EMP 317A: NEW WORLD OF WORK SKILLS: GROWTH MINDSET

Originator
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Co-Contributor(s)

Name(s)
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Justification / Rationale
Reduce class size due to short-term course offering.

Effective Term
Fall 2022

Credit Status
Noncredit

Subject
EMP - Employability Skills

Course Number
317A

Full Course Title
New World of Work Skills: Growth Mindset

Short Title
GROWTH MINDSET

Discipline

Disciplines List
ALL DISCIPLINES

Modality
Face-to-Face
100% Online
Hybrid

Catalog Description
Develop or improve your Resilience in the workplace by understanding the importance of personal growth; setting priorities and goals; understanding consequences and the need for back-up plans; and actively listening to feedback and criticism.

Schedule Description
Develop or improve your ability to be Resilient in the workplace by developing a personal growth mindset.

Non-credit Hours
15

Lecture Units
0

Lab Units
0

In-class Hours
5

Out-of-class Hours
10

Total Course Units

0

Total Semester Hours

15

Override Description

Noncredit course.

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.

Class Size Maximum

20

Course Content

1. Personal growth and lifelong learning.
2. Setting priorities and goals.
3. Consequences, contingencies and back up plans.
4. Feedback.
5. Resolving conflict.

Course Objectives

	Objectives
Objective 1	Recognize the importance of personal growth and lifelong learning.
Objective 2	Be open to new ideas and learn from things that go wrong.
Objective 3	Set priorities and goals and plan for back up and contingencies.

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Create a plan with appropriate goals and priorities that recognizes the possibility of failure and provides back up and contingencies .

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 evaluating the goals and contingency plans for a variety of industry relevant case studies.
Collaborative/Team	Creation of cooperative learning tasks such as a small group or paired activities to promote discussion of reactions to criticism.
Technology-based instruction	Use of learning materials available on the web, including "What Not To Do" videos.
Lecture	Presentation of case studies emphasizing the importance of prioritization, back-up plans and acceptance of criticism.

Self-exploration | Survey at beginning of class to promote self-awareness of prioritization and contingency planning skills and ability to accept criticism as a tool for improvement.

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 created out-of-class analyzing the results of the beginning of class survey and developing a learning plan to present in-class.	In and Out of Class
Student participation/contribution	Class discussion and questions evaluating a variety of case studies to identify the importance of back-up-plans and contingencies.	In Class Only
Self/peer assessment and portfolio evaluation	Survey at beginning of class to develop a baseline and self-awareness of priority setting, contingency planning and responsiveness to criticism.	In and Out of Class
Group activity participation/observation	Activity based analysis of goals, priorities and contingency plans in a variety of case studies.	In Class Only
Presentations/student demonstration observations	Discussion questions evaluating the effectiveness of contingency plans and prioritization.	In Class Only
Other	Out-of-class hours will be accounted for electronically through the learning management system.	Out of Class Only

Assignments

Other In-class Assignments

1. Beginning of semester survey to determine current understanding of growth mindset parameters.
2. Individual or group projects designed to identify and apply effective growth principles.
3. Online research and activities designed to identify outside resources for developing a growth mindset.
4. Case studies designed to evaluate opportunities for growth and the important of setting goals and priorities in the workplace.
5. Online individual, small group, or paired presentations designed to identify and apply effective communication tools and techniques.

Other Out-of-class Assignments

1. Students are expected to spend a minimum of ten 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
Pass/No Pass 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:

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

D - Possibly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Workforce Prep Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

Workforce Preparation

Funding Agency Category
Not Applicable

Program Status
Program Applicable

Transfer Status
Not transferable

Allow Audit
No

Repeatability
Yes

Repeatability Limit
NC
Repeat Type
Noncredit

Justification
Noncredit courses are repeatable until students are comfortable they have achieved the skills and knowledge required to meet the objectives and outcomes of the course.

Materials Fee
No

Additional Fees?
No

Approvals

Curriculum Committee Approval Date
05/03/2022

Academic Senate Approval Date
05/12/2022

Board of Trustees Approval Date
05/20/2022

Chancellor's Office Approval Date
05/20/2022

Course Control Number
CCC000611577

Programs referencing this course

New World of Work Resilience on the Job Certificate of Completion (http://catalog.collegeofthedesert.eduundefined/?key=265)
Construction Technology Career Preparation Certificate of Completion (http://catalog.collegeofthedesert.eduundefined/?key=292)
Culinary Career Introduction Certificate of Completion (http://catalog.collegeofthedesert.eduundefined/?key=297)
New World of Work Employablity Skills for Successful Entrepreneurs Certificate of Completion (http://catalog.collegeofthedesert.eduundefined/?key=314)