CEST 192 – Exploring Non-Technical Skills In the CESGT Workplace
COURSE SYLLABUS (v1a, 7/12/2023) - FALL 2024
Sec. 1282

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Lect: W, 6:00 PM - 9:00 PM, ONLINE
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or by appt.

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 for individual and group problem solving process. Active synchronous Zoom lecture attendance via laptop or desktop is mandatory. In-person lab attendance is mandatory. This course will NOT use Canvas.

Final Exam Date: Students should plan on being present for a mandatory final exam on: Wednesday, December 18th, 6:00pm – 9:00pm.

CEST 192 Required Course Materials:	**CEST 192 Course Reference Materials:**
1.) Working with Emotional Intelligence, Goleman, Banta, 2011 2.) Errors in English & Ways to Correct them, Shaw, 4th Edition, Barnes & Noble, Banta 3.) DISC – Dimensions in Behavior- Personal Profile System; Carlson Learning Co,	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

SRJC CESGT Program & Career Technical Education (CTE)
The CESGT Program is a rigorous career education and training program leading to potential employment in one's respective professional discipline. Fall introductory courses develop fundamental office and field skills required for entry to spring courses.

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 history, roles, philosophy and ethics
- a basic understanding of one's personal DiSC (workplace) 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 non-technical skill 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 approached to stressful exchanges in the CESGT workplace.

SRJC recognizes its responsibilities to all CTE students and to the professional community into which they will graduate. Students enrolled in the SRJC Civil Engineering Technology Program must complete all coursework with a grade of C or higher to advance and to qualify for a Certificate. Students should begin immediately by establishing their certificate candidacy in their student portal or “cubby” under "District Announcements" use the "Degree Audit Available" link. For more information, please consult the Program Coordinator (see links above).

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 non-technical skills. A serious student attitude is strongly encouraged and a team learning approach underpins the course culture. A team learning approach is one where along with the instructor, the 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 hotels in Santa Rosa. TBA*

Class Preparation:

Students are expected to arrive on time for each class session, to read as assigned, complete assignments on time, to be prepared in advance for every class session, and to remain for the entire time. It is strongly recommended that students write down any questions about the material

while reading and studying and bring them to class for clarification at the beginning of lecture or lab.

Students are expected to have successfully completed high school math (Algebra, Geometry and Trigonometry or equivalent) with a grade of C or better. Students are expected to be comfortable with microcomputer operations, Microsoft (MS) Windows Operating System (OS). *MS Windows file management*, MS Windows File Explorer, web browsers (MS Internet Explorer/Edge, Google Chrome, or Firefox), Adobe Acrobat Pro/Reader or Sumatra PDF (free downloads), Windows Notepad and MS Office Suite (Word, Excel, PowerPoint). Tutorials are available on the SRJC campus and on You Tube.

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 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:

- Attendance is required for both lab and lecture sessions. A lack of attendance will affect one's grade for this course.
- 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 covered in lecture and lab as well as course readings and assignments. ***Students are responsible for correctly obtaining any missed lecture or laboratory course information from their fellow classmates.*** Taking notes is strongly recommended.
- Class participation can and will affect one's final grade as will one's class conduct.
- There will be no make-ups for missed class activities (quizzes, exams, in-class discussions/demonstrations, etc.). Rarely, certain late assignments may be accepted but will be discounted starting at 20% off of total point value depending on how many classes have passed since the due date. Such instances will be solely at the instructor's discretion.
- According to school policy, if a student misses over 10% of official course hours, they can be dropped from that course. This course has 17.5 wks x 3 hrs/wk = 52.5 hrs

Assignments and Examinations:

- Required readings, handouts, weekly assignments and other information will be listed on a course calendar, on instruction sheets, or provided as verbal instructions in class.
- The majority of CEST192 assignments will consist of a combination of readings, essays, memos, business letters, other writing assignments, mock exercises, group discussions, oral reports/presentations, a group project and a comprehensive final exam.
- Unless otherwise directed by your instructor, all assignments shall be submitted as a.) word-processed and submitted in standard 8½" x 11" format as a PDF, b.) in legibly hand-lettered and diagrammed field books or c.) on instructor provided worksheets.
- Students will include their name, course number, assignment parameters and due date on the first page. ***(No name / no date / no params = no score!!)***
- Written reports or term papers shall be word processed, single-spaced paragraphs, and formatted per instructions provided.

- Essay type exercises or questions will follow the standard five (5) paragraph essay or scientific writing format. Links to examples of writing styles provided below:

  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

- Completed assignments per specifications are the student's responsibility. Failure to observe these specifications will result in papers being returned with lower scores or without credit!
- This is a CTE/CE course, if a student believes that the 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 one would 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).
- Again, it is strongly recommended that students write down questions about the reading materials or homework and bring them to class for clarification. Questions will be invited for a brief period at the beginning of class.

Projects, Labs, and In-Class Exercises:

- Attendance is mandatory. The nature of the class format does not easily allow for makeups. ***NO MAKE-UP IN-CLASS EXERCISES!***
- Writing assignments will consist of memos, resumes, cover letters, short essays, full essays, summary reports, technical reports – all in proper professional, grammatical, technical, and scientific writing formats.
- On or about the second week of the course, group leaders and group projects will be assigned by the instructor. Said projects will require regular background reading, research, data collection, data reduction, synthesis, and summary BY THE GROUP. The group project is one that should be paced and organized to parallel non-technical skills development in CEST192.
- A psychometric assessment (DiSC) will be taken progressively over 2-3 weeks, to include progressive weekly discussions by all class members.
- CEST 192 in-class exercises may consist of advance reading assignments, discussion within one's project group concluding with an oral summary to the class by one or several group members. Such projects require participation and cooperation of all group members as the entire group will be graded on their collective performance.
- All projects and field exercises are to be completed per instructions provided (course calendar, handouts and verbal directives) and are due on the assigned date and time. Many will be conducted in group process. Weekly group meetings outside of class hours and regular planning are very strongly recommended.
- As with all of my classes, it is recommended that students prepare in advance, bring questions to lecture, and be prepared to hit the ground running each week.
- The CEST192 Final Exam is a combination of a final group project presentation, project summary submittal, and final presentation slides relating to said project.

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.

Course File Distribution/Exchange:
All online file exchange will be conducted via Zoom sessions and/or via the SRJC File Depot. Canvas will NOT be used.

Certain course files for distribution will be available on the SRJC File Depot (links to be provided during class or on assignment sheets) and will remain available for a limited time (generally 2-weeks) after posting before deletion to conserve space. Be certain to download files right away.

Electronic Assignment Submittal and Format:
Assignment submittals will be uploaded, via provided links, to the SRJC File Depot per written assignment instructions or verbal instructions provided in class. Please pay attention.

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. Written assignments are to be neatly word processed.

A FILENAMING HANDOUT or CONVENTION WILL BE ASSIGNED 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.

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, some instructors require either the HP33s or the **HP 35s** backed up by either the TI-30XIIs or the TI36 Pro 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 or programming of the various scientific calculators. Surveying students will be REQUIRED to purchase and use the HP35s and to purchase the Kerber programming manual. Civil Tech students should give strong consideration to these calculators.

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. Again, in order to receive the most credit for work performed, please attempt, at all times, to clearly SHOW YOUR WORK.

Tip: The Ti-30XIIs is roughly $11-14. It is a good way to check yourself while learning the HP35s which sells on Amazon, CalculatorSource, EBay and other sites – it is recommended to buy both.

Grading Policy:
VIP!!! In order to receive the most credit for all CEST192 work performed, please attempt, at all times, to fully EXPLAIN or SHOW ALL YOUR WORK.

- 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:

SRJC Academic Schedules & Calendar to identify all important dates, deadlines and academic policies such as those relating to unexcused absences, adding and dropping classes. *Also, please observe the emergency evacuation signs in each of the classrooms & computer labs.*

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 lectures and presentations. Note taking is strongly encouraged. Per SRJC district policy, absolutely no recording of lectures is permitted without express permission of the instructor. Students shall please refrain from having conversations, checking your email or web-browsing on either computers or smart phones. These behaviors are distracting to other students and to the instructor. **No student is allowed to print or plot when in Lindley 196 or 186 without permission.**

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 Open Laboratory / In-class Laboratory (in L196): In addition to field lab times. there will be in-person and virtual open lab time supervised by Mr. Todd Amos, SRJC Micro Computer

Lab Specialist. While on campus in-person or virtually, CEST192 students will comport themselves per the course syllabus guidelines; field and laboratory rules. You represent the CESGT Program to others. When in doubt, please ask.

When using the computer labs, kindly remember that other students may have different study habits and priorities than you do. Please speak softly when briefly conversing with other students. Take phone calls outside the room. For remote access open labs, please use breakout rooms when meeting or conversing with other students.

Cell Phones: Please turn cell phone ringtones off. NO calls during class/lab time.

ABSOLUTELY NO FOOD, DRINKS, OR EATING ALLOWED DURING CLASS or in L196 LAB!!!
(sealed water bottles may be kept under your desk)
and once again for the cheap seats.....
ABSOLUTELY NO FOOD, DRINKS, OR EATING ALLOWED DURING CLASS or in L196 LAB!!!
(sealed water bottles may be kept under your desk)

Passwords, Accounts and Access Codes: In certain CESGT courses, students will be provided with SRJC workstation user accounts and will be required to establish user accounts at other websites as well. 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.

Computer Labs. Computers, Equipment and Equipment Handling: (for CESGT equipment)
CEST192 students may be assigned computer accounts in Lindley 196. If so, they will receive a presentation familiarizing them with the in-class computing, printing and plotting equipment as part of course content. Account passwords and authorization codes will be issued at that time. These presentations will not be repeated.

In comparison to many other campuses, SRJC has a brand new building and recently updated, cutting edge computer hardware, software and output facilities. In order to provide optimum laboratory access and usage experience; if applicable, all students are expected to be familiar with and follow the posted rules for the computer labs (Lindley 196, 186). Any student observed violating the rules may be excused from class (first offense). Repeat offenses will result in a student being suspended or dropped from the class. In some classes your personal computer profile will NOT follow you to another class or classroom. Students will be assigned a workstation which will be their workstation for the entire semester. You may not sit at another workstation during class without permission from the instructor. Students will be provided with computer access account numbers on the first day of class or lab.

All students are expected to treat any SRJC laboratory equipment with proper care. Damaged or malfunctioning equipment shall be promptly reported to the instructor by the operator. Students observed mistreating any CESGT lab equipment will receive a warning. Repeat offenders will be suspended or dropped. All loaner equipment shall be returned per the policy and directions of the loaner source. Non-return of said equipment will result in legal and academic penalties.

All CESGT students are to treat the SRJC classroom computer equipment with proper care. Any damaged or malfunctioning computer equipment shall be promptly reported by the operator to the instructor by the operator. Students observed mistreating any computer equipment will receive a

warning. Repeat offenders will be suspended or dropped. Students excused from class activities for mistreating equipment will not be allowed to make up that day's work.

There are data volumes (folders) and documentation files for the various devices and software applications. This documentation can be found in the \PATHNAME*\Library folder and the various subfolders on the SRJC File Depot and if operational, student local and network drives. The majority of the support documentation is in PDF format. Students are expected to be familiar with the use of Adobe Acrobat Reader software. Please make certain that you allow yourself the necessary time to transfer the appropriate support documentation in advance of assignments and class exercises.

CEST192 students may receive a presentation familiarizing them with the in-class computing, printing and plotting equipment as part of course content. Account passwords and authorization codes will be issued at that time. These presentations will not be repeated.

> * PATHNAME=the SRJC network drive pathname to be established in class for the file location or locations.

***Lindley STEM Center Computer Lab Network Drives** (if operational during room access)*

Drive C:	Local hard drive in the computer
Drive F:	(Private drive unique to each person, copy class materials TO this drive)
Drive N:	(Read-only to students. Full-access to faculty and staff. Copy distributed class materials FROM this drive ASAP)
Drive M:	(Full-access to everyone) will be deleted periodically. Please don't leave your important files on this drive.
Drive ?:	(**TBA**, letter varies per class, this is a student submittal/grading drive, more later…)

VIP NOTE: Student USB drives or external HDDs should be inserted **AFTER** workstation logon is complete. External HDDs and USB drives should be used for backup and transfer of materials to outside/personal computers.

Network File Distribution:

As previously discussed above, course file exchanges will primarily be conducted via the SRJC File Depot. Occasionally and optionally some file may be distributed via the classroom network drive (N:\ drive) when appropriate. Use of the network requires a student account and will be discussed at the first class meeting.

Syllabus Purpose and Disclaimers:

This syllabus constitutes an agreement. Continued participation (past day 1) in CEST192 means that you, the student, tacitly agree to the policies and procedures outlined in this document and any verbal course directives provided in class. If some aspect or aspects of the syllabus are unclear to a student, it is their responsibility to inquire regarding that matter before the second class meeting.

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 58th 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 cooperation and patience.

Instructor Commentary:
The stackable CESGT 1-year programs move along very quickly. The fall courses are introductory, gateway courses to the spring semester courses. The follow-on rigorous spring semester courses offer additional curriculum towards the Land Civil Engineering Technology certificate / degree and build the foundation of all professional civil engineering career paths.

The bulk of civil engineering is initially performed in your brain and subsequently implemented with technology as basic as a pencil and paper or as fancy as a calculator or computer. It cannot be emphasized how important it is to fully-apply yourselves at every lesson opportunity. The lectures, labs and examinations in these courses are not easy. They are designed and sequenced to orient and prepare students for the workplace, certification and licensure exams. They also reflect the serious professional obligations that newly certificated technicians and licensed 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