



## **BOT 2183 Career Readiness**

### **I. Instructor's Contact Information**

- Colla Chapman
- Raymond Campus Walter Gibbes Hall 203
- 601.857.3522
- [cdchapman@hindscc.edu](mailto:cdchapman@hindscc.edu)
- Office hours:  
Fridays 8am-12noon and 1pm-3pm
  
- Always contact me through Canvas Message to schedule an appointment. I will see via my email account and phone. I check often. If you call my office phone it may take longer for me to respond since I teach full time in the traditional classroom.

### **II. Course Information**

#### **Course Title**

BOT 2183 Career Readiness 3 hours

#### **Course Section**

Section number: H2AA, H2AB, H2AC

#### **Course Meeting/Location/Time**

Online

#### **Prerequisites**

None

#### **Course Description**

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills.

#### **Student Learning Outcomes**

1. Assess interest and abilities using self-awareness/career interest inventories and integrate a broad range of career interests in a career development plan.
2. Identify personality type and evaluate how that type is reflected in career decision-making and educational advancement.
3. Examine how personal interests are reflected in career decision-making and educational advancement.
4. Define personal learning style and assess how it is reflected in career decision-making and educational advancement.
5. Evaluate standard-of-living choices and assess the impact of those choices on career decision-making and educational advancement.
6. Evaluate personal, financial, and professional goal statements that apply to further education and/or technical training.

7. Develop one-year and five-year education and employment plans and monitor progress toward meeting the goals of each plan.
8. Compose personal and professional goals based on career assessment results.
9. Demonstrate skills to seek employment.
  - a. Produce a resume and cover letter.
  - b. Complete a job application.
  - c. Interview for a job.
  - d. Find and pursue employment leads.
  - e. Market oneself in the workplace.
10. Demonstrate interpersonal skills that affect personal and professional development.
  - a. Discuss principles of effective time, stress, and money management.
  - b. Demonstrate business etiquette skills in professional situations.
  - c. Apply problem-solving and conflict-resolution skills to given case studies.
  - d. Analyze case studies to demonstrate self-motivation, self-management, ethical business practices, a positive attitude, and problem-solving skills.
  - e. Demonstrate appropriate verbal and nonverbal communication and listening skills that demonstrate sensitivity to diverse populations, including people from various cultural backgrounds and those with special needs.

### **III. Text and Course Materials**

Career Fitness Program, The: Exercising Your Options, 11th ed. – Pearson-Instant Access Included

### **IV. Instructional Methods**

To perform well in this course and not be absent, you will need to complete the assignments following the course calendar. To do well in this class, before submitting a homework assignment you must read from the eBook/textbook, then take the MyStudentSuccessLab related training or practice. You should submit homework assignments through MyStudentSuccessLab or Canvas for grading. Weekly announcements inform you of assignments that are due for the week and any weekly assignment not completed will earn the student a zero plus and absence. . You are required to submit two video recording in this class. Through instant access everything is available the first day of class.

**WHAT IS AN INSTANT ACCESS COURSE?** Instant access refers to a course that contains the required materials, such as the ebook/textbook and online resources, in Canvas on the first day of class. The course material is charged to the students account at the point they register for the course. Students also have the option to purchase a low cost version of the book through the bookstore.

**BOOKSHELF:** Bookshelf is a platform used to view your eBooks in instant access courses. With Bookshelf you are able to access your eBook within Canvas, Bookshelf Online, and the Bookshelf applications for PC, MAC, Android, and IOS. You may also download the eBook using these applications.

**WHAT IS MYSTUDENTSUCCESSLAB?** MyStudentSuccessLab is an Online Teaching and Learning Resource for you to complete, and submit your homework for grading. The two proctored exams will also be given on MyStudentSuccessLab. Your assignments are automatically graded and because this is an instant access course the grades will populate in Canvas also.

**HOMEWORK READING/WORKING PROBLEMS and UNGRADED MYSTUDENTSUCCESSLAB PRACTICE:** Begin the class by reading the chapter and working the activities at the end of each chapter. Some weeks we will cover two chapters. After reading, complete all assignments in MYSTUDENTSUCCESSLAB

for graded homework. Please answer all questions according to what you learned in the chapter. You may read ahead but don't fall behind!

## **V. Grading Plan**

Assignments	25%
Quiz/Tests	25%
Discussion	20%
Presentation	10%
*Proctored Exams	<u>20%</u>
	100%

\*taken at a proctored site of choice by all students. See full instructions at our CANVAS site. I am sorry but exemption is not permitted in this course for graduating sophomores since there is no comprehensive final.

### **Grading scale**

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 and below

## **MAKE-UP WORK AND EXAM POLICY**

**GRADED HOMEWORK ASSIGNMENTS:** All homework assignments are available at MyStudentSuccessLab for you when our site opens and must be completed by the specified deadlines. After the deadline has passed, you will no longer have access to the homework assignment for that week. All homework assignments are to be completed online via MyStudentSuccessLab. You will need to familiarize yourself early with the course tools. There are many useful features in MyStudentSuccessLab. You may also save your progress and come back to your work later if necessary. Majority of the assignments that you will assigned will take under 15-30 minutes to complete. For due dates and times for homework assignments, please consult the calendar or the MyStudentSuccessLab website and in Canvas.

**DISCUSSIONS:** Discussions is a student tool for sharing thoughts and ideas. There is a weekly discussion that must be completed in Canvas. The discussion board opens and closes according to the dates listed on the Calendar. Make sure participate in the Discussion Forum and check Announcements in Canvas often. Please ask any questions that you may have about the current chapter in the announcement in Canvas where the assignments for the week are listed.

**MISSING ASSIGNMENTS OR EXAMS:** No homework assignments, exams or proctored exam may be retaken. Forgetting what day it is or waking up too late or scheduling the wrong day is not an excuse. The student should notify Ms. Chapman on or before the day of the exam. No make-ups are allowed for assignments since assignments are available for a full week. If you have a valid medical reason (hospitalization, death in family, etc.) for missing an exam, there may be a make-up but this is at the discretion of the instructor. You will be required to submit proper documentation for missing the mandatory exam including the date, time, and nature of the incident, at least one official contact or phone number (such as a physician), and a note written by the physician or other dean-approved official indicating why they feel it is necessary for you to have a makeup. You may be granted an extension only when all of this information has been received and verified by the instructor.

MIDTERM GRADE For fall and spring classes Hinds requires midterm grades for Hinds' students. The midterm grade will be the average-to-date in the MyStudentSuccessLab grade book. In the summer session there will be no midterm grade.

## **VI. Exams**

PROCTORED EXAMS/AT HOME EXAM: There will be two proctored exams - Proctored Exam #1 and Proctored Exam #2. These two proctored exams will need to be taken at an approved proctored site of your choice and will be taken on MyStudentSuccessLab on specific days listed in Canvas. The last exam will be completed 'At Home' online in MyStudentSuccessLab following the dates listed on the calendar. Understand that you are only allowed only one attempt at an exam. You will not be allowed to log in and out of MyStudentSuccessLab during an exam, so make sure you have a stable computer and a stable internet connection when you take the 'At Home' Exam. If there are problems at your proctoring site beyond your control, your Proctor should contact me ASAP so you can get back into the exam and not need to reschedule if possible. Full details concerning the At Home and Proctored Exams with due dates can be found at the Canvas site. Please schedule your proctored exams as soon as possible to avoid any problems that you may encounter.

## **VII. Assignments**

Listed in Canvas

## **VIII. Attendance Policy**

**Attendance in class is a key factor of success in college.** The following procedure applies to regular academic, technical, and career credit programs, including Distance Learning online courses. It does not apply to non-credit or continuing education activities. Some programs in nursing and allied health, career fields or non-credit programs require more stringent attendance policies which will be followed and will be stated in the departmental regulations for the program of study.

The primary method by which the College communicates with its credit students concerning attendance is the students' My.Hinds email accounts. All credit students are responsible for activating their College email account within three (3) days of registering for classes for the first time and for checking it frequently (at least three times each week) when classes are in session.

All instructors will take roll at each class meeting and will maintain an attendance record for each student. Attendance will be recorded beginning the first day of the class or the first day the student registers for the class, whichever is later. The student is responsible for all assigned work, including work which occurred prior to the student's enrollment in the class. Students must attend 80% of the meetings for each course in order to receive credit for a course. All Instructors will make certain that each student is aware of all College policies and procedures concerning attendance, excessive absence notification, and withdrawal, and they will stress the student's responsibility for reading all related requirements in the *College Catalog* and the *Student Handbook*.

Students should be aware that beginning with the fall term of 2011, class attendance will be used as one factor in determining the release of the balance of financial aid.

It is understood that one of the main motivations for taking an online course is that other obligations make it difficult or impossible to attend scheduled, "on-site" college classes.

Therefore, the basic unit of time in the course is the week. Refer to your calendar for homework assignments, exams, and proctored final dates and times.

You will need to spend time reading, studying, and completing all assignments. This time is up to you. It is recommended that you log on several times a week to CANVAS for any possible new announcements. If you procrastinate and fail to log in for more than a few days, you may miss some important notices.

Online instruction differs fundamentally from traditional classroom instruction. You may access the online resources required to participate successfully in this course at times that are convenient to your personal schedule. Do not procrastinate doing your work. Internet problems will not be an excuse. Failure on your part to submit all completed assignments, exams, and the proctored exam within the timeframe mentioned above will be recorded as absences.

**DROPPED AS NO SHOW AND CHECKING IN:** You will be dropped as a NO SHOW if do not complete the Discussion at our Canvas site and take the District Learning Orientation by the end of the second week of class. Students must complete these two requirements to not be turned in as a No Show along with any other assignments the instructor may assign.

**SPRING AND FALL ATTENDANCE** Since you will have weekly grades you will not need to do any 'checking in'. After missing two weekly assignment requirements, you will receive a Notice of Absence Form (NOA) via email. If you miss one more assignment after receiving the NOA, you will be dropped from this course with an F. Only one NOA will be sent by this instructor. Of course, a zero will be recorded for any missed assignments.

## **IX. Plagiarism/Academic Honesty**

### **ACADEMIC HONESTY**

Academic pursuits require the exploration of ideas from a multitude of sources. A responsible scholar always gives credit to the ideas of others. Ethical treatment of sources as well as honesty in testing and assignments are hallmarks of academic integrity. Hinds Community College considers academic honesty essential for scholastic excellence.

### **Plagiarism**

Plagiarism occurs when an individual borrows words, ideas, original material, or data from another person, group, or organization without acknowledging the original source of the material. Students are expected to cite sources correctly. Several resources are available on the Hinds Community College website to help students incorporate ideas of others into their own work.

### **Cheating**

Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of cheating during an examination include: copying from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test; possession, giving or receiving copies of an examination or exam questions without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent the student at the examination.

### **Legitimate Collaboration**

In situations in or outside the classroom where some degree of collaboration is permissible, it is

the responsibility of the instructor to give written instructions to his/her classes specifically stating what forms of collaboration are authorized. When procedures are not clearly understood, it is the responsibility of the student to consult with the instructor.

#### Penalties for Academic Dishonesty

The penalty for the first commission of any offense set out above will be either a zero on the particular assignment, withdrawal from the course, or failure in the course. These options will be clearly stated on the instructor's syllabus. The instructor will also refer the matter for possible further action, including possible suspension or dismissal from the program of study or from the college. The penalty for subsequent commissions of any of these offenses will be failure in the course and possible dismissal or suspension from the program of study or from the College.

In cases of academic dishonesty:

1. The instructor will immediately email the student, the department chairperson, the Academic Dean or Career-Technical Dean and/or Dean of eLearning (whichever is appropriate) and the campus/Dean of Students/Associate Vice President of Student Services, indicating the action taken.
2. If the student has been previously reported as committing the same offense, the Dean of Students will notify the instructor, department chairperson, and appropriate dean, who will together determine if further action is needed.

## **X. ADA Statement/Non-discrimination Statement**

### **Notice of Non-discrimination Statement:**

In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Tyrone Jackson, Vice President for Utica Campus and Administrative Services and District Dean of Student Services & Title IX Coordinator Box 1003, Utica, MS 39175

Phone: 601.885.7002 or Email: [titleIX@hindsc.edu](mailto:titleIX@hindsc.edu)

### **Disability Support Services Statement:**

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campus to establish a plan for reasonable, appropriate classroom accommodations.

- Rankin Campus - 601.936.5544
- Raymond Campus and all online courses - 601.857.3646
- Jackson Campus-ATC - 601.987.8158
- Jackson Campus-NAHC - 601.376.4803
- Utica Campus - 601.885.7045
- Vicksburg-Warren Campus - 601.629.6807

## **XI. Emergency Procedures (on campus classes)**

Emergencies either man-made or natural can occur at any time and for any reason. Hinds Community College strives to keep our students, faculty, staff, and visitors' safe at all times. Hinds Community College's Emergency Alert System is called EagleOne Alerts. The EagleOne Alert Network uses SMS/ Voice messages, Emails, Emergency Info Line (601.857.3600), EagleOne Website and Eagle Vision to communicate vital information to let students and staff know when there is an emergency on or around campus and what they need to do to be safe. EagleOne Alert is the accurate source for emergency information for Hinds Community College. More information about the EagleOne Alert Network and can be found at <http://eagleone.hindscc.edu/>. The EagleOne Alert Network is tested on the first day of every month at noon (weather permitting).

## **XII. Video Surveillance**

Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

## **XIII. General Information**

### **Netiquette**

The term "netiquette" is a compound of the words "network" and "etiquette". It refers to acceptable codes of practice for interacting with others while online. In order to prevent misunderstandings and promote engaging and meaningful collaboration, extra care must be taken into how you express yourself in your written communication.

### **How to Communicate**

- **Be professional** as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
- **Be considerate.** Think about how your words affect others.
- **Be respectful** of the opinions of others and respect your instructor.
- **Be calm.** Try to keep your emotions out of class.
- **Humor and sarcasm.** Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- **Harassment and other offensive behavior.** The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated.
- **Offensive material.** Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- **Copyrights and intellectual property.** Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.

