GRP260  Employment Preparation Syllabus

Course Information

Credits  4
Campus  Washburn Institute of Technology
Address  5724 SW Huntoon
City/State/Zip  Topeka, Kansas 66604
Office Fax  785-273-7080

Description
This course will cover business operations and job management techniques. This course utilizes Key Train Software to assist in advancement of knowledge in Applied Math and Reading for Information. Students will also attend seminars provided through the Career Resource Center. Seminar topics include interview techniques, developing and preparing a resume, completing job applications, ethics, and teamwork. Students will also participate in mock interviews.

Textbooks
none

Student Learning Outcomes:
A. Communicate effectively
B. Integrate technology
C. Learn effectively
D. Demonstrate cooperative teamwork skills
E. Apply safety in the workplace
F. Think critically and creatively
G. Demonstrate responsible work ethics

Competencies
1. Apply job interview skills
2. Adopt proper dress for employment
3. Shows pride in craft
5. Responds positively to criticism
6. Self evaluates abilities and accomplishments
7. Reads and comprehends written information
8. Speaks effectively with individuals
10. Follow oral and written directions
13. Use acceptable workplace etiquette and skills
15. Create formal, semiformal and informal presentations
16. Take initiative with new challenges
17. Take responsibility for decisions and actions
Guidelines for Success

Assessment Plan
Assessment is an integral part of the educational process at Washburn Tech and accurate feedback is an important tool in continuously improving the institution’s technical programs. Students can expect to participate in assessment activities prior to entry into programs, within specific courses and following program completion for specific fields of study.

Overall assessment for this course is based on projects, attendance and quizzes.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component</th>
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<tbody>
<tr>
<td>50%</td>
<td>Projects</td>
</tr>
<tr>
<td>30%</td>
<td>Attendance</td>
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<tr>
<td>20%</td>
<td>Quizzes</td>
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Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>Below 60</td>
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Late projects: Will be graded at 50% of the allowable points if turned in past the due date.

Attendance
Class attendance contributes significantly to academic success. Students who attend classes regularly tend to earn higher grades and have higher passing rates in courses. Excessive absences may jeopardize your grades or even your ability to continue in this course. If you are absent from class for any reason you are responsible for all missed work and for contacting the instructor promptly.
Disability
The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Institute of Technology for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight week lead time may be needed for timely and effective provision of services. SSS coordinates and assist in arranging services it deems appropriate of eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Special Support Services Coordinator
Phone: 785-228-6356
E-Mail: ssscoordinator@washburn.edu