

**CEST 192 – Exploring Non-Technical Skills
In the CESGT Workplace
COURSE SYLLABUS (v1a, 7/12/2023) - FALL 2023
Sec. 1282**

Instructor: Reg Parks
Office: Analy Village, Bldg. D, Rm. 630
Office Phone: (707) 527-4376
Cell Phone: (707) 246-6960
Email: rparks@santarosa.edu
Lect: W, 6:00 PM - 9:00 PM, ONLINE
Office Hr: W, 9:00-9:45 PM, ONLINE

Program and Instructor Web Pages:

[Reg Parks SRJC Web Page](#)
[CESGT Program Web Page](#)
[Civil Engineering Certificate Web Page](#)
[Geospatial /GIS Certificate Web Page](#)
[Land Surveying Certificate Web Page](#)

WELCOME TO CEST192!!!

Lectures and Laboratory: Wednesdays from 6:00 PM to 9:00 PM ONLINE via active synchronous Zoom sessions. Some portions of class time will be devoted to the use of computers and software applications in the individual and group problem solving process. Active Zoom attendance via laptop or desktop is mandatory.

Final Exam Date: Students should plan on being present for a mandatory final exam on: [Wednesday, December 13th, 6:00pm – 9:00pm.](#)

<p>CEST 192 Required Course Materials:</p> <ol style="list-style-type: none">1.) Working with Emotional Intelligence, Goleman, Banta, 20112.) Errors in English & Ways to Correct them, Shaw, 4th Edition, Barnes & Noble, Banta3.) DISC – Dimensions in Behavior- Personal Profile System; Carlson Learning Co,	<p>CEST 192 Course Reference Materials:</p> <p>Links to websites, additional reading materials/handouts, will be emailed or placed on a Library Folder that will be constructed on the SRJC File Depot or a Kunde151 network drive. TBA</p>
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SRJC CESTG Program & Career Technical Education (CTE)

Students enrolled in the SRJC CESTG Technology Program must complete all coursework with a grade of C or higher to qualify for a Certificate. For more information, please consult the Program Coordinator (see links above).

CEST 192 is an introduction to the essential non-technical skills that will assist civil engineering and surveying technicians in the industry workplace. The course will concentrate on developing:

- Civil engineering roles, philosophy and ethics
- a basic understanding of one's personal DiSC profile,
- an introduction to emotional and social intelligences,
- basic group collaboration skills,
- project management skills,
- basic individual & group verbal, listening and written communication skills;
- professional behavior
- related job search skills.

Students will research technician-level careers in civil engineering and surveying technology, work in a group setting, review workplace professional behavior, and practice written and verbal communication skills.

This is an introductory CESGT course where students explore a series of practical exercises relating to career development, survival skills and how to evaluate workplace behaviors and use that information to perform optimally in the workplace. Also covered in this course are career education survival topics such as cover letter and resume writing strategies, approaches to written correspondence and memos, job interview strategies, job seeking strategies, professional ethics, professional certification and licensure, public service, professional/workplace behavior/culture, and basic approaches to stressful exchanges in the CESGT workplace.

CEST192 COURSE CONTENT:

Student Learning Outcomes:

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

1. Demonstrate speaking, writing and listening skills appropriate to the workplace.
2. Describe the process for obtaining employment in the field of civil engineering and surveying technology and develop job application materials, such as a resume.

Objectives:

The student will:

1. Define and describe why non-technical skills are important to technicians and their success in the industry
2. Complete a personal profile examination
3. Identify and define the different types of emotional and social intelligence used by the technician in the workplace
4. Perform a job search and develop a resume

COURSE EXPECTATIONS: general and specific

CEST192 introduces the CESGT student to workplace and career development survival skills. A serious student attitude is strongly encouraged and a team learning approach underpins the course culture. **A team learning approach is one where a student takes an equal (or better) measure of responsibility for their learning experience through their participation, performance and professional attitude.**

Students will do well to have books by the first class meeting. Reading in the texts and related homework will be assigned during the first class meeting. The required texts and DISC booklet (available in the SRJC Bookstore) must be brought to every class. *The second and or third Wednesdays in November CEST192 students MAY meet for an informal dinner with potential employers at local hotel in Santa Rosa. TBA*

Class Preparation:

Students are expected to arrive on time for class, to be prepared in advance for every class and to remain for the entire session. It is strongly recommended that students write down any questions about the material while reading and studying and bring them to class for clarification.

Students are expected to be comfortable with microcomputer operations, Microsoft (MS) Windows10 Operating System and MS Windows file management, MS Windows Explorer, MS Internet Explorer/Edge or Google Chrome, Adobe Acrobat Reader or Sumatra PDF (free

downloads), MS Notepad and MS Office software. Tutorials are available online and on the SRJC campus and on YouTube.

Access to a computer and to a stable internet connection are key to passing this course. This includes a minimum 5 Mbps UPLOAD speed(when using the Virtual Lab), a functioning webcam that has both video and audio capabilities, and the ability to print and scan 8-1/2 x 11 inch sheets of paper (at the instructor's discretion, clear and legible digital photos may be an acceptable alternative to scanning)..

Any student who feels that they have not met or cannot meet all the requirements and expectations for this course should contact the instructor before the second class meeting. There are classes available that will help you prepare for this program.

Attendance Issues:

- Attendance is required. Your lack of attendance can affect your grade for this course. Class generally begins on the hour and ends ten (10) minutes before the hour.
- It is good practice to notify your instructor **by email** if you are going to be tardy or absent. An excused absence may be granted by contacting instructor **sufficiently prior** to the beginning of class.
- Students are responsible for all material discussed in class as well as the readings and assignments. ***Students are responsible for correctly obtaining any missed lecture or laboratory course information from their fellow classmates.*** Taking notes in class is strongly recommended.
- ***Oh, and by the way, students are responsible for correctly obtaining any missed course announcements from their fellow classmates, and...taking notes in class is strongly recommended.***
- Your class participation can and will affect your final grade as will your class conduct.
- ***There will be no make-ups*** for missed class activities (quizzes, exams, in-class demonstrations, etc). Rarely, certain late assignments may be accepted but will be discounted starting at 20% off of total point value based on how many classes have passed since the due date. Such instances will be solely at the instructor's discretion (see below).
- According to school policy, if a student misses over 10% of any course, they can be automatically dropped from the course. This course has 17.5 wks x 3 hrs/week = 52.5 hrs.

Assignments and Examinations:

- Required readings, handouts, weekly assignments and other information will be listed at the end of the lecture slides and/or provided during class via Zoom or via links to the SRJC File Depot. Assignments will consist of a combination of readings, essays, memos, business letters, other writing assignments, mock exercises, oral reports/presentations, a group project and a comprehensive final exam.
- All assignments are to be completed per given instructions and due at the beginning of class on the assigned due date. As stated above, late assignments will only be accepted with instructor's **prior** approval. A substantial penalty (instructor determined, usually 20%) will be deducted from the grade of the **approved** late assignment. After a certain point in the semester NO late assignments will be accepted - that date will be announced in class.
- All assignments shall be submitted in standard 8½" x 11" format as a SINGLE PDF. Additional in-class instructions will detail homework submittal and scoring details.
- Students will include their name, course number, assignment parameters and due date on the first page and/or cover sheet. ***(No name / no info = no score!!!)***
- Any written reports, essays, or term papers shall be typed/word processed and formatted per instructions provided by your instructor..
- Completed assignments per specifications are the student's responsibility. Failure to observe

these conditions will result in papers being returned without credit!

- This is a CTE/CE course, if you believe that your instructor has failed to provide instructions or some details regarding an assignment or procedure. IT IS THE STUDENT'S RESPONSIBILITY TO INQUIRE IN SUFFICIENT TIME TO COMPLETE THE ASSIGNMENT...just like in any professional workplace.
- The average student should expect to complete a minimum of 1-2 hours of reading and/or homework for every hour of class (e.g., 3-6 hours per week for a 3 unit course).
- It is strongly recommended (again) that students write down any questions about the material while reading and studying and bring them to class for clarification.

Quizzes & Exams: Over the course of the semester, students will be given one (1) to four (4) unannounced quizzes, usually administered at the beginning of class, timed and submitted to the SRJC File Depot drop-off folder. Similar to licensing exams taken in testing centers, these files are required to be in the folder within 30 seconds of the instructor calling time. Students may be given one (1) to three (3) midterms or projects and one final exam. The format for the quizzes and exams is straight calculations, word problems, matching, short answer and short essay. Class examinations are mandatory as scheduled. There will be no make-up exams or quizzes. Please note: a phone message or text left a few minutes before class stating that you cannot be present, while helpful, does NOT constitute a potential prior arrangement or excused absence. Please plan ahead.

Assignment Submittal and Format:

Electronic assignments are due in PDF format in the SRJC File Depot folder at the beginning of class on the due date and time for that assignment. All assignments are to be neatly word processed. A FILENAMING HANDOUT or CONVENTION WILL BE ASSIGNED IN CLASS BY THE INSTRUCTOR. IT SHOULD BE FOLLOWED TO THE LETTER.

No handwritten assignments will be accepted. Legibility counts. If the instructor cannot follow, read or understand an assignment, it will not be graded and returned with no score. Only assignments submitted on time will be given priority for timely grading returns.

Any essay type exercises or questions will follow the standard five (5) paragraph essay format for writing style. Links to examples of writing styles discussed above:

Scientific Writing Format:

<http://writing.colostate.edu/guides/processes/science/pop2a.cfm>

<http://abacus.bates.edu/~ganderso/biology/resources/writing/HTWgeneral.html>

Essay Writing Format:

http://www.englishdiscourse.org/5_paragraph_essay_format.html

http://www.custom-essays.org/essay_types/Five_5_Paragraph_Essay.html

Scientific Calculators: (If applicable, please refer to calculator handout)

Students should have a scientific calculator and know how to use it (the range of required/recommended models will be discussed). For CESGT certificate students, your instructor strongly recommends the HP33s, the **HP 35s** and the **TI-30XIIs** as these are calculators that will be allowed on certifying, licensure and board examinations. The instructor will NOT be responsible for training students in the use of or programming scientific calculators. Survey students will be REQUIRED to purchase and use the HP35s and to purchase the Kerber programming manual.

Possession **and working knowledge** of a hand calculator is a REQUIREMENT for this class and will be necessary for all examinations and quizzes. Incorrect results secondary to miss-keyed or incorrectly used calculators are INCORRECT. In order to receive the most credit for work performed, please attempt, at all times, to SHOW YOUR WORK.

Tip: The Ti-30XII is roughly \$11-14. It is a good way to check yourself while learning the HP35s which sells for roughly \$130-165 at collaborating EBay sites – it is recommended to buy both.

Grading Policy:

- Student grades will be based on the total number of weighted points accumulated with respect to the total number of possible weighted points.

Work Distribution	Point Weighting	Percentage	Grade
Attendance	~25%	90 - 100%	A
Writing assignments	~25%	80 - 89%	B
Quizzes and Final	~23%	70 - 79%	C
Class Project	~25%	60 - 69%	D
Subjective	~09%	< 60%	F
Total:	100%		

- An incomplete grade "I" will only be given as prescribed by college rules and regulations. **Prior** approval of the instructor is required.

STUDENT WEB READING (required):

It is the student's responsibility to consult the SRJC web-based information listed below -- please do so, they are considered parts of this syllabus. *Also, please observe the emergency evacuation signs in each of the classrooms & computer labs (in-class courses only).*

Schedule of Classes: <https://classes.santarosa.edu/>

Academic Calendar: <https://admissions.santarosa.edu/academic-calendar/>

SRJC Academics Information: <https://www.santarosa.edu/academics/>

SRJC Affairs and Programs: <https://studentlife.santarosa.edu/student-affairs-engagement-programs>

SRJC Disability Resources: <https://drd.santarosa.edu/>

SRJC Rights and Responsibilities: <https://rightsresponsibilities.santarosa.edu/>

(Please take careful note of the section on Academic Integrity, cheating of any type will not be tolerated)

Academic Integrity:

Per [SRJC Policy 3.11](#); Academic dishonesty is regarded as any act of deception, benign or malicious in nature, in the completion of any academic exercise. Examples of academic dishonesty include cheating, plagiarism, impersonation, misrepresentation of idea or fact for the purposes of defrauding, use of unauthorized aids or devices, falsifying attendance records, violation of testing protocol, or inappropriate course assignment collaboration.

Class Conduct & Courtesy:

During lectures: Students should be listening to the presentation. Students shall please refrain from having outside conversations, gaming, checking your email or web-browsing. These behaviors are distracting to others and to the instructor.

The above distractions or any disruptive behavior during class **are grounds for being excused from class with a loss of that day's work**. Repeated events will result in disciplinary action via the Department Chair, Dean or Vice President of Academic Affairs.

During laboratory sessions: Kindly remember that other students may have different study habits and priorities than you do. Use breakout rooms when meeting or conversing with other students.

Other: If students are participating in any on-campus activity or assigned out of class activity, they will comport themselves per the course syllabus guidelines. You represent the CESGT Program to others. When in doubt....ask!

Cell Phones: Turn cell phone ringtones off and if you must receive a call please mute your microphone.

***ABSOLUTELY NO FOOD OR EATING ALLOWED DURING CLASS!!!
and once again for the cheap seats.....also***

***ABSOLUTELY NO FOOD OR EATING ALLOWED DURING CLASS!!!
(nobody wants to see (or hear) you crunching potato chips or eating your chicken salad sandwich with your mouth open, licking your fingers, stuffing a burrito down your pie hole, or belching afterward thankyouverymuch)***

Passwords, Accounts and Access Codes: Students will be provided with SRJC user accounts and will be required to establish user accounts at other websites. It is the responsibility of the student to keep track of their user names, passwords and security codes. Lost or forgotten passwords are not an acceptable reason for missed or incomplete assignments.

Computers, Equipment and Equipment Handling: (for SRJC loaner equipment)
All students are expected to treat any SRJC loaner equipment with proper care. Damaged or malfunctioning computer or equipment shall be promptly reported to the instructor and the loaning source. Students observed mistreating SRJC loaner equipment will receive a warning. Students who do so repeatedly will be dropped. All loaner equipment shall be returned per the policy and directions of the loaner source. Non-return of said equipment will result in severe penalties.

File Distribution:
All file exchange will be conducted via Zoom sessions or via the SRJC File Depot. Certain course files for distribution will be available on the SRJC File Depot (links to be provided) and will remain available for a limited time after posting before deletion. Be certain to download files right away.

Syllabus Purpose and Disclaimers:
This syllabus is an agreement. Continued participation (past day 1) in CEST192 means that you, the student, agree to the policies and procedures outlined in this document and discussed in class. If some aspect or aspects of the syllabus are unclear to a student, it is their responsibility to inquire regarding that matter at the outset of the course.

This syllabus and a corresponding course calendar are intended to provide guidance as to what will be expected during the semester and what will be followed. However, the instructor reserves the right to modify, supplement or make changes as necessary for general course needs as the semester progresses.

The CESGT workplace is evolving, Technology is evolving. Certification and licensure exams are evolving with them. The CESGT Program is in its 56th year. These programs and courses have proven to be valuable to students before and after entering the industry workforce and when taking examinations. With the updating and addition of newer materials and methods, there will undoubtedly be some hiccups and improvements that can be made on the fly or integrated into next year's class. It is my desire as your instructor, to address these issues in the best possible way for the benefit of the entire class and CESGT Program. Thank you for your patience.

Instructor Commentary:

The 1-year program moves along quickly. Most of the CESGT Fall courses are introductory, gateway courses to the spring semester courses. Follow-on courses advance students toward a CESGT certificate/degree & build a foundation for related professional technical employment.

Students will be entering this course from different perspectives and with different levels of communication skills. The goal and bottom line is for students to identify their interpersonal and workplace related strengths and weakness BEFORE or WHILE they are cultivating their career trajectory. As with the technical courses in the program, please seek to fully apply yourselves at every lesson opportunity. The lectures, activities and examinations in these various CESGT courses are not easy. They are designed to orient and prepare students for discipline expertise, employment qualifications and the various licensure exams. They also reflect the serious professional obligations that newly certificated or licensed technical professionals will undertake for the state or states in which they practice. Please make the absolute best use of your time. Thank you and WELCOME.

Respectfully,

Reg Parks

SRJC E&AT CESGT Program

Please report any typos or broken links....thx, rp