

**OLD DOMINION UNIVERSITY
UNIVERSITY COLLEGE - CAREER MANAGEMENT CENTER
SYLLABUS Fall 2012**

Course Title: UNIV 195: Learn and Earn Advantage Program Orientation

Class Meeting Times:

Meeting Place: Williamsburg Room 2231 Webb Center

Instructor: Name
Title, Career Management Center
Phone: (757) 683 - 4388
Email@odu.edu

Office: Career Management Center 2202 Webb University Ctr.

Office Hours:

Purpose of the Course

The purpose of this course is to engage students in self-reflection and work place skill enhancement, applicable to experiences encountered as part of the LEAP, as well as in the world of work. UNIV 195 will help students to develop and be able to apply skills in the areas of self-presentation, work ethic, team membership, professional communication, independence and initiative, and seeing the “Big Picture” in relation to everyday workplace issues.

Course Objectives (Competencies to Be Developed)

1. Students will know and understand the 21st Century Workplace Readiness Skills as they relate to the following broader categories

1. Self-Presentation
2. Work Ethic
3. Team Membership
4. Professional Communication
5. Independence and Initiative
6. Seeing The “Big Picture”

2. Students will learn and demonstrate skills related to application of skills related to the categories listed above

- **Self -Presentation** in both professional and appropriate presentation of self and the organization through attitude and dress in the workplace
- Students will be able to practice and apply positive attitude and attendance related to **Work Ethic** through demonstration of the following:

Integrity in the work place, Accountability and dependability, Responsibility, Problem solving, Decision making, Self-management, Time management, Willingness to “get hands dirty” (pitch in and help), Organizational skills, and Financial responsibility

- Students will be able to discuss and apply elements critical to working and being part of a **Team**
- The students will learn and demonstrate skills related to **Professional Communication** (reading, writing, speaking, listening)
- Students will be able to formulate plans of action and practice **Independence and Initiative** in the workplace by demonstrating
 - Applications of basic skills, computer literacy and financial responsibility, Responsibility, A willingness to learn, A desire for knowledge, Willingness to participate in his/her own learning and seeking information before it is given, Independence from parents , Being prepared, Decision making /problem solving skills including the ability to analyze the situation, prioritize and develop and execute a plan of action, Building networks, Managing time effectively in completing projects, and showing responsibility in managing finances, and payroll processes
- Students will be able to understand and demonstrate how seeing the “**Big Picture**” applies to their daily work

3. Students will work independently and in teams to develop appropriate and creative solutions to work places issues

4. Students will be able to identify skills, accomplishments, strengths, and weaknesses as well as experiences gained and develop a next level professional resume including those elements

5. Students will be able to articulate skills, accomplishments, strengths, and weaknesses

Activities/ Course Requirements:

1. Class participation & involvement in experiential activities
2. Individual & Group Assignments
3. Reflection Journals
4. Satisfactory Supervisor Evaluations and comments

Evaluation & Grading

This class is rated on a pass/fail basis. Assignments are marked as completed or not completed. A minimum of 65% of the above must be completed to be considered as passing.

Late Assignments Policy: Assignments are due at the beginning of class the day they are due. Late assignments will be accepted for up to one week after the due date. ***Assignments will not be accepted after one week.***

Attendance Policy: Students are expected to attend classes, complete all readings, and participate in class discussions/activities. ***Students are expected to be in class at the start of class and remain until the end of class.*** Students are entitled to **one** absence without penalty. Beyond this, each missed class (***regardless of reason***) will not earn points, on the assumption that you need to be present to learn and practice the skills introduced in the course. Students are responsible for all missed assignments.

E-Mail and Blackboard Account: Students must activate their **ODU e-mail account**. This is our program's policy. You will be responsible for checking your ODU account regularly during the semester and checking Blackboard at least twice a week for posted announcements and grades. Since all grades and attendance points are tracked on Blackboard, it is imperative that each student confirms that his or her Blackboard account is working. It is the student's responsibility to work with OCCS in correcting any problem. The instructor will not correct these errors for the student. Students with problems activating their Blackboard account should immediately send an e-mail to OCCS at: occs-help@odu.edu. Blackboard can be accessed at: <http://blackboard.odu.edu>

Special Needs:

In accordance with university policy, a student who wishes to receive some instructional accommodation, because of a documented sensory and/or learning disability, should meet with the instructor to discuss this accommodation. Any student who has a concern or needs to make special arrangements for meeting the requirements of the course is encouraged to speak with the instructor.

Honors Pledge

Each student is expected to abide by the honor system of Old Dominion University.

"I pledge to support the honor system of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community, it is my responsibility to turn in all suspected violators of the honor system. I will report to Honor Council hearings if summoned."

By attending Old Dominion University you have accepted the responsibility to abide by this code. This is an institutional policy approved by the Board of Visitors.

Faculty members have the right to immediately confront any student causing disruptive behavior, and request that the student cease the disturbing behavior. The faculty member can request that the student leave the classroom to prevent further disruption to the class. Disruptive students are reported to the vice president for student services and to the university hearing officer for disciplinary action under the Code of Student Conduct. Students are expected to maintain appropriate conduct during class. Examples of classroom disruption include:

- Conversing during a lecture; Passing notes; Answering a cell phone or pager; using laptops/ ipads for other than work that related to the course;

- Interrupting lectures and talking without being called upon; Leaving and/or entering the classroom without permission; Arriving late and departing early;
- Making threats or verbally insulting the professor or other students

Students who are alleged to be disruptive may be charged with a violation under the Student Disciplinary Policies and Procedures. Sanctions may include a grade penalty or an Administrative Warning - (*May be in writing or given verbally*); Disciplinary Probation that may include community service, a grade sanction, or withdrawal from the class; Disciplinary Suspension; Disciplinary Dismissal; or Summary Disciplinary Dismissal.

For additional information please contact the Office of Student Academic Integrity and Student Conduct at 757-683-3442 and refer to the Faculty Handbook.

- September 3 Labor Day Holiday
- September 11 Last day to withdraw and receive one-half tuition refund or credit (Tuesday)
- October 6-9 Fall Holiday
- November 6 Last day to withdraw from classes
- November 12-16 Spring 2013 pre-registration
- November 21-25 Thanksgiving Holiday
- December 7 Classes end
- December 8-14 Final exams
- **Fall Commencement, December 15**

Class Information:

Withdrawal Policy: A student may withdraw from any course through the end of the eighth week of a regular semester. A grade of 'W' will be assigned during this period. After the official drop/add period, the signature of the instructor of the course dropped is required on the form. Withdrawal from a course after the eighth week is usually not permitted. However, in the event of an illness or other severe hardship beyond the student's control, the student should submit a written petition for permission to withdraw to the instructor and the chair of the department offering the course. See the university catalog for further instruction.

Descriptions of Course Assignments

Written assignments should be submitted to Blackboard using the Assignment feature no later than the start of the class on the due date. Each assignment will be considered complete if it includes a clear attempt to address the required items. Answers should be written in complete sentences using standard rules of English

Journal 1: Self Evaluation

In this journal entry, reflect on yourself as a worker and how you see yourself. Whether or not you have had a job in the past, and how that experience has or has not prepared you for this experience. You should include in your reflection details about what you see as your strengths, areas that may be considered weaknesses, your work ethic, and how others might perceive you as a worker. You should also discuss your general expectations for the class, and of your current work site.

Journal 2: Self Presentation

Your journal entry should reflect on and include

- examples of one positive and one negative example of feedback you have received and how you responded to it
- How did you feel in each case
- How can giving and receiving feedback affect you on the job
- How does this topic of self-presentation relate to you personally at your work site
- Be prepared to share and discuss in class

Journal 3: Team membership

- Explain how your individual strengths help build a powerful team and describe the importance of team skills in the workforce
- Identify at least 3 of your individual characteristics that adds positively to the team environment and how
- Identify at least one area of weakness/challenge and how it adds or detracts from the team environment
- What do you think your team role is at your worksite

Journal 4: Big Picture Presentation– My Role in a Group

Based on your experience working as part of a group to research, write, and present your Big Picture Presentation respond to the following questions:

- What did you contribute to your group?
- What are your strengths
- What did you like about working in a group? Not like about working in a group?
- What might have been done differently within the group to accomplish the task assigned
- How will these likes and dislikes affect you in the World of Work?
- Relate this group experience to an experience affecting your team participation at your current work site

Journal 5: Final Reflective journal Entry

- Summarize what you have learned about yourself, and the workplace throughout this course
- Look back over your response in Journal 3 about team roles. How do you see your team role now versus how you saw yourself fitting into the team then? Is it different? If so, how?
- Give 1 example of something that you need to improve upon and how you will go about accomplishing that
- What did you enjoy most in this course?
- What is an area for improvement in the course?
- Give 3 examples of how you will utilize what you have learned in the World of Work.
- As a result of your experiences in this class, and at your work site describe how you see yourself as a worker. How have these experiences impacted you? Rate yourself on a scale of 1-10, 1 being the least and 10 being the most, how much of an impact has this program had on your perception of you as a worker and how you have improved.

Out of Class Assignments

Out of Class Exercise 1: Professional Dress

Each student is responsible for

- Finding an example of what you think would be appropriate dress for work based on where you are working to bring to class
- Be prepared to share and discuss what you selected and why it is appropriate

Out of Class Assignment 2: Create a Resume

- Based on class presentation and exercises create a draft of a professional resume that you can begin using to look for on campus or part-time summer jobs.

Out of Class Assignment 3: Create a Professional email (choose one)

- The final product should be emailed to your class instructor with an appropriate subject line that includes your name and class day and time

Option A: Create a professional email that you would send to your supervisor Thanking him/her for this opportunity and highlighting some of what you have learned to this point in the semester.

Option B: Create a professional email that you would send to your supervisor asking for unexpected time off from work due to an emergency or other high priority event.

Out of Class Assignment 4: Supervisor interview and written response

Students will interview supervisor and provide a written response based on their findings. Responses will be added to the discussion board in blackboard. Each student will then read and respond to at least 2 other student responses.

The interview will focus on attendance policies and behaviors and should include questions that will allow you to answer the topics listed below. Responses should be at least 3 – 5 sentences. The response should include

- Where you are working? What is your role?
- Summary of worksite attendance policy – how is it communicated to the employee?
- Information about how absences are viewed by supervisor
- What is the difference between excused, unexcused, absences, and tardiness how do they affect the employee
- Do you know how your supervisor expects that you report your absences from work?
- Are there differences between absences from work (Student worker versus full time employee) if so what are some of the differences?
- Your opinions about absences from work

In responding to peer information consider

- How the work site is from where you work, and the differences in expectations about attendance at work?
- How does the type of work or the persons role in the organization affect attendance
- How do supervisors vary in their opinions about attendance, and reporting
- How are policies different ... are they?

Out of class Group Assignment 5: Big Picture Presentation -Group Project and Final Presentation

In a small group of 4 – 5 students you will

- Identify an individual (story) that represents a rags to riches story of success
- Based upon what we have covered in class, and your collective experiences
 - Identify personal characteristics of the individual that helped him/her be successful
 - Identify strategies used to move forward
 - Explain how this individuals work ethic may or may not have had an impact on his/her success
 - Identify examples of how at least 3 of the key elements covered in class may have had an impact on the success of the individual you have chosen
 - Self-presentation
 - Team
 - Professional Communication
 - Independence and Initiative

- “Big Picture” Outlook
- Each group will be responsible for creating a written document and presenting a 3-5 minute presentation to be given in class that:
 - Includes all group members participating in the development and presentation of the final product
 - Gives an overview of the “Rags to Riches” Individual and his/her story
 - Includes a brief overview of why this story was chosen by the group
 - includes the items outlined below:
 - personal characteristics of the individual that helped him/her be successful
 - strategies implemented to reach whatever level of success
 - how this individual’s work ethic may or may not have had an impact on his/her success
 - how at least 3 of the key elements covered in class may have had an impact on the success of the individual you have chosen
 - Self-presentation
 - Team
 - Professional Communication
 - Independence and Initiative
 - “Big Picture” Outlook

UNIV 195 LEAP PROGRAM COURSE OUTLINE

CLASS DATE	TOPICS/EXERCISES	ASSIGNMENTS*	SUPERVISOR ASSIGNMENTS
Week 1 - October 1	LEAP Class Orientation Welcome ,introductions, overview of program and syllabus, expectations, technology and 21 st Century Workplace Skills	Journal 1: Self Evaluation ** Due next class Out of Class Exercise #1: Examples Appropriate dress for work (bring to class) Group project Due: in class Week of	Payroll & bi-weekly evaluation due at 12:00 PM (noon) NOTE: Remember to include comments about student performance
Week 2 October 8	Fall Break – No class for all sections	No Class Students may still be expected to work – check with your supervisor	No Class Students may still work at the supervisor’s discretion
Week 3 October 15	Self-Presentation How do you present yourself to employer, what type of feedback do you get, and what do you do with the Feedback	Journal 2: Self Presentation ** Due next class Be prepared to discuss in class	Review progress to date with student provide positive and constructive feedback Payroll & bi-weekly evaluation due from student to CMC 12:00 PM (noon) NOTE: Remember to include comments about student performance
Week 4 October 22	Professional Communication (reading, writing, speaking, listening) Resume Writing – how do you represent yourself on paper	Out of class assignment #2 Create a resume for review based on class discussion and instruction 1 st Draft Due:	Students will be creating a resume in class that should include their current position. Review with them components of a resume of a successful candidate and skills that should be highlighted
Week 5 October 29	Professional Communication (reading, writing, speaking, listening) How do you represent yourself in your communication? (oral – written)	In class presentations and interview practice Out of Class Assignment #3: Professional Email **Due: Week of	Payroll & bi-weekly evaluation due to CMC 2/15 by 12:00 PM (noon) NOTE: Remember to include comments about student performance

Week 6 November 5	Work Ethic Rules at work and expectations Case Studies Independence and Initiative	Out of Class Assignment #4: Supervisor interview and written response **Due Week of: Feb 20	Students should have a conversation/interview with supervisor about attendance in the work place
Week 7 November 12	Working as part of a Team	Team Project Assignment ** Due: Week of	Supervisors should talk with students about their role as part of the department or team. In giving feedback focus on strengths and weaknesses and help the student strategize about improving areas of challenge
Week 8 November 19	Thanksgiving Break – No class for all sections	Journal 4: Team Membership **Due next class Team Project Topic **Due in class Week of 12/8-14	Payroll & bi-weekly evaluation due to CMC by 12:00 PM (noon) NOTE: Remember to include comments about student performance
Week 9 November 26	Seeing the “Big Picture” Setting up for future It’s not just a job on campus – can go on resume	Journal 5: Final Reflective Journal **Due: week of	Payroll & bi-weekly evaluation due to CMC 3/15 by 12:00 PM (noon) NOTE: Remember to include comments about student performance
Week 10 December 3	Final Presentations Class Wrap-Up	Final Class /Work Place Evaluations Team Projects and Presentations **Due in class	
Finals Week December 8 – 14	Optional Session at Instructors discretion to be used for final presentations and wrap up Check Exam Schedule ** for time based on class meeting time	Final Class /Work Place Evaluations Team Projects and Presentations **Due	Payroll & bi-weekly evaluation due to CMC 3/30 by 12:00 PM (noon) NOTE: Remember to include comments about student performance

** <http://www.odu.edu/ao/registrar/calendars/exams/fall.shtml>

***Course content is subject to modification as needed by instructor.**