

 <b>HCC</b> Houston Community College	<b>Department of Drafting &amp; Design Engineering Technology</b>	Northwest College
<b>LEAD-1200</b> <b>Workforce Development and Critical Thinking</b>	<h1>Syllabus</h1>	Semester: <b>Fall 2010</b> Class (CRN) # <b>62113</b>
Semester Credit Hours (SCH): 2 Continuing Education Units (CEU): 32 Weekly class meeting: 2 (include web enhanced time) (2.66 hrs for 2 <sup>nd</sup> Start, 3.2 hrs for Summer) Format: Lecture: 1.1 Web: .9	<b>Professor/Instructor: Francis Ha, BS, MA</b> <b>Phone number: 713-718-5544</b> <b>Other phone number: 281-804-8090 c</b> <b>Best calling time: 2:00pm-4:00pm daily</b> <b>Email: <a href="mailto:francisha@yahoo.com">francisha@yahoo.com</a></b> <b>or <a href="mailto:francis.ha@hccs.edu">francis.ha@hccs.edu</a></b>	<b>Location (campus/room #):</b> <b>Spring Branch Campus, Room: 311</b>
<i>Any question or concern, please contact your instructor first. You can also contact department administration for further assistance.</i>	Department Chair: <b>Francis Ha</b> Phones: <b>713 718-5544</b> – Assistant: <b>713-718-7264</b> Email: <b><a href="mailto:francis.ha@hccs.edu">francis.ha@hccs.edu</a></b> Mail Code: <b>1379</b>	<b>Office:</b> 1050 W Sam Houston Pkwy North, Suite 200 (next to the Commons) Houston, Texas 77043

Revised 11-0119

**PREREQUISITE / COREQUISITE:** None. 1<sup>ST</sup> year, 1<sup>ST</sup> Semester Course for majors

### COURSE DESCRIPTION

Development of leadership skills and critical thinking strategies that promote employment readiness, retention, advancement, and promotion. *This course is designed to assist the student to perform successfully in college, and in the workplace.*

### TEXTBOOK

*Building a Winning Career in a Technical Profession* - 20 Strategies for Success After College; David L. Goetsch; Pearson - Prentice Hall; ISBN 0-13-119210-8

### END-OF-COURSE-OUTCOMES

Identify characteristics of employees who are qualified for employment and worthy of promotion and retention in the workforce; explain critical thinking strategies within the context of strong leadership; apply effective business communication skills; utilize data and information to make effective decisions; and identify roles and strategies used in group processes and team building.

### COURSE OBJECTIVES

Upon completion of this course, the student will:

- Identify school policies and procedures
- Identify departments within the college such as Admissions, Counseling, Student Support, Financial Aid, and Job Placement
- Distinguish various degrees and certificate plans offered
- Recognize sound practices to perform well in college
- Recognize common uses and applications of computers and software used in college and the workplace, including word processing, and spreadsheets
- Describe procedures required for the use of school computers, student email, and Blackboard
- Recognize common safety practices in laboratories, and the workplace.
- Illustrate effective study and test taking techniques
- Identify educational requirements, and licensing for various occupations
- Enumerate various occupations involved in a given field (business, accounting, health, education, engineering, public/ human services, hospitality, information technology, transportation, construction)
- Describe long term growth and opportunities for various careers
- Match personal interests and abilities with careers and majors
- Describe roles, tasks, employment opportunities, and outlook for various workforce careers
- Write a résumé
- Describe effective job search and interviewing techniques
- Demonstrate familiarity with various career resource guides
- Identify effective communications techniques
- Recognize time management and prioritization techniques
- Demonstrate effective reading, listening and note-taking strategies
- Demonstrate critical thinking strategies

## POLICIES

### Attendance

Students are expected to attend classes regularly, and to be on time for every class period. Students can be dropped from a class due to excessive absences. Excessive tardiness may be considered absences. Students are responsible for subjects, assignments, and projects covered during their absences. Consult the **Student Handbook** for more details or visit <http://www.hccs.edu/hccs/current-students/student-handbook>

### Academic Honesty

Scholastic dishonesty is treated with the utmost seriousness by the instructor and the College. Academic dishonesty includes, but it is not limited to the willful attempt to misrepresent one's work, cheat, plagiarize, or impede other students' scholastic progress. Consult the **Student Handbook** for more details.

### Cell Phones

All cell phones must be muted, set to vibrate, or turned off during class. Cell phone activity during class is deemed disruptive to the academic process and will not be tolerated. If you need to make or receive an emergency call, please leave the classroom.

### Calculators

If the course allows the use of a calculator during class, lab projects, and exams, the student is responsible to bring his/her calculator. Cell phones are not the calculators, and are not allowed to be used for that purpose during class, tests, or exams.

### Student ID

Students are required to obtain a Student ID. For additional information, consult the **Student Handbook**.

### Parking Rules and Regulations

Students are required to follow HCC's regulations regarding parking and permits. For additional information, visit <http://www.hccs.edu/hccs/current-students/parking/student-parking-permit>

### Books, Tools and Supplies

Students are required to purchase and bring to class the required textbooks, tools, notebooks, supplies, and writing instruments as required by the instructor.

### Dress Code

Dress code must be appropriate for the class. Students must dress in a way that clothing and accessories do not compromise their safety, and the safety of others. Proper foot wear is required in all laboratories.

### Classroom & Laboratory Conduct

Proper behavior is expected in all classes and laboratories. Foul language and horseplay are not allowed. Making or receiving cell phone calls during class are not allowed. Sleeping in class is not allowed.

### Grade Criteria

Assignments	60%
Attendance	20%
Exams	20%
Total:	100%

**COURSE EVALUATION PROCEDURE:** The student will be evaluated and receive a final grade based upon the following criteria:

- Laboratory work consisting of assigned technical drawing problems.
- A minimum of 2 tests: (a mid-term and a final examination): *NOTE: - Individual instructors may schedule more tests if desired*
- Class and laboratory attendance, active participation in class, professional attitude and growth in terms of technical skill development and teamwork within the laboratory environment shall be taken into consideration.

### GRADING SCALE:

**A = 90 – 100**

**B = 80 – 89**

**C = 70 – 79**

**D = 60 – 69**

**F = below 59**

The drawing portion of the above evaluation criteria shall be based on the layout, dimensional accuracy, neatness, and timely completion.

**LATE ASSIGNMENT POLICY:** Students are encouraged to turn assignments in on time if at all possible. This allows the instructor to grade the work, return it to the student and the student use the feedback as a learning tool. Reduction of points could be applied to late submissions.

**MAKE-UP TEST/PROJECT POLICY:** The student must request a make-up test and it should be scheduled at the earliest possible date following the quiz (or mid-term) missed. NO make-up test is given for the final examination.

**EXTRA CREDIT:** Extra credit work is offered only to assist students that have a grade range of “D” or “F” at the mid-term break. This work cannot be substituted for regular assignments and can only raise the final grade to a maximum of a “C”.

**PROGRAM ACCESSIBILITY (ADA):** The Houston Community College is committed to making all aspects of the program accessible to individuals with disabilities. Students with disabilities, as defined by the American with Disabilities Act (ADA), are required to obtain certification of their impairment through the Northwest College ADA Certification Office, located in the Spring Branch Campus, Room RC-13. For information call Mahnaz Kolaini at, 713-718-5422. Please refer to catalog for more details.

**CLASS ATTENDANCE:** You are expected to attend all lecture classes and labs. You are also responsible for all materials covered in either lecture or lab. In the case of your absence, you must contact the instructor to obtain make-up assignments or arrange make-up testing, either of which can be distributed at the instructor's discretion. Class attendance is checked daily.

The instructor has the authority to drop you from the class for excessive absence. You may be dropped from the class and get an F grade if you are absent more than 12.5% of the instruction hours (lecture and lab). For example: A 12.5% of 96-hour course, meeting twice per week for 3 hours per class meeting equals 12 hours. If you are absent more than 4 class meetings, you may drop.

**WITHDRAWAL** - It is your responsibility to withdraw from the class if you can not complete it. Failure to do so will result in an F grade. Check calendar for the official last day to withdraw.

**Note:** *Although it is your responsibility to officially withdraw from a class, please discuss with your instructor first. Consistent class attendance is very important. However, if you have to miss a class for a valid reason, your instructor may be able to help you catch up with the class. Please let your instructor know as soon as possible if you have to miss a class. Valid reason is decided on a case by case basis.*

Departments and programs governed by accreditation or certification standards may have different attendance policies.

**RELIGIOUS HOLIDAYS:** If you observe a religious holiday and miss class, you must notify your instructor in writing two weeks in advance to arrange to take a test or make up an assignment. A religious holiday is "a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code."

**SCHOLASTIC DISHONESTY:** *Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. College System Officials may initiate penalties and/or disciplinary proceedings against a student accused of scholastic dishonesty.*

☐ **"Scholastic dishonesty"** includes, but is not limited to, cheating on a test, plagiarism, and collusion.

☐ **"Cheating"** on a test includes:

- Copying from another student's test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test;

- Bribing another person to obtain a test that is administered.

☐ **"Plagiarism"** means the misuse of another's work and the deliberate incorporation of that work into work you offer for credit.

☐ **"Collusion"** means the unauthorized collaboration with another person in preparing work offered for credit.

Determination of scholastic dishonesty will be at the discretion of the instructor.

Reference the following web link for additional information: <http://www.hccs.com>

**"Notice:** Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available."

Need Modify – see other file – do dang

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### COURSE TIMELINE, CONTENTS & ACTIVITIES

Session	Week	Topic Description	PowerPoint Presentations
	Jan 21	Student Access & Information	<a href="#">Student Access &amp; Information</a>
	Jan 28	1.Make Integrity Your Hallmark	<a href="#">Make Integrity Your Hallmark</a>
	Feb 4	2.Become an Effective Communicator	<a href="#">Become an Effective Communicator</a>
	<b>Feb 4</b>	3.Become a Leader In Your Organization	<a href="#">Become a Leader in Your Organization</a>
	<b>Feb 11</b>	4.Set High Expectations for Yourself and Develop a Plan for Achieving Them	<a href="#">Set High Expectations for Yourself and Develop a Plan for Achieving Them</a>
	Feb 18	5.Identify Positive Role Models and Learn From Them	Outside Assignment
	Feb 25	6.Be an Effective Team Player and Team Builder	<a href="#">Be an Effective Team Player and Team Builder</a>
	Mar 4	7.Be a Positive Change Agent 8.Project a Winning Image	<a href="#">Be a Positive Change Agent</a>
	<b>Mar 11</b>	<b>Mid-term Exam</b>	
	<b>Mar 18</b>	<b>Spring Break</b>	
	<b>Mar 25</b>	9.Become an Effective Negotiator	<a href="#">Become an Effective Negotiator</a>
	Apr 1	10.Apply Self-Discipline and Time Management	<a href="#">Apply Self-Discipline and Time Management</a>
	Apr 8	Career Exploration	<a href="#">Career Exploration</a>
	Apr 15	Computers and Software	<a href="#">Computers and Software</a>
	Apr 22	Student Support Resources	<a href="#">Student Support Resources</a>
	<b>Apr 29</b>	<b>To Be Announced</b>	
	<b>May 6</b>	<b>To Be Announced</b>	
	<b>May 13</b>	<b>Final Exam</b>	