



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

IS 105 B, CAREER DECISION MAKING

2 Credits (CRN 62141)

Correspondence

INSTRUCTOR: Samantha Nezzar “Ms. Q”

CLASS LOCATION: WCCC Educational Center

OFFICE HOURS: by appointment

EMAIL: NezzarS@hawaii.edu

EFFECTIVE DATE: Summer/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

An introductory course designed to prepare students to make more focused career/life decisions through self-analysis and world of work examinations.

Recommended Preparation:

Placement in ENG 22 or ENG 23 or higher.

Activities Required at Scheduled Times Other than Class Times

The unit of semester credit is defined as college-level credit that is awarded for the completion of coursework. One credit hour (equal to fifty minutes) reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned should result in 37.5 hours of engagement throughout a course. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester; an equivalent amount of work over a different amount of time, such as in a 6-week term, is still required.

The minimum 37.5 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practice, studio work, and preparation of papers, presentations, or other forms of

assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

STUDENT LEARNING OUTCOMES

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

- Describe the career development process, current labor market trends, and issues related to economic self-sufficiency.
- Identify personal, family, cultural, and financial influences that relate to their career and educational decisions.
- Apply career knowledge by exploring their interests, skills, values, personality traits.
- Illustrate how their career search relates to job shadowing and service learning activities choices.
- Evaluate the effectiveness of the career decision-making process by keeping a journal and responding to evaluations of the instructor.

ASSESSMENT TASKS AND GRADING

Assignments	Possible Points
Journal Reflections	5 x 5 points = 25 total
Feedback Reflections	5 x 5 points = 25 total
Self-Analysis	10 points
R I A S E C Reflection	10 points
Employment Exploration	10 points
Goal Setting	20 points
Total	100 points

Journal & Feedback Reflections

Critical thinking and feedback are essential elements to decision making. Journal reflections will be assigned for each theme to allow students to identify their initial beliefs on topics. Instructor feedback will provide alternative perspectives and students will then share their expanded viewpoints.

Students will complete a variety of internal and external analysis activities to explore factors that influence their individual career decision-making process and future prospects.

Final Goal Setting

A final goal setting assignment will allow students to create a comprehensive plan based uniquely on their motivation and desires.

Grading system

Assignments are mindfully planned to ensure appropriate time for feedback and reflection. Please read any feedback I provide so that you know how your scores were determined.

Grading Scale:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	59 – Below

A – Outstanding scholarship and an unusual degree of intellectual initiative.

B – Superior work done in a consistent and intellectual manner.

C – Average grade indicating a competent grasp of subject matter.

D – Inferior work of the lowest passing grade; not satisfactory for fulfillment of prerequisite coursework. (Undergraduate Grading Only)

F – Failed to grasp even the minimum subject matter; no credit given. |

LEARNING RESOURCES

Materials (textbook, reading, media, etc.) will be provided throughout the course. Materials will be printed and delivered to you at least a week before the reading is due. |

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, 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

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

Office: Hale Kāko‘o 110

Desrae Kahale, Mental Health Counselor & Confidential Resource

Phone: (808) 235-7393

Email: dkahale3@hawaii.edu

Office: Hale Kāko‘o 101

Karla K. Silva-Park, Title IX Coordinator

Phone: (808) 235-7468

Email: karlas@hawaii.edu

Office: Hale ‘Ākoakoa 220

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/

ACADEMIC INTEGRITY

Learning takes place within an atmosphere of trust and respect. The following behaviors erode academic integrity and thus create barriers to your ability to learn:

- spending less than the time necessary to do an adequate job;
- skipping readings or other non-graded activities;
- working through modules without taking the time to review resources.

While these behaviors can affect your grade and your learning experience, they are personal choices. Other behaviors, though, move beyond 'choices' and breach academic rules and regulations, and even laws. These include:

- plagiarizing text by copying and pasting from Web sites, blogs, other discussions, or published texts;
- re-using an essay or project you already turned in for another class;
- cheating on a test or project;
- copying ideas or content from another student or any source without crediting the author;
- buying or copying an essay or project from an Internet source.

Prevention & Consequence

I'd like to address the positive side first—prevention! What I hear from students who have broken the rules is that they are legitimately confused. I am here to help clear up that confusion! If you are not sure how to cite a source, integrate a quote, or acknowledge someone when you summarize, let me help you. I can give you feedback on a draft. Writing rules can be confusing. Let's clear it up!

All students are expected to observe the rules and regulations of the college & facility. The college really doesn't care if you break the rules on purpose or by accident. The

consequence is the same. Work submitted by a student must be the student's own work.

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

The first time you misquote, misrepresent, or copy/paste, you get a zero for that grade. The second time, you will not pass the class. Let's be proactive! If you are not sure how to cite, ask!

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

NATIVE HAWAIIAN VALUES

Education is an integral value in Native Hawaiian culture, recognizing the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward the breath of life (Ke Akua).

This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by faith
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice, and Peace (Aloha) Ka lama kū o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school.

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