



WORK-BASED LEARNING PROGRAM

SYLLABUS

FALL 2021 – 6 Week Course

Hello and welcome to the Lake Tahoe Community College Work-Based Learning Program. I am excited that you will be taking this journey in Work-Based Learning this term. Keep in mind that we are always here to help and hope to make your experience in this class the very best. Do not hesitate to reach out if you have any questions about the class or your worksite.

We hold the fundamental belief that everyone in the class is fully capable of engaging and mastering the material. Our course should be an inclusive space, where ideas, questions, and misconceptions can be discussed with respect. There is usually more than one way to see and solve a problem and we will be richer if we can be open to multiple paths to knowledge. We look forward to getting to know you.

This packet and mandatory orientation explain the course requirements and is your opportunity to ask questions before you enroll in person at the LTCC One Stop. ***Please make sure you understand your responsibilities as a student in this program, when your assignments are due, and how your grade is determined prior to beginning.***

The Work-Based Learning Program is designed to provide structure and depth to work-based learning experiences: to identify the skills to be focused on in the work experience; to open conversations about learning opportunities; to provide a structured approach to skill assessment; and to encourage reflection about short-term and long-term goals. This course is structured to provide an opportunity for feedback from supervisors to participants, and for participants and supervisors to take time for reflection, problem solving and goal setting. The structure is ideal for these conversations because it is structured around professional career skills, focusing attention on the skills that are important organization's and in the participant's future career path.

As a result of this course, you will:

1. Accomplish three measurable worksite learning objectives.
2. Meet competency standards for professionalism on the job.
3. Articulate personal career and educational goals.



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Enrollment

You are responsible for completing the enrollment process for this course. You will be provided with a signed "Enrollment Permit" that must be submitted to "Enrollment Services" and is required to be submitted within 3 days. You may need to complete other paperwork to enroll. This may include CCC Apply, a Registration Card or Add Form, Counselor Approval, or High School Placement Form. ***Please make sure your course is on you schedule prior to completing the coursework. We are not able to register you after the***

Attendance Policy

This course does not have traditional class meetings. A large part of your grade is meetings and communicating with the Coordinator ***and*** your Instructor. During the quarter you are responsible for scheduling meetings and communicating with the WBL Coordinator and Instructor. You are expected to meet with your instructor at least 3 times.

Meeting A: Review the Worksite Objective Form and assess any hazardous/safety issues, ensure the appropriateness of the job and adherence to learning objectives, maintain open communication with the student, and prevent/contain any problems or issues regarding the placement of the student. Discuss educational and career goals.

Meeting B: Review the students Resume and follow up on any issues from youth first meeting. These may include hazardous/safety issues, the appropriateness of the job and adherence to learning objectives, and preventing/containing any problems or issues regarding the placement of the student. Discuss educational and career goals.

Meeting C: Review evaluations and End of Quarter assignments.

Other Visits and Meetings: Other meetings and site visits may be conducted as necessary.

Assignments and Deadlines

Assignments are the student's responsibility and communication is mandatory for success in the program. Assignments should be turned-in to the WBL Department Coordinator unless otherwise noted.

- Scan and email: goligoski@ltcc.edu or your instructor
- Canvas

Deadlines are listed in the Syllabus. Late assignments will result in a loss of points. **Late work will be penalized 10% per day. Assignments more than 10 days late may not be accepted.** Students may be dropped from the course by the 4th week of the quarter if assignments are not received.

Personal Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly



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honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records.

Mental Health and Wellness

If you are experiencing undue personal and/or academic stress during the semester that may be interfering with your ability to perform academically, LTCC offers a range of services to assist and support you. I am available to speak with you about stresses related to your work in my course, and I can assist you in connecting with other on- and off-campus professionals. If you are ever experiencing suicidal thoughts, please contact the National Suicide Prevention Lifeline at 1-800-273-8255 or livechat at <https://suicidepreventionlifeline.org>

Food or Housing Insecurity

If you are experiencing issues with either food or housing insecurity, LTCC can help. Please contact the Equity Program for more information about food, housing, or other assistance. <http://www.ltcc.edu/campusresources/equity-outreach.php>

Title IX

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Lake Tahoe Community College provides a safe environment that supports learning and encourages all students to pursue their goals and successfully achieve them. This means the College does not tolerate sex discrimination—including sexual harassment and violence—and is committed to empowering all students and employees to take actions to eliminate sex discrimination on campus and to know how to get help if sex discrimination occurs. If you or someone you know has been harassed or assaulted, you can find the appropriate resources at: http://www.ltcc.edu/campusresources/title_ix/index.php

LTCC

In addition to enrolling in this class, you have many opportunities to engage with the wider LTCC community. Included are the many clubs, activities, offices, and people who make Lake Tahoe Community College a vibrant and nurturing community. Please visit the LTCC [website](#) for more information regarding the many opportunity available at the college.

DRC Accommodations

This class respects and welcomes students of all backgrounds, identities, and abilities. If there are circumstances that make our learning environment and activities difficult, if you have medical



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information that you need to share with me, or if you need specific arrangements, please let me know. I am committed to creating an effective learning environment for all students, but I can only do so if you discuss your needs with me as early as possible.

Any registered student with a verifiable disability is eligible for Disability Resource Center services. The use of services is voluntary. Students do not necessarily need to have a disability to enroll in classes offered by the DRC. However, in order to receive academic accommodations students must have a verifiable disability. Students can be assessed at the DRC. For more information, please visit the DRC site: <http://www.ltcc.edu/campusresources/disabilityresourcecenter/index.php> Students may contact the DRC in room A205 or by phone at (530) 541-4660, extension 249.

Library & Learning Services

The Library & Learning Services at Lake Tahoe Community College promotes LTCC's mission by providing personalized research and tutoring support services, quality information literacy instruction, and course-related library materials for all students. We facilitate access and success through student-centered services, spaces, and collections. We strive to be an engaging and dynamic academic hub for students' individualized and collaborative tutoring, learning, and research needs. For more information, please visit the Library & Learning Services site: <http://www.ltcc.edu/campusresources/library/>

Communication

Students are responsible for communicating with the instructor by using their LTCC email account through Passport. You may contact the WBL Department or the One Stop if you need assistance using this account. You should be contacted by instructor during the first few weeks of the quarter. If you have not received an email by the third week of the quarter, please contact the WBL Department for assistance.

Instructors:

Veronica Arriaga
Kasey DeFranco
Jennifer Drennan
Damion Estrada
Betsy Fedor
Rae Matthews
Emer Reynolds Gavin



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12 WEEK QUARTER ASSIGNMENTS November 1, 2021 – December 16, 2021

The following assignments are the student’s responsibility and communication is mandatory for success in the program. Assignments should be turned-in to the WBL Department Coordinator unless otherwise noted.

- Scan and email: goligoski@ltcc.edu or your instructor
- Canvas

Deadlines are listed in the Syllabus. Late assignments will result in a loss of points. **Late work will be penalized 10% per day. Assignments more than 10 days late may not be accepted.** Students may be dropped from the course by the 4th week of the quarter if assignments are not received.

DEADLINE	REQUIRED ACTION
Immediately	<p>ORIENTATION:</p> <ul style="list-style-type: none"> • Complete and sign the “Code of Conduct and BOQ Survey” • Register for the class using your signed “Enrollment Permit” • Access your LTCC email through Passport
Immediately	<p>Schedule a meeting with your worksite supervisor: <i>Respect their time and make sure you receive their full attention by scheduling a 20-minute appointment to meet and discuss this course and your goals. All documents, assignment instructions, and links to forms are available at:</i> http://www.ltcc.edu/academics/academic_programs/work_experience.php</p> <ul style="list-style-type: none"> • Give them the Welcome Letter. • Have them complete the Supervisor Agreement Form. • Discuss goals and complete the Worksite Info and Objective Form. <p><i>Don't forget to sign the documents. Your instructor will sign after they have reviewed your learning objectives.</i></p>



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11/5/2021	ASSIGNMENTS DUE <ul style="list-style-type: none">• Supervisor Agreement Form• Worksite Info and Objectives Form (<i>keep a copy for yourself</i>) <p>Note: Students may be dropped in Week 4 if missing these assignments</p>
11/23/2021	COMPLETE MID-QUARTER PROFESSIONAL DEVELOPMENT ASSIGNMENT <p><i>As a professional development opportunity, Work-Based Learning students have their choice when completing their mid-term assignment. Students must complete 2 of the assignments listed below.</i></p> <ul style="list-style-type: none">• Workshop• Current Resume• Mock Interview• LinkedIn• Webinar or Online Course• Special Project
DUE: Twice Weekly (Tuesday and Thursday) from 11/2/2021 to 12/9/2021	Earn 21c Skills Badges: <p><i>Complete online workshops from New World of Work and earn the ten badges.</i></p> <ul style="list-style-type: none">• Adaptability badges.newworldofwork.org/quiz/adaptability• Analysis/solution mindset badges.newworldofwork.org/quiz/analysisissolution-mindset• Collaboration badges.newworldofwork.org/quiz/collaboration• Communication badges.newworldofwork.org/quiz/communication• Digital fluency badges.newworldofwork.org/quiz/digital-fluency• Entrepreneurial mindset badges.newworldofwork.org/quiz/entrepreneurial-mindset• Empathy badges.newworldofwork.org/quiz/empathy• Resilience badges.newworldofwork.org/quiz/resilience• Self-awareness badges.newworldofwork.org/quiz/self-awareness• Social/diversity awareness badges.newworldofwork.org/quiz/social-diversityawareness
	FINALIZE END-OF-QUARTER ASSIGNMENTS <p><i>All documents, assignment instructions, and links to forms are available at:</i> http://www.ltcc.edu/academics/academic_programs/work_experience.php</p> <ul style="list-style-type: none">• Complete your interview assignment and write the report.• Follow up with your supervisor to discuss your performance towards your objectives.• Make sure you're meeting with your instructor.• Ensure your supervisor completes the Supervisor Evaluation form.• Have your supervisor sign your Timesheet to verify the hours you worked over the Quarter.



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FINAL DATE: 12/13/2021

TIME:

9am - 10:30am

<https://cccconfer.zoom.us/j/99601861634>

OR

2 pm - 3:30 pm

<https://cccconfer.zoom.us/j/93805654643>

NOTE: No coursework will be collected after this date. It is **mandatory** that all assignments are turned in at this time.

ATTEND THE FINAL, END-OF-QUARTER GROUP MEETING:

At this time, the following materials will be collected:

- Supervisor Evaluation
- Interview Assignment
- Feedback Forms (self, instructor, supervisor)
- Timesheet

NOTE: It is the student's responsibility to turn in all end-of-quarter assignments, and communicate if they cannot attend the final for any reason. All assignments are due by **December 13, 2021 at 2pm.**

Grading and Resources

Grading Policy:

Grades are earned and determined by the course requirement point system below, as well as the quality and timeliness of assignment. To complete the program, students must work a minimum of 40 volunteer hours or 50 paid hours. This course can be taken for a grade, or credit/no credit by completing the necessary pass/no pass form available at the LTCC One Stop.

***LATE ASSIGNMENTS: Late work will be penalized 10% per day. Assignments more than 10 days late may not be accepted.**

Attention: Students may be dropped from the course by the 4th week of the quarter if assignments are not received. Late assignments without a requested deadline extension will result in a loss of points.

Assignments and student responsibilities:

Points:

Code of Conduct	5
Worksite Info and Objectives Worksheet	Mandatory Document - 5
Supervisor Agreement	Mandatory Document - 5
Meetings and Communication with Instructor	20
Mid-Quarter Assignment	10
21c Skills Badges	10
Interview Report	15
Feedback Forms: Program, Supervisor, Self	10



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Timesheet	Mandatory Document - 5
Supervisor Evaluation	10
End-of-quarter debrief: Final Meeting	5

Total point value: 100

Extra Credit Opportunities:

1. Email us a picture of you on the job to earn 5 points! Make sure you are following your worksite’s cell phone policy, or ask your supervisor if you’re not sure. These photos may be used by the Work Experience & Internship Program for online or printed promotion, including LTCC’s website, Facebook page, newsletters, or flyers about the program. Email photos to workexp@ltcc.edu with your name and “Extra Credit” in the subject line.
2. Join our Facebook group to earn 5 points! Join the Facebook group: LTCC Work Experience and Internship Program, then let us know so we can give you the extra points!

Grading Scale

90% - 100% = A
80% - 89% = B
70% - 79% = C
60% - 69% = D
59% under = F

Additional resources:

- Connect with the Program on Facebook: www.Facebook.com/groups/LTCCWorkExperience
- Resume building and templates: www.myperfectresume.com
- Tips for college students’ resumes: www.monster.com/career-advice/article/resume-tips-for-college-students
- Managing work, life and college: www.mycollegesuccessstory.com/academic-success-tools/college-life-balance.html



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