

Course Description

Career and Workplace Relations is designed to help students gain insight into how their skills and professionalism enhance relationships between management and coworkers. Instruction includes employment skills such as communication, critical thinking, professional etiquette, team dynamics and more.

Course Student Learning Outcomes

- Identify personal and transferable skills, competencies and/or abilities.
- Create an industry specific resume, cover letter, thank you letter, reference list, and online presence.
- Demonstrate effective interviewing skills.
- Submit an application for an industry specific position.
- Demonstrate effective use of job search websites.

College Wide Student Learning Outcomes

- Think critically
- Acquire substantive knowledge
- Communicate effectively

Course Prerequisites

None

Required Materials

This course will utilize resources accessible through Canvas. There are no required items for students to purchase

Communication Plan

We will respond to email typically the same day or within 24 hours on instructional days.

We will offer feedback on major assignments within 24 hours on instructional days.

The best way to contact us is via the Canvas Inbox, as we prioritize this email over other modes of communication.

Course Pace

One of the first activities in the course is to meet with an instructor to discuss goal dates. This Salt Lake Technical College course allows students the opportunity for a flexible time frame in which to complete the course. Typically, students will work to complete at least a module per week. Students can complete the course at a more accelerated pace to complete the course in a shorter time frame or, students can use the entire semester to work through the course materials.

Brief Description of Assignments/Exams

In this course, you will work to complete the following activities:

- 1.1 Create a skills inventory and skills statements.
- 1.2 Create a skills inventory reflection statement for your employment portfolio.
- 2.1 Create a job comparison table.
- 2.2 Create a networking list.
- 3.1 Create a master application.
- 3.2 Create a master application for your employment portfolio.
- 3.3 Create a sample cover letter for your employment portfolio.
- 3.4 Create a reference list for your employment portfolio.
- 4.1 Choose an activity to complete related to attire, grooming, and body language.
- 4.2 Complete an activity related to responding to difficult questions.
- 4.3 Practice interviewing.
- 4.4 Complete a mock interview.
- 4.5 Create a follow-up letter for your employment portfolio.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
	1.1 Skill Statements	Assignment	4
	1.2 Employment Portfolio: Skills Inventory	Assignment	10
	2.1 Employment Portfolio: Job Comparison Table	Assignment	12
	2.2 Employment Portfolio: Networking List	Assignment	10
	3.1 Employment Portfolio: Master Application	Assignment	8
	3.2 Employment Portfolio: Resume	Assignment	18
	3.3 Employment Portfolio: Write a Sample Cover Letter	Assignment	18
	3.4 Employment Portfolio: Assemble Your Reference List	Assignment	6
	4.1 Attire, Grooming, and Body Language Assignment	Assignment	10

Due Date	Assignment Name	Assignment Type	Points
	4.2 Practice Responding to Difficult Questions	Assignment	10
	4.3 Practice Interviewing	Assignment	10
	4.4 Mock Interview	Assignment	22
	4.5 Employment Portfolio: Follow-up Letter	Assignment	10

Grading Scale

Grade	Min.	Points
A	93%	137-148
A-	90%	133-136
B+	87%	128-132
B	83%	123-127
B-	80%	118-122
C+	77%	114-117
C	73%	108-113
C-	70%	103-107
D+	67%	99-

		102
D	63%	93-98
D-	60%	88-92
E	Below 60%	>88

Incomplete Grades

In extenuating circumstances, if you are not able to achieve a passing grade by the end of the semester, but you would like the opportunity to complete the course, please speak with your instructor as well as refer to the see the [SLCC Grades and Grading policy](#).

Keys for Success (how to succeed in the course)

- In this flexible paced course, students will work with their instructor to set achievable goals for timely completion of assignments.
- Successful students engage with instructors and in the Canvas course content regularly.
- Successful students complete assignments based on their individualized goal dates and ensure all coursework is complete before the end of the semester.
- Successful students ask for assistance as needed. Course instructors are highly available and look forward to support students to successful completion of the course requirements.

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities,

academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)