



TRINITY VALLEY COMMUNITY COLLEGE
~~LECTURE COURSE~~ SYLLABUS

NON-CREDIT

Course Rubric & Title: CHLT 1002.20537 Personal Preparations to Enter the Workforce (Classroom)

and

CHLT1002.20538 Personal Preparation to Enter the Workforce (LAB)

Instructor Name: Janith M. Fritz MSN, RN

Office Hours: Monday 1:30-4:30 and other dates and times by appointment

Campus: Athens

Office Location: LA 111

Office Phone & Alternate Phone #s: 903-670-2673

TVCC E-mail Address: jane.fritz@tvcc.edu

Electronic communication:

TVCC students are REQUIRED to use either their TVCC email account for all electrical communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account.

Course Description: Overview of wellness theory for the individual entering the workforce for the first time and application throughout the lifespan. The focus is on attitude development, impact of cultural belief, and communication of wellness. This course includes health behavior theories and approaches to behavior modification to a variety of occupations. Student selects a personal job search/job readiness project.

The course is 48 Contact Hours (40 hours face-to-face for varied learning experiences).

Course Co- or Pre-Requisites: None

Textbook(s) & ISBN: None

Required/Recommended Reading(s): None required.

Required Materials:

- Loose leaf 1" notebook, white
- Plastic page protectors (at least 8)
- TVCC ID card (obtained at campus security)
- badge sleeve holder (available at TVCC Bookstore)

Learning Outcomes:

Upon completion of this course, the student should demonstrate a mastery of the following learning outcomes:

1. Define wellness and health promotion.
2. Explain the components of wellness:
 - a. Personal
 - b. Social
 - c. Cultural
 - d. Nutritional
 - e. Environmental
3. Correlate concepts of wellness and a healthy lifestyle
4. Develop specific health promotion strategies for various populations including primary, secondary, and tertiary prevention.
5. Recognize (and respond to):
 - a. Beliefs
 - b. Values
 - c. Culture
 - d. Languages
6. Evaluate the success of existing and newly developed health promotion strategies.
7. Select an occupation of interest/need.
8. Perform a job search for the availability of that occupation.
9. Develop a personal workforce resume.
10. Practice strategies of job interview skills that demonstrate personal wellness as appropriate for specific careers of interest.
11. Prepare for employment by completing a portfolio including resume, certificates, references, copy of diploma, transcripts.

12. Present a professional image in the classroom, lab, and the community.

Professionalism is a vital part of employment and training, and is reflected in the different dimensions of wellness: emotional, environmental, financial, intellectual, occupational, physical, social, and spiritual.

Professionalism is defined as, but is not limited to: respect for others; taking responsibility for commitments (schedules, work, etc.); appropriate use of language; appropriate behaviors; appropriate dress; working as a team with fellow students, instructors, and community individuals.

Documented reports of unprofessional/inappropriate behaviors, as well as positive reports from persons in the community, college personnel, etc. will be considered as a part of the student's professionalism grade. (A documented report is that there is identification of the person making the report and it is put into writing to be shared with the student.) At the discretion of the instructor and Department Dean, a student with a negative professional grade/incident, etc. may be required to report to the college counselor, who is a licensed professional counselor.

Grading criteria

The following grading scale will be utilized:

P= Pass 70 and above

F= Fail below 70

- ❖ Attendance and Professionalism 25% of grade
- ❖ Participation 40% of grade
- ❖ Work Portfolio 15% of grade
- ❖ Personal job search/job readiness project 20%

NOTE: Students receive the grades they earn. Attendance and class participation will weigh heavily in assigning a grade. Both attendance and participation are critical indicators of job readiness and wellness.

Outline of Course Schedule:

- Orientation and registration
- Intro to college and campus tour
- Obtain TVCC ID badges
- Who are you? Self-assessment: assets and weaknesses

- Wellness: physical, intellectual, emotional (mental), social, spiritual, environmental, financial, occupational, and medical.
- Assessing your own wellness
- Assessment of personality and interests
- Assessing achievements
- Building a work portfolio
- Marketing yourself
- Job hunting search
- Labor market realities
- Applications
- Interviews
- Pre-employment testing
- Connecting
- Field trip(s) to local work/employment sites (TBA)

Classroom Policies:

1. Student's hair must be clean, neat and of a normal hair color. Students are required to draw back their hair if it is longer than shoulder length and/or hanging in the face. Male students must either shave regularly or if they choose to wear a mustache and/or beard, keep it clean, trimmed and well groomed.
2. Students must bathe regularly to avoid offensive odor. In addition, students must refrain from excessive use of cologne, perfume, aftershave lotion, or make up.
3. Students are expected to keep fingernails clean and at a reasonable length. (<http://www.cdc.gov/handhygiene/Guidelines.html>) No facial jewelry allowed . Earrings will be allowed if studs or small non-dangling earrings.
4. Tattoos must be covered. A long sleeved T-shirt or turtle neck shirt may be worn .
5. Students or ISD must provide own transportation to campus and field trips.
6. Notify instructor by phone call or email if unable to attend a class. Message may be left on my office phone# 903-670-2673.
7. No guests, family or children allowed while in the classroom/lab.
8. No smoking on the college campus.

10. Taking photographs or recording conversations within the classroom or community is strictly forbidden.
11. Wear TVCC ID badge whenever on campus.

Issues with behavior or failure to comply with the above policies may result in being removed from the classroom.

Repeated violations will result in the student being referred to the Dean of Continuing and Workforce Education. Disciplinary action could include being placed on probation and/or withdrawn from the class.

Cheating/Plagiarism

Honesty in the workplace is extremely important; therefore, any work you do in this course should be your own.

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include

- (a) Copying from another student's test paper
- (b) Using test materials not authorized by the person administering the test
- (c) Collaborating with or seeking aid from another student during a test without permission from the test administrator
- (d) Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an un-administered test
- (e) The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- (f) Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- (g) Bringing another person to obtain an un-administered test or information about an un-administered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

The student who engages in cheating, plagiarism, or collusion may receive a failing grade on the assignment or the student who engages in cheating, plagiarism, or collusion may receive a failing grade in the course.

Drop Policy:

Students who desire to drop this course or who move out of the area must notify their school counselor and Continuing and Workforce Education Department. Students who stop attending and fail to officially withdraw will receive an “F” for the course.

A student may withdraw (drop) from a course and receive a grade of “W” at any time during a given semester subject to the last day to receive a “W” deadline specified in the TVCC schedule or catalog. (Please see information below on Developmental Course policy).

Research Resources:

The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to lrc@tvcc.edu.

Technology Resources/Access:

Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

Additional Information:**Student’s Responsibility:**

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes.

Student Evaluation of Courses/Faculty:

Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers

When completing the evaluation, students will rate the course by responding to the following prompts:

- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.
- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

Affirmative Action:

TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

Title IX of the Education Amendments:

TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is:

*Director of Human Resource/Title IX Coordinator
Office Phone: 903-675-6215*

American with Disabilities Act (ADA)

Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and

programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations.

Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 or email mlberry@tvcc.edu. For additional information, please visit <http://www.tvcc.edu/guidance/studentswithdisabilities.aspx>.