# EMP 014: NEW WORLD OF WORK SKILLS: COLLABORATION

## New Course Proposal

Date Submitted:Tue, 10 Sep 2019 23:38:14 GMT

**Originator**

zbecker

**Justification / Rationale**

The New World of Work program was developed under the Doing What Matters for Jobs and the Economy framework of the California Community College system. The program identifies the top ""Professional Competencies" required for success in the workplace and provides curriculum that can be used by all colleges in the California Community College system.
There are ten primary competencies; each competency is one .5 unit credit course and two equivalent non-credit courses. Faculty can include the credit modules into existing programs or encourage students to complete the competencies as non-credit learning opportunities. These competencies are also included in the required objectives of the work-based learning program at College of the Desert. "

**Effective Term**

Fall 2020

**Credit Status**

Credit - Degree Applicable

**Subject**

EMP - Employability Skills

**Course Number**

014

**Full Course Title**

New World of Work Skills: Collaboration

**Short Title**

COLLABORATION

**Discipline**

| Disciplines List |
| --- |
| ALL DISCIPLINES |

**Modality**

Face-to-Face
100% Online
Hybrid

**Catalog Description**

Develop or improve your ability to Collaborate in the workplace by recognizing the benefits of a diverse team; respecting people's differences; sharing leadership; gathering ideas; offering help; encouraging others; and finding positive ways to resolve conflict.

**Schedule Description**

Develop or improve your Collaboration strength in the workplace.

**Lecture Units**

.5

**Lecture Semester Hours**

9

**Lab Units**

0

**In-class Hours**

9

**Out-of-class Hours**
18

**Total Course Units**
.5

**Total Semester Hours**
27

# Required Text and Other Instructional Materials

**Resource Type**
Web/Other

**Open Educational Resource**
Yes

**Year**
2018

**Description**
New World of Work Instructional Materials available through Linked Learning/New World of Work.

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**Class Size Maximum**
40

**Course Content**
1. Building a diverse team.
2. Technology to assist in team tasks.
3. Differences and commonality in team members.
4. Dealing with Conflict.
5. Leading a team.

**Course Objectives**

|  | **Objectives** |
|---|---|
| Objective 1 | Learn the benefits of a building and effectively working with a diverse team. |
| Objective 2 | Find positive ways to resolve conflict. |
| Objective 3 | Learn how people's differences and commonality can strengthen a team. |
| Objective 4 | Learn how to share leadership by gathering ideas from all members. |

**Student Learning Outcomes**

|  | **Upon satisfactory completion of this course, students will be able to:** |
|---|---|
| Outcome 1 | Demonstrate an understanding of how building and effectively working with a diverse team enhances performance and benefits the workplace. |

**Methods of Instruction**

| Method | Please provide a description or examples of how each instructional method will be used in this course. |
|---|---|
| Discussion | In class discussion and/or online Canvas discussions on beginning of class survey and analysis of life experiences with teams and conflict. |
| Collaborative/Team | Creation of cooperative learning tasks such as a small group or paired activities to evaluate "What Not to Do" videos. |
| Technology-based instruction | Use of learning materials available on the web, including "What Not To Do" videos. |
| Lecture | Presentation of diverse team building, leadership and conflict resolution techniques. |

| Self-exploration | Survey at beginning of class to determine current viewpoints on teams and conflict resolution; survey at end of class to determine how course content impacted those viewpoints. |
|---|---|

**Methods of Evaluation**

| Method | Please provide a description or examples of how each evaluation method will be used in this course. | Type of Assignment |
|---|---|---|
| College level or pre-collegiate essays | Writing Assignments completed out-of-class analyzing "What Not to Do" videos presented in-class. | In and Out of Class |
| Student participation/contribution | Class discussion and questions on beginning of class survey results and assigned readings. | In Class Only |
| Self/peer assessment and portfolio evaluation | Surveys at beginning and end of class; self analysis of life experiences with teams and conflict presented during in-class discussions and also presented as an out-of-class critical thinking writing assignment. | In and Out of Class |
| Group activity participation/observation | Activity based analysis of videos and reading materials as applied to the diverse team building and conflict resolution content of the course. | In Class Only |
| Presentations/student demonstration observations | Presentations on development of academic and workplace goals for creating and leading diverse teams and for implementation of successful conflict resolution. | In Class Only |

**Assignments**

**Other In-class Assignments**
1. Beginning of semester survey to determine current Awareness of Collaboration issues and opportunities.
2. Individual or Group projects designed to investigate commonality and differences in team members and how it impacts team strengths.
3. Online research and activities to investigate technology available to assist with team tasks.
4. Case studies designed to demonstrate effective methods for dealing with conflict.
5. Online individual, small group, or paired presentations designed to identify and apply effective communication tools and techniques.
6. End of semester survey to identify Collaboration strengths and weaknesses.

**Other Out-of-class Assignments**
Students are expected to spend a minimum of eighteen hours on outside assignments which include a variety of video resources, self analysis of life experiences, and development of academic and workplace goals.

**Grade Methods**
Letter Grade Only

# Distance Education Checklist

**Include the percentage of online and on-campus instruction you anticipate.**

**Online %**
100

# Instructional Materials and Resources

**If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?**
New World of Work materials are maintained by Shasta College and made available to faculty and students through Linked In Learning which requires password access.

**If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.**

New World of Work materials have been developed at the state level in collaboration with industry and vetted as appropriate to enhance the learning experience.

## Effective Student/Faculty Contact

**Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?**

**Within Course Management System:**

Timely feedback and return of student work as specified in the syllabus
Discussion forums with substantive instructor participation
Regular virtual office hours
Private messages
Online quizzes and examinations
Video or audio feedback
Weekly announcements

**External to Course Management System:**

Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)

**For hybrid courses:**

Scheduled Face-to-Face group or individual meetings

**Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.**

This class will be taught either online or as a hybrid via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

**If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.**

Canvas is used for external interaction as well.

## Other Information

**Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.**

All materials for the course are web-based so online and/or hybrid modality is appropriate.

## MIS Course Data

**CIP Code**

32.0105 - Job-Seeking/Changing Skills.

**TOP Code**

051800 - Customer Service

**SAM Code**

C - Clearly Occupational

**Basic Skills Status**

Not Basic Skills

**Prior College Level**

Not applicable

**Cooperative Work Experience**

Not a Coop Course

**Course Classification Status**

Credit Course

**Approved Special Class**
Not special class

**Noncredit Category**
Not Applicable, Credit Course

**Funding Agency Category**
Not Applicable

**Program Status**
Stand-alone

**Transfer Status**
Not transferable

**Allow Audit**
No

**Repeatability**
No

**Materials Fee**
No

**Additional Fees?**
No

## Approvals

**Curriculum Committee Approval Date**
11/05/2019

**Academic Senate Approval Date**
11/14/2019

**Board of Trustees Approval Date**
12/19/2019

**Chancellor's Office Approval Date**
1/13/2020

**Course Control Number**
CCC000611816