



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

**IS 105B – Career Decision Making &  
IS 105C – Professional Employment Preparation**

3 Credits [CRN #63527 & #63528]

Hybrid – Tuesdays 6:00 pm – 7:00 pm, Additional weekly assignments online

**INSTRUCTOR:** Charity Fonoimoana

**OFFICE:** None

**OFFICE HOURS:** Zoom Meeting on Thursdays from 6pm - 7pm

Click here to join: <https://ccis.zoom.us/j/96168436596>

**TELEPHONE:** (808) 372-9826 **EMAIL:** cfonoi@hawaii.edu

**EFFECTIVE DATE:** Fall 2022

**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 the Ko'olau region of O'ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.*

**CATALOG DESCRIPTION**

IS 105 B & C is a Career and Education Exploration class that will place our focus on career and life decisions, as we participate in self-discovery exercises, complete interest and personality assessments, explore career options, and complete career field research. The emphasis will be placed on careers in BUSINESS but will be applicable across the board.

**Activities Required at Scheduled Times Other than Class Times**

Face to face class will be held at Hauula Community Center every Tuesday from 6:00 pm – 7:00 pm. Students will also have asynchronous activities and videos to watch that are due every Saturday by 11:59 pm.

**STUDENT LEARNING OUTCOMES**

As a result of taking this course, students can expect to attain the following outcomes:

1. That you have a good understanding of your personality type and how that will affect your career choice.
2. That you have a good understanding of your interests as they relate to the job market.
3. That you learn something about yourself that you did not already know.
4. That you gain the skills needed to be proactive in the pursuit of your education as well as your career training.
5. That you have a good understanding of what your options in Business are.
6. That you understand what options, majors, and minors, are available in the UH system.
7. The steps you need to take to complete your degree.

8. Articulate your working style, and how you prefer to give and receive information.
9. You will have an initial plan for your near educational future.

## COURSE TASKS

**Personality assessment**– Learning the role that your personality plays in your success is key to your progression throughout your future. We utilize a website called 16personalities. You will go to <https://www.16personalities.com/> and click on "Take the Test". After completing the assessment, enter your Hawaii.edu email and they will email you your results.

**RIASEC** – We will also look at our interests, and how we like to do things. We will take the RIASEC assessment. [https://uhcc.hawaii.edu/career\\_explorer/assessments/riasec\\_multiLang.php](https://uhcc.hawaii.edu/career_explorer/assessments/riasec_multiLang.php)

**Personal Motivation**– We will look at what is important to you and what is your WHY.

**Goals** – We will work through some goal-setting activities.

**Career Exploration** – We will explore career options based on your preferences.

**Major Exploration** – We will review what majors and minors are available in the UH System.

**At the end of this class, students will be able to:**

## ASSESSMENT TASKS AND GRADING

- **Assignments**
- **Quizzes**
- **Examinations - There will not be an examination, but there will be a final project. Details will be coming soon.**

*Calculation of grade: The final letter grade for this course will be determined on the basis of the total number of points and will follow the normal University of Hawaii grading system. Thus, the letter grade is determined by the percentage of points accumulated, based on the following scale:*

A - 90%-100% (216- 240 points)

B – 80%-89% (192-215 points)

C – 70%-79% (168-191 points)

D – 60%-69% (144-167 points)

F – 0 -59% (<143 points)

***Please note that “N” grades are not given for this course***

Grades may be curved at the instructor’s discretion; however, the student should use the above grading scale to evaluate their performance throughout the class.

## LEARNING RESOURCES

**Lectures:** PowerPoint lectures will be posted in the Syllabus below and on the Module Overview page.

*Windward Community College is an equal opportunity, affirmative action institution.*

**Worksheets:** Different assignments and in-class work may require you to populate an electronic worksheet.

**Web Resources:** You will be asked to visit various websites and evaluate the information found there.

### **ADDITIONAL INFORMATION (This may be included here or in an appendix.)**

#### *STUDENT RESPONSIBILITIES*

The student is expected to attend class on Tuesday evenings (6 pm-7 pm), complete additional assignments online by Saturday at 11:59 pm, as well as participate in all course activities, and complete all course assignments **on time**. Any changes in the course schedule, such as deadlines, etc., will be announced ahead of time on the course website or by UH email. Students should check their UH email address regularly (at least every 48 hrs.) so that they can be informed of course changes in a timely manner. It is the student's responsibility to be informed of these changes. It is also the student's responsibility to be informed about deadlines critical to making registration changes (e.g., the last day for making an official withdrawal).

#### *HOW TO SUCCEED IN THIS CLASS*

Show up, participate, and learn!

MySuccess: Students may be referred for extra help or advising through MySuccess. Students can also explore resources at MySuccess.Hawaii.edu and [windward.hawaii.edu/MySuccess](http://windward.hawaii.edu/MySuccess)

### **DISABILITIES ACCOMMODATIONS**

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Roy Inouye can be reached at (808) 235-7448, [royinouy@hawaii.edu](mailto:royinouy@hawaii.edu), or you may stop by Hale Kāko‘o 106 for more information.

### **SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)**

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Jojo Miller, Confidential Advocate  
 Phone: (808) 348-0663  
 Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)  
 Office: Hale Kāko‘o 110

Desrae Kahale, Mental Health Counselor & Confidential Resource  
 Phone: (808) 235-7393  
 Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)  
 Office: Hale Kāko‘o 101

Karen Cho, Deputy Title IX Coordinator  
 Phone: (808) 235-7404  
 Email: [kcho@hawaii.edu](mailto:kcho@hawaii.edu)  
 Office: Hale ‘Alaka‘i 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University’s Title IX resources and the University’s Policy, Interim EP 1.204, go to [manoa.hawaii.edu/titleix/](http://manoa.hawaii.edu/titleix/)

### **ACADEMIC INTEGRITY (This section is optional)**

Work submitted by a student must be the student’s own work. The work of others should be explicitly marked, such as through the use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

### **ALTERNATE CONTACT INFORMATION**

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alaka‘i 121
- Phone: (808) 235-7422