**Course Syllabus**

**Pathways to Prosperity**

Course No: GS-1010

Sections: -A011, -A012, -A013, -A014, -A015, -A016, -A017, -A018, -A019, & -A020

Credit Hours: 1.0

Academic Year: Autumn 2020

Prepared By: Allison Nowak

Instructor(s): Allison Nowak

PREREQUISITES and CO-REQUISITES:NONE

**COURSE DESCRIPTION**

The Pathways to Prosperity Seminar Series course is a personal, career, & financial success series designed to empower students with the knowledge, skills, and attitudes needed to be successful students, successful life-long career professionals, and financially stable citizens.

During COVID-19, the Pathways course will be conducted completely online. Students must attend the weekly class meeting time in Blackboard Collaborate per their scheduled class time. The A500 section of Pathways will complete recordings asynchronously, and will not attend a virtual weekly class meeting time.

**PROGRAM OUTCOMES and SUCCESS SKILLS**

Our goal for this course is to enable students to use their entire time at Hocking College to leverage the resources, maximize their ability to;

* Complete their college degree on time
* Leave college with multiple job offers
* Leave college with a financial plan in place to establish financial independence over the course of their career

**COURSE MATERIALS**

* Personal Computer with mic and webcam (to access course content on Blackboard)
* Reliable internet (can be accessed at HC Library, Davidson Hall 1st floor
* Digital or paper calendar system (Google Calendar works)

**COURSE NATURE:**

###### This course is virtual and *synchronous* meaning we will meet online during the class meeting time. **All weekly assignments are due Sunday by 11:59pm.**

###### **How to Succeed in this Course:**

1. Log into Blackboard every day to stay tuned for updates.
2. Check your email for updates AND reply to them.
3. At least begin the weekly readings, assignments, and quizzes and try your best to complete them as well as you can by Sunday at 11:59pm. [***A task that is begun is a task that is half done.***](https://medium.com/@AvesMHL/once-begun-half-done-12cef707712d)
4. Rely on yourself for your success (no one else will do it for you!)

**COURSE OBJECTIVES**

***During this course, students will…***

## **Hocking College Readiness Objectives (HRO):**

HRO1: Students will learn how to use Hocking College technology, resources, and supports to meet their needs and manage their college career successfully; these HC technologies, resources, and supports include Blackboard, Google Calendar, the Hocking College App, the Hocking College website, Accessibility Resources, Academic Success Center/Library, Tutoring, Advising, Career Services, Office 365, and the Veteran's Resource Center.

HRO2: Students will self-evaluate their study habits, including their academic integrity, and will begin to apply successful learning and study habits, so that they might be successful in their first year of college.

HRO3: Students will demonstrate a basic understanding of financial aid. They will understand the funding requirements, application process, identify SAP guidelines and understand how to find and qualify for scholarship opportunities, by passing a quiz on Financial Aid and by exploring the Financial Aid website.

HRO4: Students will utilize Self-Service to access personal academic and financial information create an academic plan, register for classes, and to view key action items.

HRO5: Students will express awareness of campus culture, extra-curricular activities, expectations, and policies regarding student life and conduct, including academic attendance, probation/suspension, academic integrity, and graduation requirements.

HRO6: Students will identify how diversity will affect them during their college career as well as in the workplace; students will understand the need for respect regardless of differences.

HRO7: Students will demonstrate a basic understanding of sexual assault, the laws defining sexual assault, and the consequence of such actions. Students will be able to apply consent to their own lives.

HRO8: Students will demonstrate and apply their growing understanding of self-awareness throughout the semester through journaling about making choices for overall happiness, learning ways to increase self-actualization, creating and revising a vision statement/board, and more.

## **Career Readiness Objectives (CRO):**

CRO1: Students will analyze their strengths to determine the kind of job for which they are most suited; students will demonstrate an increase of self-knowledge, needed for a professional identity, through reflection activities.

CRO2: Students will develop the basic materials needed to apply and interview for a job, including a resume, LinkedIn account, business cards, and networking spreadsheet, which they will use later in the semester at the Career Fair.

CRO3: Students will demonstrate their understanding of how to prepare for, properly attend, and follow-up after a job fair, by attending a job fair and submitting documentation of the before, during, and after steps.

CRO4: Students will conduct informational interviews to inform themselves of their chosen field and to build their network; students will demonstrate understanding of the importance of networking and informational interviewing via a post informational-interview reflection.

CRO5: Students will practice, apply, and refine knowledge of interviewing by practicing their interview skills in virtual mock interviews.

CRO6: Students will demonstrate an understanding of the value of personal branding by developing and using their elevator pitch at the career fair and as the "About" section on their LinkedIn.

CRO7: Students will use Career Services at least once to demonstrate knowledge of their services including Weekly Workshops, internship postings, Career Fairs, Resume feedback, etc.

## **Financial Literacy Objectives (FLO):**

FLO1: Students will demonstrate growth towards becoming financially stable by practicing the skill of budgeting and reflecting on their money habits, which will prepare them for deeper financial literacy in Pathways to Prosperity II.

FLO2: Students will demonstrate a general understanding of the key terms and tips of financial stability by passing a quiz on key terms like investment, debt, loan, and interest rate, which will prepare them for deeper financial literacy in Pathways to Prosperity II.

**Professional Lifestyle Objectives (PLO):**

PLO1: Students will show an understanding of rhetorical spaces and contextual language including professional social etiquette & body language, professional communication standards (email) & private and public social media recommendations.

**TOPICAL OUTLINE**

Each week focuses on a topic that will hit the various learning outcomes. A Guest Lecturer from the Hocking College community will share their unique knowledge with you during the in-class portion.

**Week One: Hocking College Knowledge |** Stephen Powell

**Week Two: Consent & Your Campus |** Elizabeth Dennis

**Week 3: From Campus to Career, It’s Your Story** | Rob Weiler

**Week 4: Nailing the Career Fair** | Shane Barbini

**Week 5: Study Skills & Academic Integrity** | Allison Nowak & Molly Watson

**Week 6: Elevator Pitch** | Breanna Horn

**Week 7: LinkedIN 101** | Stephen Powell

**Week 8: Finding Your Strengths** | Molly Watson

**Week 9: Resume Workshop** | Bob Bowser

**Week 10: Networking & Informational Interviewing** | Debbie Arnold

**Week 11: Interviewing |** Ken Hoffman

**Week 12: Diversity & Inclusion** | Elizabeth Dennis

**Week 13: Professional Lifestyle** | Dr. Betty Young

**Week 14: Money Smarts** | TBD

**Week 15: Job Search Protocol** | Rob Maggard

**Week 16: Your Future Is Bright** | TBD

**HOW YOU WILL BE GRADED:**

#### **#1 Overall Weekly Participation Out-of-Class**

Each week, explore the materials in that week's module in Blackboard. The “Agenda and Readings” section for each week explains exactly what is expected of you for that week. All after-class assignments will be kept in the “After Class” folder for that week.

Your assignments make up the largest part of your grade.

* Expect at least an hour of out-of-class work each week.
* That hour of work will likely be split across two assignments, sometimes three.
* *ALL assignments will be posted in Blackboard, at least a week in advance, and ALL assignments will be ACCEPTED through and GRADED IN Blackboard.* 
  + *Please don’t email an assignment; we will just tell you to post it again to Blackboard.*
  + *If you need help figuring out* how *to submit an assignment in Blackboard, setup a tutoring appointment with a peer tutor.*
* **Any late, unexcused work will earn you at most a 50%.** There are simply too many students in the 11 Pathways classes for me to go back and find late assignments or make multiple exceptions past the due date.
* **Extensions on work are only granted when an excused absence has also been granted or when severe extenuating circumstances warrant such an extension, per the instructor’s discretion.**

**#2 Attending and Participating in Class**

Participation for this course comes mainly from your assignments and from attending class. You will get in-class opportunities to earn bonus points by turning your camera and mic on to answer questions. In-class notes give you the chance to earn easy points in the class time to boost your grade. They can be found in the During Class folder for each week; they are due at the end of class.

**#3 Attending Out-of-Class Events**

This will happen twice this semester. Mark your calendars:

Event #1: All Hocking Learning Day – Wednesday, October 21st

Event #2: Career Fair (Virtual) – Wednesday, November 4th

**CLASS ATTENDANCE POLICY**

*Attendance to the Virtual Class is taken every week and is mandatory. Students can be granted* ***2 excused absences*** *throughout the semester and take* ***2 unexcused absences****, and still pass the class.* Per college policy, three unexcused absences in a 16-week course will result in the student being administratively dropped from the course.

Excusable absences must be requested 24 hours in advance, by email, to [homework.pathways@hocking.edu](mailto:homework.pathways@hocking.edu). Email will not be checked on weekends. Events and situations that count for an excused absence are:

* Hocking College associated event, conference, or training that is required
* Family emergency (hospitalization, funeral, house fire, etc.)
* Health emergency that still prevents an individual from checking into class, virtually
* Jury duty

When the student is requesting an excused absence he/she/they must also make any requests for extensions on that week’s after-class assignments.

**OTHER HC POLICIES**

**USE OF ELECTRONIC DEVICES**

We encourage the meaningful use of electronic devices to support learning within this class. Computing activities not directly related to learning in the course are discouraged during class time. All uses of electronic devices are at the discretion of the instructor as outlined in the student code of conduct.

**BLACKBOARD STATEMENT**

All Hocking College courses are delivered in conjunction with our Learning Management Systems (LMS) Blackboard. Students are expected to actively log into their Blackboard account and subsequent classes on a regular basis. This is done with the same username and password information used for WebAdvisor.

**NETIQUETTE**

Hocking College delivers many courses online, whether wholly or in a blended format. Online communication is expected to be professional and respectful, just as it is in a traditional classroom.

**POLICY REGARDING HONESTY**

Honesty and integrity are major elements in professional behavior and are expected of each student. This is part of the Success Skill "Maintains a Code of Ethics." All work is assumed to be your own unless special permission is granted from the instructor or sources are appropriately cited. It is expected that you will be honest in all endeavors related to the completion of this course, just as you must be in all activities at work. The definition of academic misconduct that is provided in the Hocking College Student Guide applies to this course and all other courses that you are taking at the College. It is a Code I Offense:

Academic Misconduct refers to dishonesty in examination (cheating); presenting the ideas or writing of someone else's as one's own (plagiarism); knowingly furnishing false information to the college by forgery, alteration, or misuse of college documents, records or identification. Academic dishonesty includes but is not limited to:

1. Permitting another student to plagiarize or cheat from your work,
2. Submitting an academic exercise, written work, project, or computer program that has been prepared totally or in part by another,
3. Improperly acquiring knowledge of the contents of an exam,
4. Using unauthorized material during an exam, to include notes, information, calculators, or other electronic devices or programs during exams or for assignments from which they have been expressly or implicitly prohibited,
5. Submitting the same paper in two different courses without knowledge and consent of all faculty members involved,
6. Obtaining academic material through stealing or other unauthorized means,
7. Falsification of research findings and methodology.

Academic Misconduct is unacceptable behavior in all Hocking College courses. A student observed or found to be engaged in academic misconduct on a test or assignment in this course will receive will be held accountable as described by the academic school policy in addition to the Hocking College student code of conduct. A written report of the incident, signed by the instructor and the student, will be submitted to the Campus Judiciaries Office. The Office of Student Rights and Responsibilities and Judicial Affairs will conduct a judicial proceeding with the accused student, resulting in a finding of "In Violation" or "Not In Violation" of the Hocking College Code of Conduct. The outcome of the judicial process will not be used to modify or validate the specific consequence as decided by the individual faculty/program or academic unit, but may be used to determine future Judicial consequences, in demonstrating a pattern of behavior on the part of the student.

Further information pertaining to Academic Misconduct can be found by contacting the Office of Student Rights and Responsibilities and Judicial Affairs, JL 269, or by referring to the Student Code of Conduct found on the Hocking College website (www.hocking.edu).

**ACADEMIC GRADE APPEAL PROCESS**

Academic grade appeals consist of complaints from students concerning final grades given. The Appeals Process is available only for final grades not for an individually graded assignment. When a student believes that his or her academic performance has been unfairly or improperly graded, the first recourse will be communication with the faculty member in an attempt to resolve the complaint. A student appeal of a final grade must be formally initiated within two weeks of the grade being posted. Students should understand that the burden of proof is theirs to demonstrate. Please visit the College web site for more appeal information. <http://www.hocking.edu/studentaffairs/academicappeal>

**STUDENT GRIEVANCE DUE PROCESS PROCEDURES**

Due process procedures for the College are located in the current Student Code of Conduct listed as Hocking College Student Grievance Procedures available online under the current student link on the Hocking College website.

**ACCOMMODATIONS DISABILITIES NOTICE**

In conformance with the Americans with Disabilities Act of 1990, Hocking College will make reasonable accommodations to its practices to assure nondiscrimination on the basis of disability. The Access Center/Office of Disabilities Services in DVD 114 is dedicated to serving the various needs of individuals with documented disabilities and to promoting their full participation in college life.

**ACADEMIC SUCCESS CENTER**

The Academic Success Center is located in the first floor of Davidson Hall. The Academic Success Center houses the Testing Center, Library services, The Access Center, tutoring services, and guided study programs. It provides a space to form learning communities and also provides services to help students succeed.

**ATTENDANCE POLICY**

In support of preparing Hocking College students for the world of work, the following policy has been developed to model work environments they will enter upon graduation.

**The expectation is that students attend all classes. In the event of illness or emergency, it may be necessary for a student to miss a class. To report an absence, a student must contact their faculty member in advance and make arrangements to complete all required coursework.**

**Policy**

**In an 8-week course, students have 1 Unexcused Absence**

**In a 16-week course, students have 2 Unexcused Absence**

**Unexcused absences greater than the above will result in being administratively DROPPED from the course(s). Students administratively DROPPED from a course(s) will not be re-admitted. They will be required to repeat the course to complete the program and are responsible for all associated charges.**

The College is not responsible for the student’s failure to follow the official withdraw policy. Students will be responsible for tuition and fees according to the refund policy.

**Evaluation of the Learner**

**SPECIFIC FACTORS**

**1. FINAL GRADE CALCULATION will be based on qualitative and quantitative performance:**

**2. EXAMINATIONS AND QUIZZES will be given each week. They are due each Sunday by 5pm.**

**3. PROJECTS/ASSIGNMENTS are assigned in addition to guided notes and quizzes.**

**4. CLASS PARTICIPATION is demonstrated through your communication with your instructor and your level of engagement with weekly assignments.**

**6. LATE ASSIGNMENTS will not be accepted.**

**7. EXTRA PROJECTS can be suggested by the student for extra credit, before the end of the semester. Extra projects can be assigned at any time at the discretion of the instructor.**

**8. GRADING SCALE:** Hocking College grade scale to be used for all courses.

93% - 100% = A 73% - 76% = C

90% - 92% = A- 70% - 72% = C-

87% - 89% = B+ 68% - 69% = D+

83% - 86% = B 66% - 67% = D

80% - 82% = B- 65% = D-

77% - 79% = C+ 0% - 64% = F