



**POFT 1300
Planning and Exploration
Spring 2022
Internet Course**

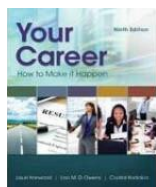
Instructor Information:

Name: David Knopp MBA

Email: dknopp@com.edu

Student hours and location: Please email for Date and Time to meet via Zoom.

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:

Determination of Course Grade/Detailed Grading Formula:

COURSE ITEM	% of Total Grade
Quizzes/Daily Assignments/LinkedIn Profile	30%
Video Assessments	10%
Projects and Essays/Resumes	40%
Final Assignment	20%
Course Total	100%

Grading Scale:

Percent	Letter Grade
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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
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	Discussion Forums
Develop a resume and cover letter; demonstrate interviewing skills.	Communications Skills	Course Projects 2 & 3
Describe follow-up procedures.	Communications	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 any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern

with me, you continue to have questions, please contact my supervisor Dr. Carla Boone: (409) 933- 8616 or cboone@com.edu

Course Outline:

Due Date	Assignments & Exercises
Module 1	
March 27th	Introductory Assignment <ul style="list-style-type: none"> · Introductory Discussion Read the Syllabus Read Chapter 1 Mindtap <ul style="list-style-type: none"> · Profile Activity 1-1: Allen Zink · Profile Activity 1-2: Gabriel Velasco · Interactive Quiz 1
Module 2	
March 27th	Read Chapter 2 <ul style="list-style-type: none"> • Real World Scenario 2-1 • Real World Scenario 2-2 • Quiz 2 Assignment: List 5 Transferable Skills
Module 3	
April 3rd	Read Chapter 3 <ul style="list-style-type: none"> • Video Assessment 3-1-MindTap • Ch 3 Quiz -MindTap • You tube Video- Business Networking: How to Build Professional Relationships • Project 2

Module 4

April 3rd

Read Chapter 4

TBD-Additional Assignments to be added

Quiz 4

*****Personal Brand-Set up Your LinkedIn profile*****

Module 5

April 10th

Read Chapter 5

✓ Discussion Forum 2


✓ Project 2

✓ TBD-Additional Assignments to be added

✓ Quiz 5

*******Chronological Resume *******

Module 6	
April 10th	Read Chapter 6 <ul style="list-style-type: none"> · TBD-Additional Assignments to be added · Quiz 6
Module 7	
April 17th	Read Chapter 7 <ul style="list-style-type: none"> · TBD-Additional Assignments to be added · Quiz 7
Module 8	
April 17th	Read Chapter 8 <ul style="list-style-type: none"> · Discussion Forum -Why Are Cover Letters Important? · Project 3 · TBD-Additional Assignments to be added · Quiz 8
Module 9	
April 24th	Read Chapter 9 <ul style="list-style-type: none"> · TBD-Additional Assignments to be added · Quiz 9
Module 10	
April 24th	Read Chapter 10 <ul style="list-style-type: none"> · TBD-Additional Assignments to be added · Quiz 10
Module 11	

May 1st	Read Chapter 11 <ul style="list-style-type: none"> ✓ Discussion Forum 4 ✓ Project 4 ✓ TBD-Additional Assignments to be added ✓ Quiz 11
Module 12	
May 1st	Read Chapter 12 <ul style="list-style-type: none"> ✓ TBD-Additional Assignments to be added ✓ Quiz 12
Module 13	
May 8th 	Read Chapter 13 <ul style="list-style-type: none"> ✓ TBD-Additional Assignments to be added ✓ Quiz 13
Module 14	
May 8th	Read Chapter 14 <ul style="list-style-type: none"> ✓ Quiz 14 TBD-Additional Assignments to be added
Module 16	
May 11th	Final Assignment

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. <eduhttps://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

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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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.

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 1st 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information

site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.