



**POFT 1300 001IN  
Planning and Exploration  
Fall 2022  
Internet Course**

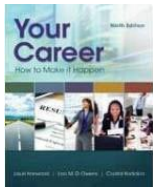
**Instructor Information:**

**Name:** LaShawn McCoy

**Email:** [lmccoy2@com.edu](mailto:lmccoy2@com.edu)

**Student hours and location:** Online

**Required Textbook:** *Your Career. How to Make It Happen.* Harwood, Owens, Kadakia, Ninth Edition with access code to MindTap.



**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.



**FREE Microsoft Office 365 Pro Plus**

Through our partnership with Microsoft, all current students are eligible to receive Office 365 on their personal computers, smartphones and tablets for free. There's no catch, and it will remain active during your current student status. Online address is

<http://its.com.edu/office-365/>.

**Course Description:**

An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, personal finance, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes, and interviewing.

**Course requirements:**

Students will participate in a variety of assessment activities and projects to determine competencies as assigned by the instructor. These assignments include:

**Chapter Quizzes:** Each chapter quiz assesses your comprehension of the material covered in that chapter of the textbook.

**Video Assignments:** Each chapter has two video assignments in MindTap assesses your comprehension of the material covered in that chapter of the textbook.

**Projects:** In the assignments, students will apply the material covered in the textbooks and the discussion forums to the real-world problems associated with job search and career planning.

**Final Assignment:** In the final assignment, students will apply their strengths to a job search, perform a job analysis, and prepare for an interview.

**Determination of Course Grade/Detailed Grading Formula:**

<b>COURSE ITEM</b>	<b>POINTS</b>
Chapter Quizzes	140
Video Assessments	650
Projects and Assignments	250
Final Exam	100
<b>Course Total</b>	<b>1140</b>

**Grading Scale:**

<b>Percent</b>	<b>Letter Grade</b>
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

**Make-Up Policy:**

Only one attempt will be allowed per examination. No retakes are allowed. Make-ups are generally not allowed, but the instructor reserves the right to make individual decisions prior to the opening of the exam. One exam will be dropped from your final grade calculation, but assignments cannot be dropped.

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
Identify career options and aptitudes.	Personal Responsibility	Course Project 1 - Research Assignment
Explain the nature of the career decision-making process and its ongoing application.	Critical Thinking Skills	Video Assessments
Develop a resume and cover letter	Communication Skills	Course Projects 2 & 3
Demonstrate interviewing skills	Communication Skills	Course Project 4
Describe follow-up procedures.	Communication Skills	Final Assignment

**Attendance Policy:** While this is an online Asynchronous course it is strongly recommended that you log in daily to complete assignments and check for course updates to ensure success in this course.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

**Academic Dishonesty:**

Any incident of academic dishonesty will be dealt with in accordance with the college policy and the student handbook. Academic dishonesty-such as cheating on exams is an extremely serious 5 offenses and will result in a **grade of zero** on the exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.


**Plagiarism:**

The practice of taking someone else's work or ideas and passing them off as one's own. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

**Link to resource about ways to avoid plagiarism:** <http://en.writecheck.com/ways-to-avoid-plagiarism/>

**Student Concerns** If you have a problem in this class, please discuss the issue with me first. If I cannot resolve the problem with you, your next step would be to contact the Department Chair, Andrew Gregory, [agregory2@com.edu](mailto:agregory2@com.edu) or ext. 8339.

## Course Outline:

Principles of Business						POFT 1300 - Fall 2022	
Schedule of Activities (16-week course)							
Module	Dates	Required Reading	Tests (IN CLASS for CL students)	Video Assessments	Projects/Assignments	Quizzes	Due Date (Midnight)
Module 1	Week 1 (Aug 22-28)				Introduction Discussion		08/28/22
Module 2	Week 2 (Aug 29-Sept 4)	Chapter 1		Video Asses. 1-1 & 1-2	Project 1	Quiz 1	09/04/22
Module 3	Week 3 (Sept 6-11)	Chapter 2		Video Asses. 2-1 & 2-2		Quiz 2	09/11/22
Module 4	Week 4 (Sept 12-18)	Chapter 3		Video Asses. 3-1 & 3-2		Quiz 3	09/18/22
Module 5	Week 5 (Sept 19-25)	Chapter 4		Video Asses. 4-1 & 4-2		Quiz 4	09/25/22
Module 6	Week 6 (Sept 26-Oct 2)	Chapter 5		Video Asses. 5-1 & 5-2	Project 2	Quiz 5	10/02/22
Module 7	Week 7 (Oct 3-9)	Chapter 6		Video Asses. 6-1 & 6-2		Quiz 6	10/09/22
Module 8	Week 8 (Oct 10-16)	Chapter 7		Video Asses. 7-1 & 7-2		Quiz 7	10/16/22
Module 9	Week 9 (Oct 17-23)	Chapter 8		Video Asses. 8-1 & 8-2	Project 3	Quiz 8	10/23/22
Module 10	Week 10 (Oct 24-30)	Chapter 9		Video Asses. 9-1 & 9-2		Quiz 9	10/30/22
Module 11	Week 11 (Oct 31-Nov 6)	Chapter 10		Video Asses. 10-1 & 10-2		Quiz 10	11/06/22
Module 12	Week 12 (Nov 7-13)	Chapter 11		Video Asses. 11-1 & 11-2	Project 4	Quiz 11	11/13/22
Module 13	Week 13 (Nov 14-20)	Chapter 12		Video Asses. 12-1 & 12-2		Quiz 12	11/20/22
Module 14	Week 14 (Nov 21-27)	Chapter 13		Video Asses. 13-1 & 13-2		Quiz 13	11/27/22
Module 15	Week 15 (Nov 28-Dec 4)	Chapter 14				Quiz 14	12/04/22
Module 16	Week 16 (Dec 5-8)		Final Exam		Final Assignment		12/08/22
Point Values				Important Notes			
Activity	Point Value	# of Activities	Total Points	Late Work is Accepted with 20% penalty (See Syllabus for Limitations)			
Chapter Quizzes	10	14	140	Tests - 1 attempt only; CL students will take IN CLASS			
Tests	100	1	100	Chapter Quizzes - 3 attempts allowed, no time limit, highest attempt saved.			
Assessments	25	26	650				
Projects/Assignment	50	5	250				
<b>Total Possible Points</b>			<b>1140</b>	Any bonus points are at the discretion of the instructor.			

## Institutional Policies and Guidelines

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* [https://build.com.edu/uploads/sitecontent/files/student-services/Student\\_Handbook\\_2019-2020v5.pdf](https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf)

**Academic Success & Support Services:** College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Michelle Brezina at 409-933-8124 or [mvaldes1@com.edu](mailto:mvaldes1@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

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**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is October 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 1.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).