



DRD 390.3: Success at Work

(Section #5517)

Spring 2022 Course Syllabus

Class Schedule: (via Zoom)

Tuesdays & Thursdays from 12:00pm–1:00pm

1/20/2022-5/26/2022

Meeting ID: 920 4023 7950 Passcode: 703628

[Zoom Class Meeting Link](#)

Instructor Information:

Christin Niederberger, M. A.

cniederberger@santarosa.edu

707-527-4371

Office Hour: (via Zoom)

Tuesdays & Thursdays from 11:30am–12:00pm

Or by appointment

Meeting ID: 934 9964 6415 Passcode: 561651

[Zoom Office Hour Link](#)



Course Description

This course provides students with an overview of the skills and knowledge an effective employee possesses. Course content includes information specific to the needs of an individual with a disability in the workplace. It is recommended that students who enroll in this course be currently employed or have a recent work history.

Student Learning Outcomes

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

1. Describe and apply behaviors and/or skills essential to satisfying their employer's performance expectations.
2. Explain the process by which they are paid and the details of their paycheck withholdings.
3. Apply strategies for addressing functional limitations related to personal disability, and specific accommodations needed in the workplace.

Class Meetings & Attendance Policy

Class meets twice per week on **Tuesdays and Thursdays** from **12:00pm – 1:00pm** on **Zoom**. It is important that you attend *all* class meetings. Students who fail to attend the first class or do not log-in to an online class after the second day of the semester will be dropped from the class. If you are sick or are going to be absent please call or e-mail the instructor **BEFORE** class and make arrangements for any missed assignments. Students are allowed 2 excused absences/ tardiness. (Excused are those that you and the instructor have communicated about.). *If you are absent or tardy more than two times, your final grade for the class will be dropped by 10% (one letter grade).*

Instructor Announcements

The instructor will post announcements on the “Instructor Announcements” page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences as soon as the instructor creates an Announcement.

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to avoid getting no refund (after 10% of course length), a W symbol (after 20%), or a grade (after 60%). Also, for several consecutive, unexplained absences, the instructor may drop a student.

Pass/No Pass (P/NP)

You may take this class P/NP. You must decide before the deadline, and add the option online with TLC or file the P/NP form with Admissions and Records. With a grade of C or better, you will get P. You must file for the P/NP option by February 27th. Once you decide to go for P/NP, you cannot change back to a letter grade. If you are taking this course as part of a certificate program, you can probably still take the class P/NP. Check with a counselor to be sure.

Important Dates

Day Class Begins: Thursday January 20, 2022

Day Class Ends: Thursday May 19, 2022

Final Exam: Thursday May 26, 2022

Last Day to drop a class with a refund: Sunday January 30, 2022

Last Day to Drop without a 'W' symbol: Sunday, February 6, 2022

Last Day to Opt for Pass/No Pass: Sunday, February 27, 2022

Last Day to Drop with a 'W' symbol: Sunday, April 24, 2022

Important College To Career (C2C) Contacts

Lindsay Lerro, College To Career Coordinator: llerro@santarosa.edu

Noah Morris, Employment Services Advisor: nmorris@santarosa.edu

Mary Schexnaydre, Student Success Coach: mschexnaydre@santarosa.edu

Katie Reynolds, Student Success Coach: kreynolds@santarosa.edu

Course Website

Students will use the Canvas course website for lectures, assignment instructions, submitting assignments, sharing resources, and viewing grades.

Textbook

There is no textbook required for this course. I will include any necessary materials in Canvas.

Required Software

You will need the following software for this course. [If linking to PDF or Word documents, QuickTime or Flash videos, put in a link to the helper applications in your Syllabus or Getting Started section of your course materials.]

- [Adobe Reader](#)

Course Assignments

This class will use a points system to determine students' grades. Assignments will be submitted through Canvas text entry or file upload. All assignments are due **at midnight PST** on the due date. Late work will be accepted for no more than half credit. There will be online quizzes and exams. The material comes from the class lectures, activities, discussions and supplemental materials posted in Canvas. If any exam is missed, a zero will be recorded as the score. It is your responsibility to take the online exams by the due date.

Assignment List

Daily Participation & Attendance	2 points daily
Weekly Assignments	5-10 points each
Quizzes x 5	Up to 15 points
Group Projects x 2	30 points each
Personal Evaluation Paper	30 points
Final Exam	TBA

Grading Policy

Visit the "Grades" in Canvas to keep track of your grades. I post grades and comments on the online Canvas gradebook. Grades will be assigned as follows:

A = 90 – 100%

B = 80 – 89%

C = 70 - 79%

D = 60 – 69%

F = 59 – 0%

If taking Pass/No Pass you need at least 70% of the total class points and complete the midterm exam and the final exam to pass the class.

Zoom Class Rules & Respect

- Students are expected to conduct themselves appropriately, as if they are in class.
- It is expected that the student will be attentive, and engaged. It is expected that you will pay attention during the Zoom class time, and will not be playing on your phone or computer.
- Just like an in-person class, you must raise your hand to be called on.
- All microphones will be muted by the instructor. Please do not unmute your microphone unless you are specifically asked to.
- Please be prepared for your Zoom class in a quiet environment with minimal visual and noise distractions.
- Please dress as if you are in class.
- Students may ask question in the chat room of the Zoom class, but please do not use the chat room for exchanges between classmates.
- Inappropriate language and behavior will not be tolerated.
- The best way to learn is through active participation; therefore, we respect others by being on time, listening actively, and by being polite even when we disagree with another's viewpoint.

Netiquette, or Why Is It Harder to be Polite Online?

Netiquette refers to using common courtesy in online communication. All members of the class are expected to follow netiquette in all course communications. Use these guidelines:

- Use capital letters sparingly. THEY LOOK LIKE SHOUTING.
- Forward emails only with a writer's permission.
- Be considerate of others' feelings and use language carefully.
- Cite all quotations, references, and sources (otherwise, it is plagiarism).
- Use humor carefully. It is hard to "read" tone; sometimes humor can be misread as criticism or personal attack. Feel free to use emoticons like :) for a smiley face to let others know you are being humorous.

- Use complete sentences and standard English grammar to compose posts. Write in proper paragraphs. Review work before submitting it.
- Text speak, such as "ur" for "your" or "ru" for "are you" etc., is only acceptable when texting.

Technical Difficulties

If you are experiencing technical difficulties, please contact the instructor as soon as possible to inform. Here are helpful links for Zoom and Canvas technical support:

[Media Services: Zoom](#) [Student Help: Canvas](#) [Canvas Student Guides](#)

Student Standards of Conduct

Students who register in SRJC classes are required to abide by the Santa Rosa Junior College Student Conduct Standards. We will conduct ourselves in a manner, which reflects an awareness of common standards of decency and the rights of others. Students who violate these standards may be suspended from two (2) classes and referred to the Vice President of Student Services for discipline. Please read the Student Conduct Standards in its entirety at: <https://student-conduct.santarosa.edu/>.

Academic Integrity

Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. All written work is to be original and plagiarism of any kind will result in a failing grade on that assignment. Students who plagiarize or cheat may be suspended for one to two (1-2) class meetings by the instructor and referred to the Vice President of Student Services for discipline. Please read the college policy/procedure on academic integrity at: <https://rightsresponsibilities.santarosa.edu/academic-integrity>.

[SRJC Writing Center Lessons on Avoiding Plagiarism](#)

[Plagiarism: How to avoid it](#)

Accommodations for Students with Disabilities

If you need disability related accommodations for this class, please provide the Authorization for Academic Accommodations (AAA letter) from the [Disability Resources Department \(DRD\)](#) to the instructor as soon as possible. You may also speak with the instructor privately during office hours about your accommodations. If you have not arranged to have accommodations, you can schedule an appointment with your specialist by calling 707-527-4278.



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