VALENCIA

Professor Rhonda Oehlrich   **Section:** 17465 & 18133   **3** credit hours   **Communication** through Canvas messages

Required Textbooks:

Online resources are used in this course. There are no materials to purchase for this course. This is a fully online course requires frequent internet use – at least 4 days each week.

Course Description

Students will explore a variety of careers within the field of education. Course experiences will introduce students to career and life planning theories and concepts and how to apply these to their own lives. **Prerequisites:** None

Professor O's Mission Statement:

My goal is to advance educational equity and diversity through conversation, to support student success by teaching academic standards and life skills, as well as, encourage students to use critical thinking as they discover and pursue their potentials for success.

<center>
Welcome to the Awareness Zone …

BE AWARE! Be Exceptional! Acknowledge Worldviews And Respect Equality!
</center>

Course Objectives: Students will:

1. Students will participate in experiential exercises that will familiarize them with career development theories
2. Students will assess their personality preferences, interests, values, strengths and weaknesses and relate them to career and educational planning
3. Students will be able to narrow their career interests in the field of education to a few options for further investigation
4. Students will develop critical thinking skills to analyze career options in education and relate them to their own career decision making
5. Students will demonstrate knowledge of the job search readiness process in the field of education
6. Students will be able to explain why career decision making is a lifelong process

Discussions, Journal Reflections, and Assignments:

In this course, you are working for yourself and your future in education. Every assignment is about YOU. The goal is for you to clarify your career focus. You will complete assignments and journal reflections and participate in discussions. You will get out of this course what YOU put into it.

Assignment Deadlines:

Assignments are due on Wednesday and Sunday nights, by 11:55. The assignment tool does not close at 11:55, so if you are a few minutes late, it is okay.

Grading Scale:

1400 possible points: **A=91-100%   B=81-90%   C=69-80%   D=58-68%**

Fall 2020 Order of Assignments

Week	Topic	Assignments	Points
Orientation: 10/16-18	Syllabus Module	2 comments, Canvas 101, Quiz	50
Week 1: 10/19-25	Introduction	2 Discussion, 2 Activities, 1 Journal	100, 125, 25
Week 2: 10/26-11/1	Who are You?	1 Discussion, 3 Activities & Journals	50, 150
Week 3: 11/2 - 8	Explore Options-Narrow Focus	1 Discussion, 2 Activities, 2 Journals	50, 75, 50
Week 4: 11/9 - 15	Mentors and Networking	1 Discussion, 2 Activities, 1 Journal	50, 100, 25
Week 5: 11/16 – 22	Application Process	1 Discussion, 3 Activities, 1 Journal	50, 125, 25
Thanksgiving Holiday			
Week 6: 11/23 – 12/6	Job Search Process	1 Discussion, 2 Activities, 1 Journal	50, 100, 25
Week 7: 12/7 – 13	Next Steps	1 Discussion, 2 Activities, 1 Journal	50, 100, 25

This Syllabus is a contract between you & me. KNOW IT, I stand by it. Be aware of late &participation policies.

Attendance & Assignment Policies:

Attendance Policies:
- Travel does not excuse absence, unless for a documented emergency which is excused by me. Do NOT ask for assignments to be given early.
- Frequent, weekly online presence is expected—required—mandatory.
- Online attendance/presence is tracked by the amount of time a student spends online, in the course, and when assignments are turned in. Late assignments indicate a lack of online presence.
- If there is no evidence that you are participating online, you will be considered absent, points will be deducted, and you will be withdrawn from the class.

Absentee Procedures:
- If you do not communicate with me, your late work will not be accepted.
- Contact me in Canvas Messages, to notify me of the reason for your lack of online participation.
- If you contact me after a deadline, it is too late (unless the emergency happened that day).
- Written documentation of situation must be provided for me to determine if your absence can be excused.
- Scan or take a photo of written documentation and attach it to a Canvas Message; so, I can determine if your homework deadline can be extended.

Late Work is NOT accepted!
- If you have an emergency, provide me with written proof of the incident for me to consider an extension.
- This documentation needs to be attached to a Canvas Message within one week of the missed deadline.

Assignment Policies:
- It is YOUR responsibility to turn in assignments on time and according to instructions.
- According to instructions means …
- Where? Turn assignments in exactly where the instructions state, usually the assignment tool.
- AND in the directed format, document type, or according to template (use template when provided).
- Students are REQUIRED to submit assignments in WORD and PowerPoint documents. These two programs are available for download, in Microsoft 365.
- Assignments which are NOT submitted correctly cannot be graded and will result in "0."
- When Assignment Format is required, students will lose 10% of available points if they do not use template.
- Instructions are provided in each individual assignment, discussion, or journal.
- Feedback: It is your responsibility to read my feedback in the "Grade Book," and on submitted document.
- When you do not apply feedback to the next appropriate assignment, you will lose more points.

Assignment Clarification:
- If you do not understand an assignment, after reading instructions, send me a Canvas Message.
- Expect and plan to read information at least twice.
- READ ALL instructions at the beginning of the module AND set aside enough time to complete the work.
- When you do not understand a word or concept in an assignment, look it up.

- Do NOT skim messages, announcements, or assignment instructions as you will miss something worth points.
- If you want to succeed, you will:
    - FIRST read the information ~Word for Word~ all the way through to get an overview.
    - Read information again ~Word for Word~ to absorb the information.
    - Then, complete the assignment by following the instructions ~Step by Step.
- When you have a question send me a message telling me ~specifically~ which step of the instructions or information you do not understand.
- Students are expected to follow through on assistance, & check for my response to turn in assignments on time.

Grade Grievances:
- It is your right as a student to understand why you did not earn points; and instructors make mistakes.
- If you do not understand your points, or think I made a mistake, please ask me in a Canvas Message, within two weeks of the posted grade

Expectations & Communication:

"A" & "B" students are consistent; "A" & "B" students start strong, keep up, and turn in assignments on time.

This means it is not appropriate for students to miss work, and then request to make it up later in the semester. When students request to make up work or to "do an assignment over" it is not fair to the students who completed their work on time – and according to instructions. I stand by this! I will not accept late work and "do-overs" because they compromise the integrity of the grade. Students who resist this, and insist they be the exception to the rule, create extra work for instructors and take valuable time away from the students who complete their work as instructed. My priority is for students who complete their work on time. Students who do not follow assignment and grade grievance procedures, will be taken care of when current grading is completed

Communication for a Successful Semester: Your Success is Important to Me!
- **I am available to assist you** through Canvas Messages.
    - It is my pleasure to help you; however, you must help me, help you.
    - I cannot help you, if I am not aware of your situation.
- **Contact me if…**
    - you have personal issues affecting your abilities in the class.
    - you have a problem opening or finding an assignment.
    - you do not understand an assignment.
- **Be specific** with questions.
    - **Do NOT wait** until right before assignment is due, to ask questions.
    - I usually respond within **24 hours**. However, if I do not respond in **48 hours**, please send the message again.
- You MUST check for and READ announcements and Canvas Messages.
- I am not usually online on Fridays – **Plan ahead!**

Academic Writing: You are teachers! Teachers must proofread!
- Writing standards are specifically outlined in the ACADEMIC Writing Standards Module.
- Message clarity is essential for assignments, discussions, and communication with professors.
- College writing is professional writing.
    - Do not use casual—text message style—writing, for professional communication.
- If you do not use college level language, grammar, spelling, capitalization, and punctuation.
    - It will lower your grade.
    - Your work will be returned, and you will be asked to seek help in the Writing Center.
- For communication with me (Prof O), If you do not use academic standards of writing …

- o your messages will NOT be answered (or considered).
- o It will be returned stating: **Proofread please!**

In other words, the message will not exist until it is corrected.

Netiquette:
- Online communication requires special attention. Be professional! Do not start with "Hey."
- Avoid the use of profanity, vulgarities, or any other inappropriate language.
- It is not appropriate for students to debate how they want to complete an assignment. Instructions are clear.
- It is not appropriate to send argumentative & accusatory comments to the professor – who grades your work.
- Online communication that contains any information that is illegal (e.g., copyright violations, trade secrets, and obscene material), harassing or threatening is not acceptable.
- Do not post comments that reflect negatively on one's race, gender, religion, sexual orientation, or disability. Any violation of netiquette expectations will be dealt with according to the college handbook.

More on writing from Dr. Rhonda Atkinson, Education Department Chair and EPI Director …

A teacher's writing must be clear and correct. Proofreading is essential. Why? Newsletters, assignments, feedback on student work, and other written communications are often read and scrutinized by caregivers, administrators, students, and other teachers. Poor writing mars even the best of content and creates a negative impression that can cast doubt on teaching ability. Therefore, excellence in written communication in all forms (discussions, artifacts, other) is required in education courses. If submitted work shows a pattern of writing errors (e.g., run-on sentences, fragments, lack of subject-verb agreement, pronoun-noun errors, errors in homonym use, plural/singular usage and so on), you will get specific feedback on the kinds of errors that were made and a point reduction on the final grade for the work. Again, please proofread before you submit. If you demonstrate significant writing errors, the work may be returned for revision, at the professor's discretion.

Please keep in mind that all Valencia campuses have Writing Centers that can help polish writing skills; as well as, free online writing support is available through the SMARTTHINKING link, in the COURSES tab of your ATLAS account. Additionally, there are numerous tools and resources available on the internet that can help you develop writing skills. Word processing programs have built-in grammar and spelling checkers.

Technology Requirements and Skills

Technology Requirements:
Students enrolled in this course are responsible for their own ability to …
- access the internet and a computer to complete assignments.
- know that Smart devices and tablets do not always support all functions of Canvas.
- submit files using Microsoft WORD documents and PowerPoint, which are available for download in ATLAS.
- get to a Valencia campus if you need computer or internet, access or tech support.

Technology Set Up:
Canvas will be utilized for this course. Use information below to set up your computer.

You should verify **computer software and hardware requirements** to ensure course work can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer is required for this course.

Recommended Internet Browser: Canvas lists **minimum computer specifications** and **supported browsers** to ensure compatibility. The **Chrome browser** is recommended, Firefox is okay, DO NOT use Internet Explorer.

Students are also encouraged to install the Canvas app on their **Android** phone or **iPhone** in order to receive mobile notifications and to access your courses via your mobile device.

Technical Skills
Students should consider the **basic computer skills** needed to be successful in this course, which include:

- Reading and responding to emails
- Software application skills (PowerPoint, Word, Office365, etc.)
- Internet and library database browsing
- Copying and pasting
- Saving files in different formats
- Working with attachments
- File management

<u>Canvas 101</u> is a free self-paced course available for student to learn more about using the Canvas learning management system we are using for this course.

Technology Privacy Policies

Valencia College has a firm commitment to protecting the privacy rights of its students. Any use of student records and information in this course will comply with the [Family Educational Rights and Privacy Act (FERPA),](#) including third party tools and services used in this course. Privacy policies for the tools used in this course are listed below and at the point of use.

- [Valencia College privacy policy](#)
- [Canvas privacy policy](#)

If you have any concerns or issues with any of these requirements or policies, please contact your instructor.

Computer Problems DO NOT excuse late or incomplete homework.

Students are expected to seek help and solve internet problems using the resources recommended in TECHNOLOGY HELP in Canvas or get to a Valencia campus to use a computer or seek technical assistance.

Student Support Services

Writing Center: 407-582-5454 (Building 5, Rm 155) http://valenciacollege.edu/learning-support/communications/
Computer Access Lab: 407-582-1646 (Building 6, 1st floor of Library) http://valenciacollege.edu/library/west/cal/
Tutoring Center: 407-582-1633 (Building 7, Rm 240) http://valenciacollege.edu/learning-support/tutoring/
Online Library APA Resources: https://valenciacollege.edu/students/library/mla-apa-chicago-guides/apacitation.php

Library

At each campus library, librarians and other qualified staff can assist students with searching and finding items and information, MLA and APA citations, and technologies. The library provides a variety of books, eBooks, online articles, textbooks, DVDs and streaming videos to support course-related research and other learning needs. View the [Library website](#) for more information, as well as the [tutorials](#) below:

- [How to Connect to the Library Online](#)
- [How to Request Books from College and University Libraries](#)
- [How to Access eBooks At Valencia Library](#)
- [How to Access Databases & Articles](#)

Students with Disabilities

Valencia is committed to ensuring that all of its programs and services are accessible to students with disabilities. [The Office for Students with Disabilities (OSD)](#) determines reasonable and appropriate accommodations for qualified students with documented disabilities based upon the need and impact of the specific disability. Any student requiring course accommodations due to physical, emotional or learning disability must contact the instructor and provide a Notification to Instructor form by the end of the second week of class. To obtain a letter of accommodation, contact OSD at 407-582-2229.

Baycare Student Assistance Services

Valencia College strives to ensure all our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work. [BayCare Behavioral Health Student Assistance Program (SAP)](#) services are free to all Valencia students and

available 24 hours a day by calling (800) 878-5470. If needed, the counselor may refer the student to appropriate resources or to speak face-to-face with a licensed counselor.

Veterans Services Coordinator:

West Campus-Communication Division is Army Captain and Professor Creighton, aka Mr. C. If you are a past or present military personnel and/or a spouse and would like to chat offline with a fellow vet or find out what resources might be available to you, email him at jcreighton@mail.valenciacc.edu, call him at (407)582-5104, or stop by his office - Building 5, Room 122

Smarthinking

Valencia students have free access to an online academic support program that is available 24/7 through your Atlas account. Students can get live online tutoring, as well as receive feedback on essays and research papers, among other support services. For more information, view the [Learning Support](#) website.

Free Microsoft Word Suite: Office 365

As a Valencia student, you have access to Microsoft Word (as well as Microsoft Excel, Powerpoint, etc) free for personal use. You can learn more about accessing these applications in Atlas, on the "My Atlas" tab, right hand column, under "Microsoft Office for Personal Use."

iDistance Tutoring & Technology Support at Valencia

You can easily access Valencia's *free* distance tutoring and tech support from a computer, laptop or mobile device.

Distance tutoring services are provided fully online via Zoom.   Through this service, you will receive real-time assistance via a Valencia tutor. Online tutoring is offered in: mathematics, sciences, accounting & economics, computer programming, EAP and foreign languages, and writing.

Online Learning Technology Support services are also available. Students can receive assistance with navigating: Canvas, OneDrive, Zoom, YouTube, and Microsoft Office (Word, Excel, & PowerPoint). Support is also provided for video editing (via iMovie and MovieMaker) and converting documents from a Mac to PC. Tech support is available live (on-demand) via Zoom, by appointment, or via email. Students are encouraged to use the 24/7 Canvas Help located inside Canvas by clicking on the "Help" icon.

To get started using the Distance Tutoring and Learning Technology Support services, please visitThrough this site, you can view the https://libguides.valenciacollege.edu/distancetutoring schedule of tutors/tech support assistants, find available times, learn more about the services, and access a collection of supplemental resources that are available 24/7.

<div align="center">

Hours of Operation:
Monday-Friday: 8 am – 10 pm
Saturday & Sunday: 9 am – 7 pm

</div>

The Syllabus Acts as a Contract between the Professor and Students. Valencia College supports the professor, by supporting the information they post in their syllabus.

Note from Professor O: This syllabus has been constructed to be as complete as possible, but I reserve the right to alter policies, procedures, assignment DUE Dates and the syllabus as needed— with notification to students. Please utilize Canvas regularly as any changes to the syllabus will be posted there.

Valencia College Catalog:

is the official document of policies, academic programs, and requirements for students. By enrolling at Valencia, a student assumes the responsibility for becoming familiar with and abiding by, the general rules of conduct. Violation of Valencia policies/procedures or classroom rules may lead to disciplinary action, up to and including expulsion from

Valencia. I support and uphold these policies along with policies stated in this syllabus. The **Student Code of Classroom Conduct** (Policy 08-03, section IV), is in the current LifeMap Handbook and College Catalog. Students are expected to respect faculty and each other.

Withdrawal Policy 4-07:
Students who withdraw from class before the **11/20/2020** withdrawal deadline will receive a grade of "W." Students are not permitted to withdraw after withdrawal deadline. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of "W." Students who withdraw or are withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of W.

Plagiarism of ANY kind can result in class failure or suspension.
Academic Dishonesty is prohibited and includes, but is not limited to: Plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

Valencia College Statements of Institutional Purpose:

Vision: Valencia is a premier learning college that transforms lives, strengthens community, and inspires individuals to excellence.

Mission Statement: Valencia provides opportunities for academic, technical, and life-long learning in a collaborative culture dedicated to inquiry, results, and excellence.

Valencia College Core Competencies for Students:
Think clearly, critically, and creatively; analyze, synthesize, integrate, and evaluate in many domains of human inquiry.
Make reasoned **Value** judgments and responsible commitments.
Communicate with different audiences using varied means.
Act purposefully, reflectively, and responsibly.

Valencia Values:
Learning: By committing to Valencia's core competencies – Think, Value, Communicate, & Act – and the potential of each person to learn at the highest levels of achievement for personal and professional success.
People: By creating a caring, inclusive, and safe environment that inspires all people to achieve their goals, share their successes, and encourage others.
Diversity: By fostering the understanding it builds in learning relationships and appreciating the dimensions it adds to our quality of life.
Access: By reaching out to our communities and inviting and supporting all learners and partners to achieve their goals.
Integrity: By respecting the ideals of freedom, civic responsibility, academic honesty, personal ethics, and courage to act.