

Oklahoma State University Institute of Technology
Online Common Syllabus
Summer 2018

ITD 3201 EMPLOYMENT ORIENTATION

Focuses on employment and career readiness, students demonstrate job readiness, as well as the ability to articulate their professional goals, and develop the materials and skills necessary to secure appropriate employment. Topics include employment procedures and guidelines, career planning and job searches and common workplace issues.

Course Purpose

While students may be well-trained academically for industry, obtaining employment and keeping employment require additional understanding and skills. The purpose of Employment Orientation is to give students a view of the “big picture” of industry and what it takes to match skills with employment.

Type of course: Theory.

Credit Hours: 1;

Total hours of theory per semester: 15;

Total hours of lab for the semester: 0;

Total hours of clinical per semester: 0.

Class length - Full Semester

Class format - Fully Online

Class days and times: NA

Prerequisites: Students must have completed no fewer than 24 credit hours of technical coursework towards degree, and have a minimum 2.5 cumulative GPA.

Instructor Name: Howard Licht

Instructor Phone: (918) 293-4786

Office: IT/ET 15B

Instructor email: licht@okstate.edu

Contact: The preferred method of contact is email. Please allow 24-48 hours to return correspondence during the normal work week. **Please include course name/number in the subject line along with the subject of the email.**

Instructor's Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
1:00 p.m. to 3:30 p.m.	9:30 a.m. to 11:30 a.m. 3:00 p.m. to 3:45 p.m.	1:00 p.m. to 3:30 p.m.	9:30 a.m. to 11:30 a.m. 3:00 p.m. to 3:45 p.m.	By appointment Only

Additional hours by phone: Monday and Wednesday evenings, 6:30 to 8:30

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: None

References: *JobStart101.org*

JobSTART 101 Workbook (downloadable from course documents)

Materials: Materials needed including notebooks, writing utensils, project supplies, data storage devices, tools, etc. You must have access to a computer with Internet (2Mbps upload preferred) access, a web cam and the ability to download and install required software.

Uniform/Tools: None Required	
Estimated Cost for Book:	\$ 0.00
Estimated Cost for Other:	\$20.00
TOTAL COST	\$20.00

ONLINE COURSE INTERACTION

OSUIT requires all online courses to include interaction between students, peers and instructors. Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in this course may include Discussion, News, Video Conferencing, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

Upon completion of the course, students should:

Objective Number	Objective	Assessment
F.1	Communicate in a professional manner in both IT technical and nontechnical written forms in electronic and/or print formats	JobSTART 101 Assignments*, Resume
F.3	Interact socially in a professional manner in both IT technical and nontechnical professional and/or social functions	Job Fair – Professional Development Internship Search Journal, Interview
H.2	Evaluate the impacts and consequences of professional development activities through reflective assessment or supervisory interaction	Weekly Discussions, Final Summary Report, Interview

Aspects of the course objective assessments may be used in the university’s assessment of student learning. If applicable, an asterisk (*) above indicates this assignment is used in the university assessment program.

COURSE ACTIVITIES

In this course students will:

- Participate in an ongoing internship search.
- Participate in a self-analysis of technical skills.
- Develop a formal employment portfolio.

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

<i>*Job Start 101 Assignments.....</i>	<i>35%</i>
<i>Discussions and other participation...</i>	<i>15%</i>
<i>Internship Search Journal.....</i>	<i>25%</i>
<i>Job Fair/Professional Dev.....</i>	<i>10%</i>
<i>Portfolio.....</i>	<i>5%</i>
<i><u>Online or Face-to-Face Interview.....</u></i>	<i><u>10%</u></i>
Total	100%

<p>OSUIT Grading Scale</p> <p>A = 90%-100%</p> <p>B = 80%-89%</p> <p>C = 70%-79%</p> <p>D = 60%-69%</p> <p>F = 59% & below</p>

*The student’s grade for the Internship Search Journal will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

Daily and/or weekly quizzes, small weekly assignments and similar type projects:
Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects:
Normal return time to students in one (1) to two (2) weeks.

RECOMMENDED STUDENT COMPETENCIES/SKILLS

Students enrolled in Employment Orientation should have the following competencies/skills in order to participate successfully: (List is not all-inclusive)

- Basic typing skills
- Familiarity with Word for Windows
- Internet search engine and research ability
- Some experience in video recording, using a web cam or cell phone

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes and written assignments are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

LATE WORK

Instructor Policy: Late work will not be accepted at full graded value. Turning in your properly-executed work early is always acceptable. All exams, assignments, papers and projects must be completed and submitted by the specified due date or suffer a 20 percent penalty; late work will not be accepted more than two weeks after the due date unless prior authorization is given. It is the student's responsibility to maintain and protect all their work and electronic files. Class materials should be provided to the instructor, if requested. Exceptions for late work are the same that would be encountered in the workforce: jury duty, military duty, hospital stay, and required activities in another department. It is your responsibility to notify your instructor to make alternate arrangements in advance if these events cause you to miss class. Make-up exams, for reasons listed above, will only be given at times arranged with the instructor and may be different from those originally administered to the class. A late penalty may be assessed against the grade.

TESTING

No exams will be given in this class

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

Online or Face-to-Face Interview

During the latter part of the course, each student will be required to participate in a live online or Face-to-Face interview. In preparation for the interview, the student will choose the appropriate apparel (and background to create a good professional atmosphere, if online).

Regarding Discussions: Political posts and flaming can spell failure while you're in a job search. Know your risk. To that end, be VERY careful about what you say in response to other students in the course. I will be watching.

General guidelines for student conduct while interacting within an online course include: (1) Use proper language in all communications; (2) Harassment of any type will not be tolerated; (3) No jokes, insults or threats of an offensive nature.

For more information, go to: <http://osuit.edu/center/netiquette>

SYLLABUS ATTACHMENT

View the Syllabus Attachment, which contains other important information, by visiting http://osuit.edu/center/student_syllabus_information

COURSE OUTLINE AND TENTATIVE SCHEDULE

Schedule is subject to change at instructor discretion. Assignments are due on the dates in D2L.

Week	CONTENT AND SUBMISSIONS	WEEK DUE
Week 1	Participate in Week 1 Discussion Begin to pull together your “rough draft” resume Begin Module 1 in <i>JobSTART 101</i>	Week 5-3-18 thru 5-6-18
Week 2	Participate in Week 2 Discussion Complete and submit your “rough draft” resume Complete and submit the assignment in Module 1 of the <i>JobSTART 101</i> Workbook	Week 5-7-18 thru 5-13-18
Week 3	Participate in Week 3 Discussion Begin to edit toward a “review draft” resume Begin Module 2 in <i>JobSTART 101</i>	Week 5-14-18 thru 5-20-18
Week 4	Participate in Week 4 Discussion Complete and submit the assignment in Module 2 of the <i>JobSTART 101</i> Workbook	Week 5-21-18 thru 5-27-18
Week 5	Participate in Week 5 Discussion Complete your “review draft” resume and submit it Begin Module 3 in <i>JobSTART 101</i>	Week 5-28-18 thru 6-3-18
Week 6	Participate in Week 6 Discussion Complete and submit the assignment in Module 3 of the <i>JobSTART 101</i> Workbook	Week 6-4-18 thru 6-10-18
Week 7	Participate in Week 7 Discussion Research three prospective employers and report Begin Module 4 in <i>JobSTART 101</i>	Week 6-11-18 thru 6-17-18
Week 8	Participate in Week 8 Discussion Complete and submit the assignment in Module 4 of the <i>JobSTART 101</i> Workbook	Week 6-18-18 thru 6-24-18
Summer Break - Week 6-25-18 thru 7-8-18		

Week 9	Participate in Week 9 Discussion Participate in a job fair and report on it Begin Module 5 in <i>JobSTART 101</i>	Week 7-9-18 thru 7-15-18
Week 10	Participate in Week 10 Discussion Complete and submit the assignment in Module 5 of the <i>JobSTART 101</i> Workbook	Week 7-16-18 thru 7-22-18
Week 11	Participate in Week 11 Discussion Research, apply, follow up with three employers Begin Module 6 in <i>JobSTART 101</i>	Week 7-23-18 thru 7-29-18
Week 12	Participate in Week 12 Discussion Complete and submit the assignment in Module 6 of the <i>JobSTART 101</i> Workbook	Week 7-30-18 thru 8-5-18
Week 13	Participate in Week 13 Discussion Report on employment in view of Internship Submit Job Search Journal	Week 8-6-18 thru 8-12-18
Week 14	Participate in Week 14 Discussion Write Summary Report of Trimester Learning, Job Search and Internship/Employment Acquisition.	Week 8-13-18 thru 8-19-18
Week 15	Submit Course Portfolio (Due 8/23/18)	Week 8-20-18 thru 8-23-18