

Brazosport College

Syllabus for ENER 1240 – Employee Success in Industry

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I. COURSE DESCRIPTION

ENER 1240 – Employee Success in Industry CIP 1505035125

A study of successful employee characteristics and employer expectations in industry. Topics include benefits, career management, e-communications, and personal financial management, soft skills, and job-hunting skills. Addresses values, inclusion, and community/environmental roles. End of course outcomes: Describe employer and employee expectations including soft skills, values, inclusion, and community/environmental/safety roles; describe employer benefits and impact on employee; describe the elements of career management; demonstrate the use of e-communications such as timesheet and expense report; demonstrate job hunting skills such as writing a resume and interview skills and describe personal financial management and responsibility. **Credit Hours:** 2 (2 lecture, 3 lab).

Sam Chamberlain

Gary Hicks

Dr. Mitchell Seal

January 2022

A. **Required skill level:** College-level reading, writing and math

II. STUDENT LEARNING OUTCOMES

Outcome	Method of Assessment
1. Write a resume.	Assessment of resume'
2. Participate in a mock interview.	Assessment following interview
3. Describe employer expectations and identify soft skills needed to be a successful employee.	Final Exam

III. TEXTBOOK OR COURSE MATERIAL INFORMATION

A. Textbooks

1. Employee Success in Energy Related Industries, Michael Speegle, 2nd Edition. (required)
2. Soft Skills in the Workplace, The Goodheart-Willcox Company, Inc., 2nd Ed., 2022
ISBN: 978-1-64564-645-7 (required)

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://brazosport.edu/bookstore/home.html>. Students are not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

Distance Education Courses: Contact the Brazosport College Bookstore with a credit card for course materials. Phone: 979.230.3651. Fax: 979.230.3653.

Email: bookstore@brazosport.edu. Website: <http://brazosport.edu/bookstore/home.html>

B. Additional Materials & Tools:

- Computer with microphone and webcam for virtual class and live interactions.
- An active and current email address
- General knowledge in (view [Distance Learning website for manuals and tutorials](#)):
 - Internet browser setting and configuration ([check your browser](#))
 - E-mail and file attachments
 - Uploading and downloading files
 - Using a word processing program such as Microsoft Office
 - NOTE: if using Macintosh Pages for creating and submitting documents make sure to save as or export as document files

C. Course Outline

This schedule is tentative and may change during the semester according to how the course evolves. The *content is subject to change as well*, depending on students' interests and progress.

Textbook reading assignments and outside class assignments are listed in the Assignments column. Quiz dates, exam dates, and presentation/team project/assignment due dates are

listed in the Assessments column. ***Dates are tentative and subject to change.*** Date changes will be noted in the News area of the course and/or announced during class.

For textbook reading assignments, “Willcox” refers to the *Soft Skills for the Workplace* textbook. Speegle refers to the *Employee Success in Energy Related Industries* textbook.

*****Students will be required to attend only one of the four workshops listed in the syllabus.*****

ENER1240 Course Schedule
Spring 2022 - TUESDAY CLASS

Week/Date	Module and In Class Activities	Class Activities	Reading Assignments	Assessments	Due Dates
W1: January 18	Course Details; Resume' & Cover Letter Part 1		Willcox: PP. 94-100 Speegle: Chp. 15	Assignment 1: Professional Summary & Education Sections of Resume'	Dropbox: Assignment 1 Due: 01/24
W2: January 25	Resume' & Cover Letter Part 2; Interviewing Techniques Part 1		Willcox: PP. 100-107 Speegle: Chp. 16	Assignment 2: Experience & Community/Extracurricular Activities Sections of Resume'	Dropbox: Assignment 2 Due: 01/31
W3: February 1	Interviewing Techniques Part 2; Professionalism & Attire	Team 1 Pairings	Willcox: Chp. 1, 5 Speegle: Chp. 16	Quiz 1: Weeks 1-3 Team Project 1: Interview Questions	Quiz 1: Opens: 02/02 Closes: 02/07 Dropbox: Team Project 1 Due: 02/14
W4: February 8	Teamwork & Trust	Interview Practice	Willcox: Chp. 12 Speegle: Chp. 8, 9, 10	Assignment 3: First Draft of Full Resume Assignment 4: First Draft of Cover Letter	Dropbox: Assignments 3 & 4 Due: 02/22
W5: February 15	Employer & Employee Expectations	Interview Practice & Team 2 Pairings	Speegle: Chp. 1, 2 Handout: Industry Expectations	Team Project 2: Procedures	Dropbox: Team Project 2 Due: 02/28
W6: February 22	Communication & Listening Skills; Ethics	Interview Practice	Willcox: Chp. 2, 7, 9	Presentation 1: Elevator Speech Presentations	Presentation 1: In Class: 03/01
W7: March 1	Elevator Speech	Presentation 1: Elevator Speech		Quiz 2: Weeks 4-7	Quiz 2: Opens: 03/02 Closes: 03/07
W8: March 8	Diversity & Inclusion; Anger Management	Interview Practice & Team 3 Pairings	Speegle: Chp. 6, 9	Team Project 3: ERG Development & Activities	Team Project 3 / Presentation 2: In Class: 03/29
W9: March 15	SPRING BREAK				
W10: March 22	Compensation & Benefits; Brief Introductions	Interview Practice & Brief Introductions	Willcox: Chp. 8 Speegle: Chp. 3	Assignment 5: Final Draft of Cover Letter Assignment 6: Final Draft of Resume'	WORKSHOP 1 Dropbox: Assignment 5 Due: 04/04 Assignment 6 Due: 04/18
W11: March 29	ERG Activities	Presentation 2: ERG Activities			WORKSHOP 2
W12: April 5	Safety & Environmental Responsibility	Interview Practice & Team 4 Pairings	Speegle: Chp. 4, 5	Quiz 3: Weeks 8-12 Team Project 4: Safety	WORKSHOP 3 Quiz 3: Opens: 04/06 Closes: 04/11 Dropbox: Team Project 4 Due: 04/25
W13: April 12	Thank You Letters	Interview Practice & Mock Interview Date Draws		Assignment 7: Thank You Letter to Industry Partners	WORKSHOP 4 Dropbox: Assignment 7 Due: 04/25
W14: April 19	Mock Interviews				
W15: April 26	Mock Interviews				
W16: May 3	FINAL EXAM				

D. Course Overview & Structure

This is a hybrid course that is both in person and web-based delivered through the Virtual Campus portal at Brazosport College. The web-based portion of this class runs on a 24/7 weekly schedule. This means that within any given week you are free to choose your own times to learn and participate. Because you are not on a fixed schedule **it is up to you** to develop the discipline and schedule the time to be an active learner in this environment. You should access the course at least twice a week to check for any course updates.

E. Communication

Communication will take place using various interactive tools (Zoom, E-mail, Dropbox) and may include both real and virtual time. Virtual Class Room / Zoom are real time. The instructor will not have on-campus office hours, therefore students must communicate with the instructor via email.

F. Instructor Response Times

The instructor will respond to critical questions via email within 24 hours Monday through Friday. Quizzes and exams are auto-graded upon submission. Team projects and assignments submitted via Dropbox, presentations and mock interviews will be graded approximately 10 days after the due date or presentation date.

G. Assignment submissions

All written and video assignments are to be submitted via the Dropbox tool.

H. Course Disclaimer

Every attempt is made to provide a complete syllabus that provides an accurate overview of the courses. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. This may depend, in part, on the progress, needs and experiences of the students.

I. Important Semester Dates

Check BC Academic Calendar at the link below for ***Last Day to Withdraw from Classes*** and other important dates.

<http://catalog.brazosport.edu/index.php>

IV. WITHDRAWAL FROM COURSE

Withdrawal from a course is, first and foremost, the student's responsibility. An instructor may process an "administrative withdrawal" on a student for excessive absences. *However, it is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn.* Because you stop attending a class does not mean that you have officially withdrawn from the class.

If you are unable to complete this course, you must complete and submit a withdrawal form with the registrar's office prior to the deadline for withdrawal. If the student decides to withdraw from the class, it is the responsibility of the student to initiate a withdrawal before the withdrawal deadline in order to get a "W" on their transcript. If this is not done the student will receive a grade

based on all grades earned during their attendance and absence (i.e., zeros on all missed materials, exams, skills tests, and final exam).

V. STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. Brazosport College offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. Please contact Phil Robertson, the Special Populations Counselor, 979.230.3236, for further information.

- [Steps to Apply for Disability Services at Brazosport College](#)
- **Brightspace** (formally known as D2L), our Learning Management System provides tools which are compliant and easy to navigate and understand using assistive technologies and devices that support their needs. To learn more about Desire2Learn's commitment to accessibility visit their [Accessibility Commitment](#) page as well as their [Accessibility Resource Center](#) for both faculty and students.
- **The Virtual Classroom** (used for live presentations) and **Video Assignment** tools are produced by BONGO. Both are screen reader friendly and have a high contrast user interface, visit their [Accessibility](#) page for additional information.
- Zoom is another tool used for live presentations. Accessibility features include customizable font sizes, keyboard accessibility and screen reader support. Visit [Zoom Accessibility](#) page for additional information.
- Mediasite from Sonic Foundry and the Mediasite player is used for managing and playing faculty lecture videos. Please read the [Mediasite Content Accessibility](#) documentation for more information on their accessibility standards and the [Mediasite Accessibility Keyboard Shortcuts](#) guide.
- **YouTube Videos** may also be used in online courses. Visit [YouTube Accessibility Settings](#) page for additional information on how to set [accessibility for YouTube on Android](#), [turn captions on and off](#) and [use YouTube with a screen reader](#).

VI. TITLE IX STATEMENT

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct

Mareille Rolon, HR Coordinator and Deputy Title IX Coordinator
Office C-114; 979-230-3303; mareille.rolon@brazosport.edu

VII. ACADEMIC HONESTY

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately. Please refer to the Brazosport College Student Guide for more information.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in F, in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services.

It is your responsibility to know and understand the student code of conduct with regard to scholastic honesty, as well as the consequences for a breach of conduct. If you cheat on an exam, you will receive an "F" for the class. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://brazosport.edu/students/for-students/student-services/>

VIII. ATTENDANCE

Attendance is an important part of the learning experience, and as such attendance will be taken for each online and in person class. **Attendance will count as part of the final grade.**

Full Fall and Spring semesters typically have approximately 15 weeks of classes, depending on holidays and the exam schedule. For regular classes, this translates to about 12 weeks of educational activity aside from scheduled, in class proctored exams. **Someone missing 3 classes has missed almost 25% of the course content.**

Students who miss 3 (three) or more classes will usually be assumed to have abandoned the class and may be withdrawn before the last withdrawal date assigned by the college.

After the last withdrawal date, a failing grade of "F" may be assigned for students missing 3 (three) or more classes and/or withdrawn from the class by the instructor.

Once a student has accrued 3 (three) absences, each absence thereafter will count as 2 (two) classes missed, or as determined by the instructor.

A total of 3 (three) late arrivals to class will be assigned a value of 1 (one) absence. Leaving early, or not leaving at all at the conclusion of an on-line virtual class, will result in an absence.

The final grade will be adjusted based on attendance: -3 points for excused absence; -5 points for unexcused absence.

IT IS THE STUDENT'S RESPONSIBILITY TO IMMEDIATELY MAKE TIMELY CONTACT WITH THE INSTRUCTOR AND EXPLAIN ANY AND ALL MISSED CLASS TIME.

IX. COURSE REQUIREMENTS AND GRADING POLICY

Quizzes & Exams

There will be a total of three quizzes and one Final Exam. See below for grading requirements. The quizzes and exam will cover all materials assigned for the quiz or exam from the class meetings, including the assigned textbook readings, lectures, PowerPoint slide decks, in class activities and any handouts in class or online.

Quizzes may be taken up to 2 times, with the average score being the final grade.

The Final Exam will be **comprehensive**, will be proctored and can be taken only once. The Final Exam will be given at the end of the course, on campus in an assigned room.

The exact date of each quiz and exam is noted in this syllabus and will be announced in class and/or online prior to the actual date of the exam.

There will be NO make-up quizzes or exam. A missed quiz or exam is a zero. An exception to this is when the instructor is notified prior to the quiz close date or the scheduled exam date and the instructor approves the rescheduled date. Exams must be rescheduled with Learning Services (979-230-3253). An email to the instructor requesting a rescheduled quiz or exam is typically sufficient.

IF the instructor accepts a late assignment, 20 points per day penalty will apply for each late assignment, for a maximum time of 5 days. Additional deductions may apply based on meeting the requirements of the assignment or at the instructor discretion. **No assignment will be accepted after 5 days unless the instructor deems special circumstances apply and will grade at his/her discretion.**

Assignments, Team Projects & Presentations

There will be seven individual assignments, two in class presentations and four team projects. See below for grading requirements.

Assignments, both individual and team project assignments, that have not been submitted by midnight on the due date will receive a zero. In class presentations not given on the scheduled date will receive a zero.

If a late submission or alternative presentation date has been requested and approved by the instructor prior to the due date, a penalty of 20 points per day will apply for a maximum time of 5 days. Additional deductions may apply based on meeting the requirements of the assignment or at the instructor discretion. **No assignment will be accepted after 5 days unless the instructor deems special circumstances apply and will grade at his/her discretion.** An email to the instructor requesting an extension of the due date or an alternative presentation date is typically sufficient.

Workshops

Students are required to attend one Workshop. Workshops will focus on resume' writing and interviewing preparation and will be held with the college's local industry partner representatives either at the industry partner's facility or at the college. ***Failure to attend a Workshop will result in failure of the course.***

Each of the above requirements counts toward your final grade as follows:

A. Grading

Quizzes + Assignments 1-5 & 7 + Presentations + Team Projects	40%
Final Resume' (Assignment 6)	20%
Mock Interview	20%
Final Exam	20%
Total (plus/minus attendance & extra credit)	100%

Grades are assigned as follows:

Grade	Final Average
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Honest and serious participation in each of the FOUR course elements is required to pass the course. The instructor may adjust the course content and grading, if necessary, to meet course objectives. Assignments, presentations and quizzes are treated equal in grading and for student accountability and responsibility.

A failing grade will be assigned regardless of the overall score if the student fails to complete ANY ONE of the following items:

- **Mock Interview Participation**
- **Final Resume Submission**
- **Final Exam Submission**
- **Workshop Attendance**

B. Extra Credit

Extra credit may be earned during the semester for exceptional class participation or work on additional assignments introduced at the instructor's discretion during the semester. The extra credit that may be earned will be announced with each assignment.

IX. STUDENT CONDUCT STATEMENT

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. Students have violated the Code if they “fail to comply with any lawful directions, verbal or written, of any official at BC.” Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport College. Students who do not follow safety requirements, including the wearing of a mask (if required), may be removed from class by their instructor and referred to the Dean of Student Services.

X. COVID-19 STATEMENT

At Brazosport College, all of us, including faculty, staff and students, share a common goal this spring semester, to keep our classes running in the safest manner possible and avoid any disruption to your progress in achieving your educational and career goals. To that end, we ask and encourage you to conduct yourself in the following manner while on campus this semester:

- Every day, perform a self-health check prior to coming to campus and stay home if sick.
- To the greatest extent possible, maintain your distance between you and other students, faculty, and staff while on campus.
- Wear a properly fitted face covering over your mouth and nose while indoors on campus. If you do not have a mask, they will be available to you in all classrooms this spring.
- Practice good hygiene, washing your hands regularly and/or using hand sanitizer.
- The most effective way to protect yourself from Covid-19 is through vaccination. The vaccine is readily available and at no cost to you. Vaccine information and availability can be found at <https://brazosport.edu/coronavirus/vaccine/>.

If at any time this semester you begin to experience Covid symptoms, or if you are exposed to someone who has tested positive for Covid-19, please take the following steps:

- Stay home if you're feeling sick and minimize your contact with others.
- Alert the College by completing the Covid-19 Exposure Report Form online at <https://brazosport.edu/coronavirus/report/>. Be sure to provide accurate contact information, including a working phone number that you will answer.
- After submitting the report, you will be promptly contacted by a member of our Rapid Response Team, who will ask you some specific questions about your situation and provide you with guidance moving forward.
- If it is determined that you should not come to class, your instructor will be notified. **Please know that your instructor will consider course adjustments and potential make-up work only if your case has been reported to Brazosport College, and they've been notified by our response team.** Your instructor will work with you to determine how to manage any make-up work.

The Community Health Network (CHN) Clinic at Brazosport College is located in BC Central B-Wing. While walk-ins are available, your visit will be easier if you pre-register by creating an account at www.mychn.org. In addition to providing health and behavioral services, CHN also provides COVID vaccinations and testing. All insurance is accepted, and healthcare is provided on a sliding scale including no cost for those who need it.

Throughout the semester, please regularly check the College's Covid-19 information page at <https://brazosport.edu/coronavirus/>, where the latest updates and guidelines will be posted. As members of the BC community, all of us share a responsibility to each other to be as safe as possible.

XI. CAMPUS CLOSURE STATEMENT

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.

XII. STUDENT RESPONSIBILITIES

Students are expected to fully participate in this course. The following criteria are intended to assist you in being successful in this course:

- Understand the syllabus requirements; Use the syllabus as your guide
- Use appropriate time management skills
- Communicate with the instructor and ask questions in a timely manner – don't wait
- Complete course work on time
- Utilize online components (such as Desire2Learn) as required.
 - **Lectures** - View online lectures, both live and recorded
 - **Slide Decks** - Study slide decks before and after lectures
 - **Handouts** - Read and study handouts
 - **Quizzes** - Complete quizzes by due dates as indicated in syllabus
 - **Dropbox Activities** - Submit all required assignments by due dates as indicated in syllabus, News area, Content area or e-mail
- Read all course materials
- Actively participate in class activities and discussions
- Use proper "netiquette" ([view netiquette page](#))
- Be self-motivated and disciplined
- Think critically
- Show increased knowledge and demonstrate it during class activities
- Work with others in a fair and kindly manner. All forms of communication between students and course instructor must be conducted in a professional manner. **Profanity, threats of violence, or acts of physical or verbal intimidation will not be tolerated. Failure to maintain a professional demeanor during all interactions will result in security being alerted and may result in course failure or academic suspension. There will be no second chances for being disruptive or disrespectful in words or actions during class.**

XIII. Telecommunication Devices

All electronic devices, including but not limited to cell phones, **MUST** be turned completely off, or placed on vibrate for work-related callouts.

CELL PHONE AND SMART WATCH USAGE WILL NOT BE ALLOWED IN THE CLASSROOM. *Cell phones visible in the classroom will result in 5 points subtracted from major exam grades.* During exams, cell phones and smart watches must be inside of the students' backpacks or other non-course items. Backpacks and other additional non-course materials brought into the classroom must be placed away from the seating area and out of walkways.

XIV. OTHER STUDENT SERVICES INFORMATION

Information about the Library is available at <http://www.brazosport.edu/library> or by calling 979.230.3310.

Information about the Library is available at <http://brazosport.edu/students/for-students/places-services/library/about-the-library/> or by calling 979-230-3310.

For assistance with online courses, an open computer lab, online and make-up testing, audio/visual services, and study skills, visit Learning Services next to the Library, call 979.230.3253, or visit <http://brazosport.edu/students/for-students/places-services/learning-services/>

For drop-in math tutoring, the writing center, supplemental instruction and other tutoring including e-tutoring, visit the Student Success Center, call 979-230-3527, or visit <http://brazosport.edu/students/for-students/student-success-center/math-center/>

To contact the Physical Sciences and Process Technology Department call 979-230-3618.

The Student Services provides assistance in the following:

Counseling and Advising	979-230-3040
Financial Aid	979-230-3294
Student Activities	979-230-3355

To reach the Information Technology Department for computer, email, or other technical assistance call the Helpdesk at 979.230.3266.



Get the information you need – when you need it. Click <http://geni.us/BRAZO> to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.

Student Privacy

Brazosport College is committed to providing services and support to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy.

For information regarding the confidentiality of student records please view the [Brazosport College Distant Learning Student Privacy Statement](#). For additional information related to Student Privacy contact the Registrar (979-230-3010).

Copyright Policy

The [Digital Millennium Copyright Act \(DMCA\)](#) updates copyright law for the online (digital) environment. All information posted within the Virtual Campus is copyrighted under this and previous copyright law. No material can be used or redistributed without permission from Brazosport College.

[Alternative legal sources are available](#) for use by faculty and students including books, music, and movies. There is also [our campus library](#) which has a variety of existing licensed and subscription based materials for use. Go to [CopyRight@BC](#) for additional information and resources dealing with copyright, practices, and procedures.

Student Support

- **Help Desk**

- [Chat with a Helpdesk representative](#)
- helpdesk@brazosport.edu
- 979-230-3266
- [Helpdesk website](#)
- Campus Location: K.100

- **Online Tutors**

- [About the Writing Center](#)
- [Create an Online MATH Tutoring Appointment](#)
- [Schedule an Online WRITING Tutoring Appointment](#)
- **Video:** [Scheduling an Online Session](#)
- **Video:** [Attending an Online Session](#)

- **Online Academic Advisor**

- [Chat with an Academic Advisor](#)
- 979-230-3238 or contact the department secretary at 979-230-3237
- [Online Counseling Services](#) website
- Campus Location: E-Wing

- **Learning Services**
 - [Chat live with a Learning Service Representative](#)
 - [Proctor Testing](#)
 - 979-230-3253
 - [Learning Services website](#)
 - Campus Location: [view map](#)
- **Library**
 - [Chat live with a Librarian](#)
 - 979-230-3310
 - [Library website](#)
 - Campus Location: F.134
- **Campus Bookstore**
 - [Bookstore website](#)
 - 979-230-3410
 - Campus Location: [view map](#)
- **Distance Learning**
 - [Virtual Campus Manuals & Tutorials](#)
 - [Success Tips](#)
 - [Student Guide & Calendar](#) website
 - [Online Course Tools Tour](#) RSVP form
 - [Distance Learning website](#)
 - 979-230-3436

Additional [support service information](#), including Virtual Campus Accessibility information is detailed on the Distance Learning website.