

IS 105C- Professional Employment Preparation

(1 Credit) (CRN 63093)

MTWR 8:00am-8:50am

INSTRUCTOR: Justin Ha'aheo Pagan

OFFICE: Alaka'i 130

OFFICE HOURS: By Appointment

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EFFECTIVE DATE: Summer 2018

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai'i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews. (Cross-listed as BUSN 166.) (1 hour lecture)

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Integrate job interview preparation techniques into a live interview.
2. Utilize resources needed to find a job.
3. Assemble a career portfolio for ongoing career development

ASSESSMENT TASKS AND GRADING

Homework/Journals/In-class participation:	Points:
1. In-class participation/ Attendance	50%
2. Employment Preparation activities	10%
3. Other small homework assignments	10%
Projects:	
1. Final Portfolio	10%
2. Mock Interview	20%
Total points:	100

Course Grading Scale:

A = 90-100 points

B = 80-89

C = 70-79

D = 60-69

F = 59 or below

COURSE TASKS**Details:**

Attendance & Participation: Attendance is an important component of this course. Come to class on time and prepared to participate in class discussions. The class is built around interactive discussions and conversations. To earn full credit for participation you should plan on contributing something during every class and doing any assigned reading before class. It is common courtesy to let your professor know if you need to miss class. Please email in advance when possible. Keep checking the syllabus for due dates that may fall when you are absent; it is your responsibility to submit work to the instructor even if you are absent.

Homework:

- Homework includes readings to prepare you for the next class period. There is no required textbook. Articles will be posted to Laulima and/or distributed in class.
- Many classes will have a short assignment to-do either before class or after class in order to maximize our time together.
- Keep all of your work from throughout this semester. Several of the assignments completed in class and out-of-class will be helpful for you to successfully complete the semester.

Written assignments:

- Journals: You will be submitting journal entries in this class. Assignments need to be typed and spell-checked. Journal entries are meant to show reflection, depth of thought, and analysis. Journals are not formal papers and do not need to be reviewed by a tutor or the Writing Lab. Journals are due within one week after they are assigned. Late journals will receive partial credit.
- More detailed grading rubrics will be given for any other written assignments assigned.

Class Presentations:

- There will be mock interview that will serve as the final project. Students are responsible for gathering all required documents in preparation for the interviews that will also count as the Final assignment.

ADDITIONAL INFORMATION

You should follow along with your grade in this class via Lulima.

My Success: At Windward Community College, we want every student to be successful. MySuccess is a UH System-wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in class. If I feel that you are having difficulty in my class (e.g., missing class, missing assignments, or low test scores) I will work with you and your assigned counselor to address your challenges. Once referred, MySuccess will:

- Call you and send an email to your Hawaii.edu account to let you know about my referral; and
- Have your counselor follow up with you to find out what kinds of help you might need and connect you with the necessary resources to help you devise a strategy for success.

Important Academic Calendar Dates:

Last day to Add/Late Register: June 6, 2018

Last Day 100% refund of tuition: June 6, 2018

Last day to withdraw without “W” grade: June 8, 2018

Last day to withdraw with “W” grade: June 17, 2018

DISABILITIES ACCOMMODATION STATEMENT

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.

Revised 1/31/17