earn credit.

Your initial post requirements are:

- 1) At least 250 words. 249 words is not the minimum requirement and your grade will be deducted accordingly.
- 2) Posted on or before Thursday at 11:59 p.m. This allows the class to respond to everyone Friday, Saturday, and/or Sunday. If you post at 12:00 a.m. on Friday, you will not earn full credit.

- 3) Your post must be substantive, giving supporting documentation, sufficiently answering the question. Simply restating the question or carrying on just to take up space will not earn credit.
- 4) Posted and follow up to your initial post should occur. If a classmate posts to your initial post, chances are that you may need to respond.
- 5) Cite sources accordingly.

Your response requirements are:

- 1) Posted to at least two different classmates on their posts. Responding to a classmate that responds to your initial post does not count.
- 2) Two posts to two different classmates should be on two different days. If you posted your initial post on Thursday, you will need to post your responses on either Friday, Saturday, and/or Sunday (2 of the 3 days). Posts that are made on Sunday (all at once) will not receive credit because it defeats the purpose of the online classroom.
- 3) Your responses should be a minimum of 50 words. Simply responding with what the classmate said to begin with is not substantive and will not earn credit. Simply agreeing with a post is also not allowable.
- 4) Cite sources accordingly.

LATE PAPERS AND ASSIGNMENTS

Late papers or assignments will not be accepted. I will not be judge, jury, and executioner with excuses. You have the class schedule and are aware of what is expected of you on any given date. Plan accordingly.

If there is an 11:59 p.m. deadline and you submit a paper at 12:00 a.m., that is a later paper and it will not count, regardless of the excuse. At the end of the day, you need to plan ahead. Plan for problems with your computer, internet, or any other problem that may come about.

MISSED EXAMS

I do not allow make up exams or quizzes. You will have a final comprehensive exam. A comprehensive exam means that you will be tested on all the material covered in the semester. The exam must be taken on the date of the final- No Exceptions. If you are traveling home early prior to the final exam, you will earn a zero. I will not allow you to take the final early. Absolutely no exceptions.

For quizzes:

You will have the following quizzes:

- a. 1 Syllabus Quiz
- b. 14 Chapter Quizzes

14 Chapter quizzes will be given over each chapter. Each quiz will consist of 10-20 questions (mostly multiple choice, true-false, word-bank). You will have approximately 1-2 minutes to answer each question, i.e. timed quiz. It will be important that you have read and studied the material prior to taking the quiz.

Each quiz will be given on Friday and will be “online.” You will need to login to “ROC”, the course and correct week to find the quiz.

The quiz will open at 00:00 hours and close at 23:55 hours of the given date. No exceptions.

The quizzes should not be taken in groups, pairs, or with anyone else than yourself. If you decide you would like to take the quiz alongside another person, this is considered cheating and will be handled accordingly to the Institutional policy, Student Handbook, and my policy.

My cheating policy is: Any plagiarism, whether done with or without intent is plagiarism and is a violation of academic code. Any cheating is a violation of academic code. Violation 1 will consist of a zero for the assignment. Violation 2 is a finding of an additional violation to Violation 1 and will result in an “F” for the course. Severe cases of plagiarism and/or cheating may be dealt with on a case-by-case basis. Intent remains the variable and I reserve the right to fail any student (fail the course) that is blatantly violating the academic code, whether it is a 1st or 2nd violation.

See “ATTENDANCE REQUIREMENTS” for additional information.

EXTRA CREDIT

I reserve the right to offer extra credit at my discretion.

If you are struggling with the course, do not wait! Contact me as soon as you are struggling. The sooner you contact me, the sooner I can help you. The longer you wait, the worse it will be.

Do not contact me the last two weeks of the semester to see if you can pass the course, what you can do to pass the course, or seek any additional points to raise your grade. Very simply, it will not happen.

CLASSROOM MANAGEMENT AND BEHAVIOR

Students are expected to arrive on time. This means being seated at the time the class starts. I understand things happen and you may run late... this is not a big deal. Do not make it a habit.

If you make it a habit of being late, you and I will have a conversation. Students coming to class late are a distraction to the class and me. A habit of it will not be tolerated and the habit will be corrected immediately. If you do not wish to correct the habit, I may request your removal from the course.

Students are encouraged to participate in classroom discussion (including any interaction online). Discussion of experience and thoughts are a foundational element to learning. Everyone is different and we will respect everyone and their thoughts with respect. Any violation of this code will result in the removal of the student(s). **This is a zero-tolerance policy.**

You are not allowed to record, in any manner, the classroom. The classroom may consist of, but may not be limited to, students, instructor, guest speakers, etc...

COMMUNICATION WITH INSTRUCTOR

I take pride in being able to respond to students in a timely fashion. If you contact me Monday-Friday (during normal school business weeks), I have a 24-hour turnaround. If you contact me on the weekend or during closed-campus, no-class days, I have up to a 48-hour turnaround.

If you email me, you must:

- 1) Send the email from your IWCC email account (other emails go to my Quarantine system);
- 2) Do not send a message through the ROC message system (I cannot respond directly);
- 3) Send directly to me at bstrohmyer@iwcc.edu;
- 4) Use the subject line by inputting:
 - a. Course
 - b. Section
 - c. Name
- 5) Be specific as to the nature of your contact... What are you asking? What do you need? What is your question? What are you telling me?
- 6) If you do not include these 5 points, you will not receive a response.
- 7) If you do not receive a response within the proper timeline, please send me another email and add "2nd Email" in the subject line.

I have listed the following ways (in order of best-to-least) to reach me based on priority.

- 1) Email at bstrohmyer@iwcc.edu;
- 2) Stop by my office at Stuart 1122;
- 3) Call my office at (712) 325-3359;
- 4) Call me on my cell at (402) 214-0449;
 - a. If you call me on my cell, please call at a reasonable time (I have a family and small kids, I go to bed early);
 - b. Leave a message and I will call you back;
 - c. Leave a message that is clear, with your name, spelling of your name, and course, including section, and a phone number that I can call you back.
 - d. DO NOT TEXT ME!

Do not text me in any way, shape, or form. This is a high liability for the institution and I will not respond, no matter the question. No exceptions.

If you call me on my cell and it happens to be a night before the assignment, learn from the mistake. You have waited to complete something until the last minute. If I contact you, please learn from it and do not let it happen again. It should not happen a second time.

See "Office Hours" for additional contact information.

Turnaround time for feedback of assignments, quizzes, exams, projects, etc... is up to one week from the day the assignment was due. Example: If the assignment is due on Sunday, I will have the assignment graded by the following Sunday.

GRADING

The course will be graded based on assignments, quizzes, a project, and a comprehensive exam.

The grading elements may include:

- Quiz
 - 1 syllabus quiz (10 points);
 - Due Sunday, August 27th at the scheduled time;
 - 14 chapter quizzes (10 points each);
 - Will open for completion at 00:00 on Friday morning;
 - Will be due Fridays by the scheduled time;
 - The quizzes may consist of at least one of the following problems:
 - True-false;
 - Multiple choice;
 - Fill-in the blanks;
 - Matching;
 - Problem-solving.
- Discussion Board Assignments
 - 13 graded discussion board assignments (10 points);
 - Due on Sunday night at 11:55 p.m.
- Portfolio
 - 1 Comprehensive Project (100 points);
 - Resume
 - Cover Letter
 - References
 - Job Application
- Interview
 - Interview

Grade Breakdown:

• 1 syllabus quiz at 10 points	=	10 points
• 14 quizzes at 10 points	=	140 points
• 13 assignments at 10 points	=	130 points
• Portfolio at 100 points	=	100 points
• Interview at 100 points	=	100 points
• Total points available	=	480 Points

Final Grade Scale: 480-432: A / 431-384: B / 383-336: C / 335-288: D / 287—Below

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

Important Dates

See “Academic Calendar for important dates.

Problem Resolution

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact

Dr. Marjorie Welch

Vice President for Academic Affairs

Ashley Hall-116

(712) 325-3279

mwelch@iwcc.edu

Notice of Class Cancellation

1. 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.
2. Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement on the ROC course page if possible and/or a posted note on the classroom door.

Course Topical Outline and Schedule

The full course schedule concludes this document.

III. INFORMATION/COLLEGE POLICY

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 can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page 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.

Academic Support

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 Brainfuse on ROC. To access Brainfuse, 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 by subject area is posted 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.

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 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.

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.

Non-Discrimination Statement

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs,

activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

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.

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. For more information, please visit <http://www.iwcc.edu/about/statement.asp>

IV. COURSE TOPICAL OUTLINE AND SCHEDULE

This component of the syllabus provides an outline of the topics we expect to cover in this course. It provides a course structure for you, but it is subject to change.

See next page for schedule (subject to change)

Week	Date	Topic	Readings	Assignment
Week One	Begins: Monday, December 17 th	-Economic Reality in the 21 st Century - Diversity in the Workplace -Multicultural Communication -Corporate Culture -Workplace Law -Globalization and the Global Economy -Preparing for the Global Workplace -21 st Century Workplace Trends	-Lecture - Read pp. 1-26 in the back of textbook (supplemental text).	-Syllabus Quiz (20 points) - Adopt a Country Assignment (15 points) - Diversity Assignment (25 points) -Unit Exam 1 (50 points)
Week Two	Begins: Monday, December 24 th	-Portfolio examples provided in Week 2 folder	- Chapters 2- 12	- Threaded Discussion Questions (60 points) - Unit 2 Exam (80 points)

		<ul style="list-style-type: none"> -Work on Portfolios during Week 2 -Portfolios are Due Week 3 on January 4th 		
Week Three	Begins: Monday, December 31st	<ul style="list-style-type: none"> -Portfolios -Interview 	<ul style="list-style-type: none"> - Chapters 13-14 	<ul style="list-style-type: none"> - Portfolio (160 points) - Interview (100 points) - Unit 3 Exam (60 points)