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| **Instructor:** | Lena Gates | **Credits** | 1 |
| **Office:** | IA-203 | **Grading** | A-F |
| **Office Hours:**  | By appointment | **Class Meets** | Weekly, due date - Fridays |
| **Telephone:** | (503) 871-9194 cell text only | **Room** | Online only |
| **E-mail:** | gatesl@linnbenton.edu |  |  |

**TEXTBOOK:** *No textbook required – Supplemental resources will be used*

**COURSE DESCRIPTION**: This one credit course is required for first year Welding and Fabrication Technology majors. Students will become aware of, and understand the complexities of, the communication process and the impact communication has on obtaining and maintaining employment. Insights into the causes and effects of general communication behaviors will be discussed along with involvement in active exploration of the basic communication theories and concepts, opportunities to develop communication strengths, and to help the student develop verbal communication knowledge and skills applicable to employment in the Welding Trades. Students will develop a long-term career plan, develop and improve job interview skills, and write an error-free resume. Resume writing tips, pre-interview research, selection of appropriate apparel for the job interview, use of communication skills, guest interviewers from industry, and professional presentation will be the primary focus of this course. The students will be required to participate in a mock interview process.

**COURSE OUTCOMES:**

* Demonstrate understanding of group, public, and personal communication theory.
* Recognize and describe the relationship between nonverbal and oral communication as it relates to the workplace.
* Develop a personal long term career plan.
* Utilize resume writing skills.
* Conduct pre-interview research.
* Select appropriate apparel to wear to the job interview.
* Utilize written and verbal communication skills.
* Present and conduct oneself in a professional manner during the job interview.

**METHODS OF INSTRUCTION:** PowerPoint, Videos, Assignments, and Quizzes.

**SUBMISSION INSTRUCTIONS:** Assignments will be submitted through MOODLE only

**ABSENCES & LATE WORK**

Attendance is critical in real world employment situations. Employers expect employees at work every day and on time. The same expectation is required for this course. Online classrooms can be a little trickier to establish attendance; however, participation in the online classroom and discussions is required.

**LBCC/COURSE ACADEMIC DISHONESTY POLICY**

Students at LBCC are responsible for pursuing their studies with honesty and fairness. Acts of academic dishonesty including such activities as plagiarism or cheating, are regarded by the college as very serious offenses. An instructor has the right to issue an “F” grade for the course in which the instructor believes the student has cheated or plagiarized and should report all acts of dishonesty to the Assistant Dean of Student Services. Students are encouraged to ask the Writing Desk for a copy of “What’s Plagiarism and How Can you Avoid It?” and to be familiar with “Students’ Rights, Responsibilities, and Conduct.” LBCC Comprehensive Statement of Nondiscrimination.

**GRADING**

300 pts Quizzes: 60 pts each x 5

300 pts Assignments: 60 pts each x 5

300 pts Employability Skills: 60 pts each class x 5

(Discussion Participation - 30 pts for your post, 15 each for responses)

100 pts Final: TBD



Extra Credit Opportunities

Additional responses to discussions can earn up to

30 points extra credit each week.

Other EC Opportunities TBD

**REQUEST FOR SPECIAL NEEDS OR ACCOMMODATIONS:** Direct questions about or requests for special needs or accommodations to the LBCC Disability Coordinator, RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

**LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION:** LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](http://www.linnbenton.edu/board-policies-and-administrative-rules). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public\_report](http://linnbenton-advocate.symplicity.com/public_report)

**Syllabus subject to change due to situational need for adjustment. Students will be notified by email and in person.**