 Syllabus for EDUC 220

Career and College Foundations

**Course Information**

Semester & Year: Summer 2023

Course ID & Section #: EDUC220,

Instructor’s name: Zachary Funk

Day/Time of required meetings: asynchronous(no meetings)

Location: Online

Course units: 0 (This is a non-credit course)

**Instructor Contact Information**

Office Location: Online

Office Hours: by appointment calendly.com/zfunk

Phone number: 707-672-4253

Email address: zdf2@humboldt.edu or Zachary-funk@redwoods.edu

**Catalog Description**

A course providing instruction in the core academic subject areas (Math, Language Arts, Social Sciences, and Science) at the secondary level. The emphasis is on helping students transition successfully to college or a new career. Students may work in a self-paced lab setting where content is individualized and driven by student needs. The focus is on study skills, test-taking strategies, work readiness, and exploration of career and educational pathways.

**Course Student Learning Outcomes *(from course outline of record)***

**1. Demonstrate proficiency in academic skills at the secondary level based on individualized instructional needs.**

**2. Demonstrate skills necessary for career and/or college readiness.**

**Prerequisites/co-requisites/ recommended preparation**

None

**Accessibility**

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](https://www.redwoods.edu/dsps) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

* Eureka: 707-476-4280, student services building, 1st floor
* Del Norte: 707-465-2324, main building near library
* Klamath-Trinity: 530-625-4821 Ext 103If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made.  Last minute arrangements or post-test adjustments usually cannot be accommodated.

**Class participation and Attendance policy**

**Participation:** Participation is the key to success in this course. Participation means completing assigned reading and weekly homework assignments.

**Attendance:** Attendance will be based on the completed work you turn in each week. If you adequately completed the written assignments for the week you will receive attendance credit for the week. If you copy another students’ answers, neither of you will get credit.

**Class Schedule**

This course runs from May 30 to July 20, 2023

This is an online course, which means you can complete the coursework at whatever time is most convenient for you during the week. Consider developing a routine of specific days/times each week when you do your coursework. Expect that you will spend about 6 hours each week on this class.

The instructor reserves the right to modify the course calendar at any time during the course.

Week 1: Introduction to College and Career Readiness

* Understanding College and Career Readiness
* Overview of the course
* Understanding the importance of college and career readiness
* Assessing personal strengths and weaknesses

Week 2: Setting Goals

* Setting and Achieving Goals
* Identifying short-term and long-term goals
* Creating an action plan for achieving goals
* Overcoming obstacles and staying motivated

Week 3: Time Management

* Intro to Time Management
* Strategies for effective time management
* Prioritizing tasks and responsibilities
* Creating a schedule for academic and career success

Week 4: Study Skills

* Developing effective study habits
* Note-taking and organization
* Test-taking strategies

Week 5: Research and Writing Skills

* Research and Writing Skills
* Conducting research
* Summarizing and synthesizing information
* Writing effective papers and essays

Week 6: Professionalism

* Workplace expectations and behavior
* Communication skills
* Networking and job searching

Week 7: Financial Literacy

* Managing personal finances
* Understanding credit and debt
* Planning for financial stability

Week 8: Final Project and Reflection

* Synthesizing course material
* Applying skills and knowledge to personal goals
* Reflection on progress and future plans

**Class Content**

We cover the following course outcomes and concepts:

Course Outcomes:

1. Demonstrate proficiency in academic skills at the secondary level based on individualized instructional needs.

2. Demonstrate skills necessary for career and/or college readiness.

Concepts Covered:

- College readiness skills such as active learning, study skills, memory, motivation, creative thinking, critical thinking, time management, note taking, health and wellness, maintaining focus, analyzing information, reading comprehension, brain fitness, and self-control.

* Test-taking strategies
* Explore college and career pathways
* English and Math for the workplace
* Overview of the culture of college and the soft skills needed to succeed at the college level

**Evaluation & Grading Policy**

Students do not receive letter grades in non-credit courses. Any student who participates in the course will receive a grade of “satisfactory.”

**Student Support Services**

The following online resources are available to support your success as a student:

* [CR-Online](https://www.redwoods.edu/online) (Comprehensive information for online students)
* [Library Articles & Databases](https://redwoods.libguides.com/az.php)
* [Canvas help and tutorials](https://webapps.redwoods.edu/tutorial/)
* [Online Student Handbook](https://www.redwoods.edu/Portals/72/Documents/Students/CR-OnlineStudentHandbook.pdf)
* [Online Tutoring Resources](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fredwoods.libguides.com%2FTutoring%2FOnline&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=IPQnFsRsujkzGkSNl2eqR4ofcCFQuSN6PcfuoYRnp5s%3D&reserved=0)

[Counseling](https://www.redwoods.edu/counseling/)  offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

* [Library Services](https://www.redwoods.edu/library) to promote information literacy and provide organized information resources.
* [Multicultural & Diversity Center](https://www.redwoods.edu/student-services/Home/Multicultural-and-Diversity-Center)
* [Academic Support Center](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fasc%2F&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Riz9ZxeBWEWFm69aT5OdIdMsHyFsoonUcvZJLf5yQ1I%3D&reserved=0) – offers tutoring and test proctoring for CR students.
* [Student Tech Help](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fsts&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2FJ23kPg%2FGw0UgR98LB1fPf7Glk7JzRZUBESsb1Vzf%2BQ%3D&reserved=0) – provides students with assistance around a variety of tech problems.

Special programs are also available for eligible students include

* [Extended Opportunity Programs & Services (EOPS)](https://www.redwoods.edu/eops) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
* The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](https://www.redwoods.edu/trio/eureka) or in [Del Norte](https://www.redwoods.edu/delnorte/TRiO)
* The [Veteran’s Resource Center](https://www.redwoods.edu/student-services/Home/Vets) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
* [CalWORKS](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.redwoods.edu%2Fcalworks&data=05%7C01%7CAmber-Atkins%40Redwoods.edu%7Cbcfe068f8aca4941dde408daee9eaea9%7C8c90edff0a7243a795683eb28b3c8f82%7C0%7C0%7C638084662554822741%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=RPQYlb7O2ik0q4BooyvDV7FNqGg4y6gYbRB%2FckWHO5M%3D&reserved=0) – assists student parents with children under the age of 18, who are receiving cash assistance (TANF), to become self-sufficient.
* Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821