SUFFOLK COUNTY COMMUNITY COLLEGE  
EASTERN CAMPUS  
Riverhead, New York  

FALL 2010  
COURSE OUTLINE

<table>
<thead>
<tr>
<th>Course:</th>
<th>Workplace Skills</th>
<th>Instructor: Prof. Mary M. Ryder</th>
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<tr>
<td>Catalog No.:</td>
<td>BU15</td>
<td>Office: P-105H</td>
</tr>
<tr>
<td>Section No.:</td>
<td>93297</td>
<td>Phone: 548-2535</td>
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<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:ryderm@sunnysuffolk.edu">ryderm@sunnysuffolk.edu</a></td>
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</tbody>
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REQUIRED TEXT  
The Career Tool Kit Skills for Success Third Edition, Carol Carter & Gary Izumo

COURSE OBJECTIVES  
Students will be able to:
1. to develop greater insight into the students’ current academic abilities and motivation in order to determine strengths and areas that may need development.
2. to explore strategies for enhancing personal motivation, competence, and discipline.
3. to define short-term as well as long-term goals within the professional, personal and educational spheres.
4. to introduce students to the campus resources and the ways they can efficiently access those resources.
5. to understand basic time management approaches that can be useful in creating productive study and work habits.
6. an understanding of the work place skills required by industry.
7. to learn about the concepts of learning style and how to use learning style to maximize their learning efforts.
8. greater insight into diversity in the workplace.
9. an appreciation of working as a team.
10. to acquire problem solving skills by using analysis and critical thinking.
11. to refine writing skills for clear and concise communication in the business place.
12. to become familiar with issues of wellness that enhance peak performance academically and personally.
13. to gain understanding of the transitions college students experience and ways to deal with the stresses inherent in the changes and adjustments.
14. an understanding of resume creation, interviewing and letter writing needed to obtain employment.
15. to demonstrate an ability to use the college resources to advance the student career objective.

COURSE FORMAT  
- Asynchronous on-line format.
COURSE ACTIVITIES

The course is divided into Modules. In each module, there are several sections. The assignments and discussions can be found in these sections.

Student-led Chapter Discussions:
- In every module you will initiate and find Student-led Discussions. This is the way we cover the content of the textbook. For each chapter you will ask a "critical thinking" question about some topic in the chapter. **Each student is to choose one topic and not repeat a topic discussed by another student.** Other students will respond to your question, and you will then reply back to those responses. In addition you will answer some of the questions posed by other students, and they are required to reply to your answers. You are encouraged to keep up these "virtual discussions" as long as they are productive. The idea here is for each student to lead one discussion with other students about some important and/or controversial issue introduced in each chapter, and participate in a few others. A large percentage of your final grade is determined by your participation in these discussions. I will grade these discussions, but I will not be a participant. If the discussion you are leading gets off track, it is your responsibility to refocus it. You are also responsible for maintaining the quality of the discussion threads you lead. **Every posting to a discussion should add something substantive to that discussion.** You may use personal experience, however, you should relate that to some theory posed in the text. Personal experience alone will not score points.

Question Analyses:
- Each module includes a question to analyse. This activity will allow you to explore each chapter and then relate it to your life.

Talk with the Professor
- In each module there is a "Talk with the Professor" area. In this area I may ask discussion questions about issues which I feel haven't been fully explored in the Student Led discussion area. Also, in this area you may ask me questions, which I will respond to. Most often, I expect these questions (mine and yours) will be related to the discussions or the textbook - but no relevant topic is "off-limits.** You should check this area each time you log on and participate in these discussion threads. Questions that I ask will also be graded and can be used for extra-credit if answered before the module closes.

Ask a Question
- Many documents you will be reading allow you to "Ask a Question" by clicking a graphic link at the bottom of the page. You may click on this graphic when you have a question about the document you are reading at the time. When you use this link, it creates a discussion thread that the professor and the other students can participate in. It is the equivalent of "raising your hand" in the classroom. If you see a question in the Question Area at the bottom of the module, you should answer it if you can. I will answer questions that students can not. **Important: do not use this area to post your Student-Led discussion questions.**
On-Line Office Hours

- When you introduce yourself in the "Meet Your Classmates" area you create a private folder for yourself in the Online Office Hours area - found in the Class Community section of the course map. Use your private folder for confidential discussions with me, not email. **This is important - Do not email me! E-mail is not part of the course!** Instead, post all private messages in your Private Folder. Also, remember to check your private folder often in case I leave a message for you.

COURSE REQUIREMENTS

- **Active participation** - you should be logging on a minimum of 2 - 5 times per module to stay up-to-date with the discussions and Bulletin Board messages.

- **Proper grammar and spelling** - slang is to be avoided and responses should be written in a coherent manner.

- **Courtesy** - nothing must be said that is demeaning or degrading to another person. You can disagree politely and with respect for each other.

- **Timely completion of assignments** - all assignments must be completed on time or they will not be graded.

GRADING POLICY

Student-led Chapter Discussions  50%
Chapter Analysis  50%

The final grade will be computed from these weighted grades, and converted to letter grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
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<td>3.5</td>
<td>D+</td>
<td>65-69</td>
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<tr>
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