

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).

Ron Colwell

Gary Hicks

Jeff Detrick

August 2021

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

II. STUDENT LEARNING OUTCOMES

Outcome	Method of Assessment
1. Write a resume acceptable to industry representatives.	Acceptability grades by industry reps at Mock Interview.
2. Participate in a mock interview.	Team 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. Textbook

1. Employee Success in Energy Related Industries, Michael Speegle, 2nd Edition. (required)
2. Soft Skills in the Workplace, The Goodheart-Wilcox Company, INC., 1st Ed., 2018
ISBN: 978-1-63126-826-7 (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.

For Distance Education Courses include the following: 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 online office hours 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, quiz dates and exam dates are listed in the Assignments & 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.

Date	Module & Topic	Assignments & Assessments	
Week 1 09/02	Module 1: Course Details Lecturer: Rhonda Shay BC Adjunct Instructor	Read: Class Syllabus	Quiz: Syllabus & Class Details Open: 09/03 Close: 09/08
Week 2 09/09	Module 2: Resume Writing & Cover Letters Lecturer: Rhonda Shay BC Adjunct Instructor	Read: Willcox, Chapter 11, pp. 94-95; Speegle Chapter 15	Quiz: Resume & Cover Letters Open: 09/10 Close: 09/15
Week 3 09/16	Module 3: Interviewing Process Lecturer: Rhonda Shay BC Adjunct Instructor	Read: Willcox - Chapter 11; Speegle - Chapter 16	Quiz: Interviewing Process Open: 09/17 Close: 09/22
Week 4 09/23	Module 4: Brief Introductions; Employer Expectations Lecturer: Randy Moore Retired Dow Chemical	Read: Speegle - Chapter 1	Quiz: Employer Expectations Open: 09/24 Close: 09/29 Dropbox: Submit Brief Introductions Due: 09/29
Week 5 09/30	Module 5: Employee Expectations Lecturer: Lee Niemann Phillips 66	Read: Speegle - Chapter 2	Quiz: Employee Expectations Open: 10/01 Close: 10/06
Week 6 10/07	Module 6: Teamwork / Trust Lecturer: Industry Rep	Read: Willcox, Chapter 12; Speegle Chapters 8 & 10	Quiz: Teamwork/ Trust Open: 10/08 Close: 10/13 Dropbox: Submit Resumes Due: 10/08
Week 7 10/14	MOCK INTERVIEWS Interviewers: Industry Reps	Read: Willcox – Chapter 2	Quiz: Ethics Open: 10/15 Close: 10/20
Week 8 10/21	MOCK INTERVIEWS Interviewers: Industry Reps	Review: Presentation on Respect & Character	Quiz: Respect & Character Open: 10/22 Close: 10/27

Week 9 10/28	MIDTERM EXAM: Proctored & On Campus Room: TBA	Read: Willcox - Chapter 8	Quiz: Speaking Skills Open: 10/29 Close: 11/03
Week 10 11/04	Module 7: Verbal & Non- Verbal Communication / Listening Skills Lecturer: Randy Moore Retired Dow Chemical	Read: Willcox - Chapters 7 & 9	Quiz: Communi- cation & Listening Open: 11/05 Close: 11/10
Week 11 11/11	Module 8: Professionalism / Attire Lecturer: Tommy Plummer BASF	Read: Willcox - Chapters 1 & 5	Quiz: Professionalism & Attire Open: 11/12 Close: 11/17
Week 12 11/18	Module 9: Compensation & Benefits / Diversity & Inclusion / Anger Management Lecturer: Michelle Mulligan Olin	Read: Speegle - Chapters 3, 6 & 9	Quiz: Compensation & Benefits / Diversity & Inclusion / Anger Management Open: 11/19 Close: 11/24
Week 13 11/25	THANKSGIVING HOLIDAY	Review: Lectures & Reading Assignments from Weeks 2 & 3	Dropbox: Submit Elevator Speech Due: 12/01
Week 14 12/02	Module 4: Safety & Environ- mental Responsibility Lecturer: Ron Colwell BC Faculty	Read: Speegle - Chapters 4 & 5	Quiz: Safety & Environmental Responsibility Open: 12/03 Close: 12/08
Week 15 12/09	FINAL REVIEW	Review: All Course- work, Handouts & Presentations	
Week 16 12/16	FINAL EXAM: Proctored & On Campus Room: TBA		

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 Rooms / Zoom are real time. Zoom will be utilized for online Office Hours.

F. Instructor Response Times

I will respond to critical questions via email messages within 24 hours Monday through Friday. Quizzes are auto-graded upon submission, and assignments using the Dropbox or E-mail tools will be graded approximately 7 days after the due date. An exception to this are the resumes which will be graded approximately 10 days after all mock interviews have concluded.

G. Assignment submissions

The resume, cover letter, brief introductions, and elevator speech assignments will 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.

Important Semester Dates:

Last Day to Withdraw from Classes– Check BC Academic Calendar at <http://catalog.brazosport.edu/index.php>

Office Hours: See Faculty Schedule (last page)

IV. 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 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](#).

V. 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

VI. 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/>

VII. ATTENDANCE AND WITHDRAWAL POLICIES

Attendance will be taken for each online and in person class. Attendance counts as part of the final grade. A total of 3 late arrivals will be assigned a value of one absence. Leaving early (or not leaving at all) will result in an absence. Students with five total absences are subject to being withdrawn from the class. The final grade will be adjusted based on attendance: -1 point/excused absence; -5 points/unexcused absence. (See Withdrawal policy below.)

Last Day to Withdraw from Classes for Fall Semester 2021 is November 8, 2021.

VIII. COURSE REQUIREMENTS AND GRADING POLICY

There will be a total of two exams – a Midterm and a Final – and thirteen D2L weekly quizzes. All lectures, videos, slide decks, handouts and activities are subject for questions on quizzes, Midterm and Final. The Midterm and Final exams are taken only once. Each major exam will last approximately thirty minutes to one hour during class and will be proctored. The exact date of each exam will be announced in class prior to the actual date of the exam and is noted in this syllabus.

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

The weekly D2L quizzes will cover all materials from the previous class meeting, including the assigned chapter(s) readings, lecture, PowerPoint(s) slide decks, and any handouts, including the Industry Expectations for Industrial Process Technology Professionals handout. D2L quizzes can be taken up to 3 times, with the average score being the final grade.

The Final will be given at the end of the course. The final exam is **comprehensive** and counts as 25% of the final grade. The Final will be proctored and will occur on campus in an assigned room.

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

A. Grading

Midterm Exam + D2L Quizzes + Elevator Speech	25%
Resume	25%
Mock Interview	25%
Final Exam	25%
Total	100% (plus/minus attendance & extra credit)

Grades are assigned as follows:

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

B. Extra Credit

Extra credit may be earned during the semester for exceptional work on the activities listed below. A total of +1 credit can be earned for each activity.

- Cover Letters accompanying resumes
- Brief Introductions exercise
- Class participation during interactive exercises

C. Late Policy on Assignments

- Prompt submission of assignments is vital to this class. Due dates for assignments are located in this syllabus and/or in the News section. **Work turned in by midnight on the due date will be considered on time and will receive full credit. Work that has not been submitted by midnight on the due date will receive a zero.** If the late submission has been requested and approved in advance of the due date, there will be no deduction of points from the grade. An **email to the instructor** requesting an extension of the due date is typically sufficient.

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, 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 fall 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 fall.
- 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 (located in BC Central B-Wing) is scheduled to be open from 8 AM to 6 PM Tuesday through Thursday during the Fall 2021 semester. 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:

1. Understand the syllabus requirements; Use the syllabus as your guide
 2. Use appropriate time management skills
 3. Communicate with the instructor and ask questions in a timely manner – don't wait
 4. Complete course work on time
 5. Utilize online components (such as Desire2Learn) as required.
- **Lectures** - View online lectures, both live and recorded
 - **Slide Decks** - Study slide decks 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
6. Read all course materials
 7. Actively participate in class activities and discussions
 8. Use proper "netiquette" ([view netiquette page](#))
 9. Be self-motivated and disciplined
 10. Think critically
 11. Show increased knowledge and demonstrate it during class activities

12. Work with others in a fair and kindly manner

- **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.

XIII. 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.

SEMESTER: Fall 2021

Format
E-mail
Address

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PHONE: 979-230-3384

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THURSDAY				Hrs
Start	End	Class/Location	Room	
7:30 AM	12:00 PM	Industry Training/ Office Hours	PT.102	
12:30 PM	4:00 PM	Industry Training/ Office Hours	PT.102	
5:00 PM	7:00 PM	ENER 1240.80		
				10.00

TOTAL HOURS	35.00
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**OTHER OFFICE HOURS AVAILABLE
BY APPOINTMENT**