EMP 010: NEW WORLD OF WORK SKILLS: ADAPTABILITY

Originator
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Co-Contributor(s)

Name(s)
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Justification / Rationale
Reduce class size due to short-term course offering.

Effective Term
Fall 2022

Credit Status
Credit - Degree Applicable

Subject
EMP - Employability Skills

Course Number
010

Full Course Title
New World of Work Skills: Adaptability

Short Title
ADAPTABILITY

Discipline

Disciplines List
ALL DISCIPLINES

Modality
Face-to-Face
100% Online
Hybrid

Catalog Description
Develop or improve your Adaptability strength in the workplace by seeing change as an opportunity; being open to new experiences; considering a variety of viewpoints; and being able to handle a normal amount of stress and accept feedback in a positive way.

Schedule Description
Develop or improve your Adaptability strength in the workplace.

Lecture Units
0.5
Lecture Semester Hours
9

Lab Units
0

In-class Hours
9

Out-of-class Hours
18

Total Course Units
0.5
Total Semester Hours
27

Required Text and Other Instructional Materials

Resource Type
Web/Other
Open Educational Resource
Yes

Year
2018

Description
New World of Work Instructional Materials available through Linked Learning/New World of Work.

Class Size Maximum
20

Course Content
1. Change as an opportunity.
2. Welcoming new experiences.
3. Consider a variety of viewpoints.
4. Learn to handle stress and accept feedback in a positive way.

Course Objectives

	Objectives
Objective 1	Notice when things change, like new technology or new responsiblities, and see it as an opportunity rather than being negative about it.
Objective 2	Be open to new experiences by trying out different work environments, roles, and tasks.
Objective 3	Consider a variety of viewpoints and suggestions to get the job done.
Objective 4	Learn to handle normal amounts of stress, use feedback in a positive way, and learn from things that go wrong.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Demonstrate self-awareness, an understanding of one's own work personality, strengths, and areas to improve.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	In class discussion and/or online Canvas discussions on beginning of class survey and analysis of life experiences.
Collaborative/Team	Creation of cooperative learning tasks such as a small group or paired activities to evaluate "What Not to Do" videos.
Technology-based instruction	Use of learning materials available on the web, including "What Not To Do" videos.
Lecture	Presentation of topic in content based on beginning of class survey results.
Self-exploration	Survey at beginning and end of class and analysis of life experiences.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
College level or pre-collegiate essays	Writing assignments completed out-of-class analyzing change as an opportunity.	In and Out of Class
Student participation/contribution	Class discussion and questions on beginning of class survey results and assigned readings.	In Class Only
Self/peer assessment and portfolio evaluation	Surveys at beginning and end of class to identify one's own strengths and weaknesses and begin development of improvement goals. self analysis of life experiences presented at in-class discussions and in out-of-class written assignments.	In and Out of Class
Group activity participation/observation	Activity based analysis of videos and reading materials as applied to the concepts of the course	In Class Only
Presentations/student demonstration observations	Presentations on development of academic and workplace goals.	In Class Only

Assignments

Other In-class Assignments
1. Beginning of semester survey to determine current adaptability.
2. Individual or group projects designed to identify and apply effective adaptability principles.
3. Online research and activities designed to identify effects of stress on job performance and ways to reduce job-related stress.
4. Case studies designed to identify what constitutes acceptable adaptablity behavior and how such behaviors affect the workplace.
5. Online individual, small group, or paired presentations designed to identify and apply effective communication tools and techniques.
6. End of semester survey to identify self-awareness of strengths and weaknesses.

Other Out-of-class Assignments
Students are expected to spend a minimum of eighteen hours on outside assignments which include a variety of video resources, self analysis of life experiences, and development of academic and workplace goals.

Grade Methods
Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %
100

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?
New World of Work materials are maintained by Shasta College and made available to faculty and students through Linked In Learning which requires password access.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.
New World of Work materials have been developed at the state level in collaboration with industry and vetted as appropriate to enhance the learning experience.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:
Discussion forums with substantive instructor participation

Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)

For hybrid courses:

Scheduled Face-to-Face group or individual meetings

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class will be taught either online or as a hybrid via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well.

Other Information

Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.

All materials for the course are web-based so online and/or hybrid modality is appropriate.

MIS Course Data

CIP Code

32.0105 - Job-Seeking/Changing Skills.

TOP Code

051800 - Customer Service

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Stand-alone

Transfer Status

Not transferable

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Approvals

Curriculum Committee Approval Date

05/03/2022

Academic Senate Approval Date

05/12/2022

Board of Trustees Approval Date

5/20/2022

Chancellor's Office Approval Date

5/20/2022

Course Control Number

CCC000611812

Programs referencing this course

Hospitality Management Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=117)
Geographic Information Systems Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=315)
New World of Work: Employablity Skills Certificate (http://catalog.collegeofthedesert.eduundefined/?key=324)
Hospitality Management AS Degree (employment preparation) (http://catalog.collegeofthedesert.eduundefined/?key=60)