

Practicum (RSTO 2264)



Credit: 2 semester credit hours (2 hours lecture, 16 hours externship)

Prerequisite/Co-requisite: None

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Required Textbook and Materials

1. *Creating Your Career Portfolio*, 2nd edition, Anna Graf Williams, Karen Hall. Pearson Education.
 - a. ISBN 0130908517

Course Objectives

Upon completion of this course, the student will be able to:

1. Function practically in the general workplace, their training will be supported by an individualized learning plan developed by the employer, college, and student. (SCANS: C5.4, C19.4, F6.4, F11.4)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies. The three-part foundation skills and five-part workplace competencies are further defined in the SCANS attachment.

Course Outline

- I. Portfolio's
 - A. It's Proof
 - B. It's an Edge
 - C. It's a Process
- II. Planning Your Portfolio
 - A. Design your career
 - B. The career portfolio
- III. The Resume: An Overview of Your Portfolio
 - A. What goes in your resume
 - B. Resume basics
 - C. New trends in resumes
- IV. Proving Your Skills

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- A. Looking at the big picture
- B. Work Samples
- C. Letters of Recommendation
- V. Your Commitment to Personal Growth
 - A. Professional memberships and services
 - B. Using the portfolio to track certification and professional development
- VI. Development
- VII. Sounds Great, But It Won't Work For Me
 - A. Common stumbling blocks

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

Assignment Log	50%
Portfolio	20%
Work Evaluation	30%

Course Requirements

1. Create a Resume.
2. Create a personal portfolio.
3. Successfully complete the WorkKeys Exams (Reading for Information, Listening, and Writing).
4. Successfully complete the ServSafe Exam.

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. No children or guests are allowed to attend this class.
3. Assignments are due on the date specified. Ten (10) points per day will be deducted for late assignments.
4. Tests. Students that miss a test are not allowed to make up the test. Students that miss a test will receive a grade of '0'.
5. Attendance Policy. Two absences are allowed. If a student is tardy to class or departs early three (3) times, it will be equal to one (1) absence. Each absence beyond two absences will result in a 5 point deduction from your final grade.
6. Mandatory Attendance. Lab classes are mandatory. If students need to be absent from a lab class, they must contact the instructor prior to the absence. An

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alternate lab will be arranged if the instructor gives permission for the student absence.

7. Students are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
8. A sign in sheet is distributed the first of class. If you are late it is your responsibility to sign in at the end of the class period. If you are more than 45 minutes late for a 2 ½ hour class period you will be counted absent.
9. Class participation is encouraged, but disruptive talking is not. Students will be asked to leave if they are disruptive. If you continue to disrupt the class in subsequent classes you will not be allowed to return to class.
10. Turn off all pagers and phones before entering class. Students will be asked to leave if a pager or phone rings.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule

Week	Topic	Reference
1	Why do I need a Portfolio?	Required Textbook
2	Planning Your Portfolio?	
3	The Resume: An Overview of Your Portfolio	
4	Log Work Evaluations	
5	Log Work Evaluations	
6	Log Work Evaluations	
7	Log Work Evaluations	
8	Log Work Evaluations	
9	Log Work Evaluations	
10	Log Work Evaluations	
11	Log Work Evaluations	
12	Log Work Evaluations	
13	Employee Evaluation From Employer	