

Cooperative Work Experience

Job Savvy Workbook Assignment Schedule

You will read the entire chapter and complete all of the activities within each assigned chapter. The answers are generally short — one to two sentences — if you feel you need more space, use the white space at the end of the corresponding chapter after “Summing Up.” You will hand in the workbook on the required dates to be reviewed by Mary Beth. You will set up an appointment with Mary Beth to take the test no later than the test date listed. The workbook will be returned to you in time to study for the test.

Co-operative Work Experience

Course Syllabus

2013-2014 — Trimesters 1, 2, & 3

Instructor: Mary Beth Hepp-Elam

Office:	School-to-Careers, STEM Bldg Office
Office Hours:	By appointment, 7:45 a.m. – 3:30 p.m., M-F
Office Phone:	541-790-5262
E-Mail Address:	elam_m@4j.lane.edu
Class hours:	Independent
Textbook:	<i>Job Savvy How to Be a Success at Work</i> (4 th Ed.) 2008 JIST Publishing

A. Description — This course is based on the number of hours worked in a paid position and “research into what employers actually look for in the people who succeed or fail. It is designed to help develop critical job survival skills, increase productivity, and improve ... job success.” The course uses the *Job Savvy* “workbook approach, with many in-the-book activities provided to reinforce key points and develop new job survival skills and plans.” It features many examples, checklists, case studies, and section summaries and chapter tests.

B. Organization — This is a cooperative work course combined with independent study in which topics are presented in the workbook, case studies are given and students are asked to problem solve the situation given; complete a check list or respond with written answers. Chapter work is due every other week (see schedule below) with a scheduled chapter test with the instructor.

C. Course Objectives

1. To introduce students to the world of work.
2. To introduce career related standards using case studies, check lists and short answers.
3. To introduce work ethics, personal management, communication, and employment foundations.

D. Course Topics — The course will cover the following topics:

- Making a Good Impression
- Being There ... On Time!
- Communicating in the Workplace
- Knowing Yourself
- Getting Along with Your Supervisor
- Getting Along with Other Workers
- Problem Solving Skills
- Doing the Right Thing
- Getting Ahead on the Job

E. Text and Required Supplies

1. *Job Savvy: How to be a Success at Work* by LaVerne L. Ludden, Ed.D.
2. Pen, paper as needed.

F. Grading Plan

Completion of a minimum 105 hours of work each trimester — 40 %

Completion of all workbook assignments – 15 %

Completion of all chapter tests* — 15 %

Work Site Supervisor evaluations (2) — 30 %

A = 93-100 %

B = 84-92 %

C = 74-83 %



D = 65-73 %


F = 64 % or below


* Chapter tests will not be returned but you will be notified in writing/e-mail of your grade.

G. Make-Up Work — It is your responsibility to ask for missed assignments when you return to school.

H. Suggestions for Success — For most students this will not be a “difficult” course. However, there will probably be some students who do well in academic courses where information was most important and who will be surprised at the relative difficulty of this course where problem solving using ethics, standard social/work mores, and common sense are most important. So do not think that if you’re a “B” student you will probably get a “B” in this course. You might get an “A” with relative ease ... or a “C” with difficulty.

DUE DATE	DAY	ASGNMNT	TOPIC/ACTIVITY
September 10	Tuesday	Trimester 1 begins !!!	
October 8	Tuesday	Chapter 3 Making a Good Impression	I Haven't a Thing to Wear, Personal Grooming, Special Personal Considerations, Mannerisms & Habits, and Have an A+ Attitude.
October 15	Tuesday	Chapter 3 Test	Sign up in Mary Beth's office for an appointment to take the test.
October 22	Tuesday	Chapter 4 Being There ... On Time!	The Cost of Absenteeism, What's Your Excuse?, Your Lifestyle Affects Your Work, Plan for Success, and Getting to Work on Time.
October 29	Tuesday	Chapter 4 Test	
November 5	Tuesday	Chapter 5 Communicating in the Workplace	Good Communication Skills Open Doors, Practicing Effective Listening, Verbal Communication Skills, Verbal, Nonverbal, Written & Electronic Communication Skills.
November 12	Tuesday	Chapter 5 Test	
November 25-29	Mon - Fri	Thanksgiving Holiday	
December 4	Wednesday	Trimester 1 Ends !!!	Turn in a <u>copy</u> of your November 30 pay stub to Mary Beth as soon as you can.

DUE DATE	DAY	ASGNMNT	TOPIC/ACTIVITY
December 9	Monday	Trimester 2 Begins !!!	
December 10	Tuesday	Chapter 7 Knowing Yourself	Your Self-Image Can Make You or Break You, Self-Concept in the Workplace, and Identify Your Skills.
December 17	Tuesday	Chapter 7 Test	
December 23- January 6	M-M	Winter Break!	
January 7	Tuesday	Pay stub	Turn in a <u>copy</u> of your December 31 pay stub to Mary Beth for verification of hours.
January 14	Tuesday	Chapter 8 Getting Along with Your Supervisor	The Team Leader, Communicate with Your Supervisor, Meet Your Supervisor's Expectations, Performance Reviews, and Resolving Problems.
January 17	Friday	Evaluation	Review your evaluation with your supervisor. Keep a copy for yourself. Your super will send Mary Beth the original.
January 21	Tuesday	Chapter 8 Test	
January 28	Tuesday	Chapter 9 Getting Along with Other Workers	Get to Know Your Coworkers, The Value of Diversity, Basic Human Manners, Cubicle Etiquette, and Special Problems with Coworkers.
February 4	Tuesday	Chapter 9 Test	
March 12	Wednesday	End of Trimester 2	Turn in a <u>copy</u> of your February 28 pay stub to Mary Beth for verification of hours.

DUE DATE	DAY	ASGNMNT	TOPIC/ACTIVITY
March 17	Monday	Trimester 3 begins !!!	
March 24-31	M-M	Spring Break!	
April 1	Tuesday	Chapter 11 Problem-Solving Skills	Management Through Teamwork, Problem Solving, and Creative Thinking.
April 8	Tuesday	Chapter 11 Test	
April 15	Tuesday	Chapter 12 Doing the Right Thing	Ethical Problems for Business, Common Ethical Dilemmas, Guidelines for Making Ethical Decisions, and Common Ethical Problems.
April 22	Tuesday	Chapter 12 Test	
April 29	Tuesday	Chapter 13 Getting Ahead on the Job	You, Incorporated, Getting a Raise, Getting Promoted, Career Development, Building a Portfolio, & Leaving a Job
May 6	Tuesday	Chapter 13 Test	
June 2	Monday	May 31 Pay stub due	Turn in a <u>copy</u> of your May 31 pay stub to Mary Beth for verification of hours.
June 9	Monday	Evaluation due	Review your evaluation with your supervisor. Keep a copy for yourself. Your super will send Mary Beth the original.
June 11	Wednesday	Seniors Last Day of School !!!	Good Luck Seniors! Have a great summer EVERYONE!

