

**VAST Academy**

POFT 1006 Job Search and Employment

| Online/Scheduled |

Spring| 13 Weeks

3 contact hour | 39 hours per term

### Instructor Contact Information

Instructor: Professor Lisa Abercia

HCC Email: lisa.abercia@hccs.edu

Welcome to CEC Intro to Theater this spring semester of 2021. I would like for you to review the HCC syllabus before class sessions begin. You are welcome to contact me concerning any questions or concerns on class material. **DURING CLASS is the best time to ask questions or get assistance, if needed.**

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## Instructor’s Preferred Method of Contact

PLEASE NOTE:I will respond to you when as soon as I can, in between classes

Monday through Thursday.

### What’s Exciting About This Course

You will be able to learn about the tools, resources and skills needed to better yourself, and improve your opportunity to find gainful employment. You will learn about the latest technology other information to be ahead of the game!

### My Personal Welcome

### Prerequisites and/or Co-Requisites

Students must be at a 2.5 reading level or above and currently enrolled in Houston Community College VAST program.

**Eagle Online Canvas Learning Management System**

This section of **COMG 1003** will use Canvas [(https://eagleonline.hccs.edu)](https://eagleonline.hccs.edu/). CANVAS will be the foundation or LMS (Learning Management System) for this course.  You will need to log into CANVAS by the end of the very first day to make sure you stay enrolled in the course. All exams, assignments, discussions and other requirements must be submitted properly through the assignment tool in CANVAS. All emails should be sent through the CANVAS. Students are required to use only HCC emails when submitting questions or comments (a new security requirement).

HCCS Open Lab locations may be used to access the Internet and Canvas when the College is open. **USE**[**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/)**OR**[**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **AS THE INTERNET BROWSER**.

# Instructional Materials

### Textbooks

The Ultimate Job Hunter’s Guidebook 7th ed. Susan Greene (E- Book- via CENGAGE)

Pens

Pencils

Paper

Flash drive

### Other Instructional Resources

## Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

## Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

This course addresses different skills and resources for the job world of today.

### Course Student Learning Outcomes (CSLOs)

Upon completion of POFT 1006, the student will be able to:

1. Plan their job search
2. Create job hunting tools
3. Search industries and employers
4. Learn about various assessments to improve your chances of employment choices

# Student Success

As a student**, it is your responsibility** to be prepared for class, practice exercises/activities routinely, and keep an organized notebook with daily assignments, homework, handouts, etc. ready for presentation.

### Instructor and Student Responsibilities

**It is my responsibility** to provide you with job search and employment skills, which are relevant to the field of work. I will model good teaching strategies, lessons, practice, and activities that allow you to connect and apply the learned information in the class to the real world of work and/or your quest to pursue credited classes.

As your Instructor, it is my responsibility to**:**

* Provide the grading scale explaining how student grades are to be derived
* Facilitate an effective learning environment through class activities, discussions, and lectures
* Description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness and make- up
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

* Attend class and participate in class discussions and activities
* Read and comprehend the textbook
* Complete the required assignments and exams on time
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Give oral presentations
* Access and use HCC email daily

# Assignments, Exams, and Activities

Students will be graded on class participation, class work, homework, notebook organization, quizzes, tests, and attendance.

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### Grading Formula

90 – 100 = A Shows mastery with little or no assistance

80 – 89 = B Continues to need practice

70 - 79 = C Continues to need practices and assistance

69 - 60 = D Continues to need one-on-one instruction

59 & less = F Inability to mater content

## HCC Grading Scale can be found on this site under Academic Information:

[**http://www.hccs.edu/resources-for/current-students/student-handbook/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Course Calendar

|  |  |  |
| --- | --- | --- |
| Week | Assignment/ Topic | Homework |
| Week 1 | Intro to Job Search - Syllabus |  |
| Week 2 | Assessments |  |
| Week 3 | Workplace opportunity |  |
| Week 4 | Non profit job opportunities |  |
| Week 5 | Govt. jobs |  |
| Week 6 | Continue Govt. Job search |  |
| Week 7 | Job hunting in tough times – Mid term |  |
| Week 8 | Filling out job applications |  |
| Week 9 | Research careers |  |
| Week 10 | References |  |
| Week 11 | Build a portfolio |  |
| Week 12 | Social media for job search |  |
| Week 13 | Finals |  |

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Practices and Procedures

## Missed Assignments

Homework is due the following class period after it is assigned. If you are absent your classwork and homework can be made up and is due the following class period. It is your responsibility to request the work you missed from your teacher.

All class assignments are due the day they are assigned before the end of the class period.

All major projects and papers are due on the date specified as the due date by the teacher. The student will lose a letter grade for every class period that the assignment is late.

## Academic Integrity

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials 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 students’ test paper;
* Using materials not authorized by the person giving the test;
* Collaborating with another student during a test without authorization;
* Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
* Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

See the link below for details.

Here’s the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

Students are allowed 5 excused absence within the course duration before they are dropped from class. Students are allowed 3 tardies before they become are considered an absence.

## Student Conduct

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

## Instructor’s Course-Specific Information (As Needed)

Homework is due the following class period after it is assigned. If you are absent your classwork and homework can be made up and is due the following class period. It is your responsibility to request the work you missed from your teacher.

All class assignments are due the day they are assigned before the end of the class period.

All major projects and papers are due on the date specified as the due date by the teacher. The student will lose a letter grade for every class period that the assignment is late.

## Electronic Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

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| --- | --- |
| Academic Information | Incomplete Grades |
| Academic Support | International Student Services |
| Attendance, Repeating Courses, and Withdrawal | Health Awareness |
| Career Planning and Job Search | Libraries/Bookstore |
| Childcare | Police Services & Campus Safety |
| disAbility Support Services | Student Life at HCC |
| Electronic Devices | Student Rights and Responsibilities |
| Equal Educational Opportunity | Student Services |
| Financial Aid TV (FATV) | Testing |
| General Student Complaints | Transfer Planning |
| Grade of FX | Veteran Services |

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence.  Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity.  Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities.  If you require an accommodation due to pregnancy please contact an Abilities Services Counselor.  The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator.  All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

# Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

# Department Chair Contact Information

Sue Moraska, Program Director for VAST Academy

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