**Syllabus:** Workforce Development with Critical Thinking

**Course Number:** LEAD 1100

**Instructor Information:** Name: Ottinger & Van Huss

**Textbook Information:**

A cover of a book with a person welding

Description automatically generatedA collage of people working in a factory

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Modern Welding 12th edition ISBN: 978-1-63563-686-4

*Bring Your “A” Game to* Work ISBN: 978-0-9847528-0-5

*Bring Your “A” Game to* Work (Workbook) ISBN: 978-0-9651447-7-3

**Student Learning Outcomes for the Course:**

1. Discuss the concepts of the seven work ethics.
2. Understand the connection between mastering work ethics and employability.
3. Engage in creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information (critical thinking).
4. Include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities (social responsibility).
5. Demonstrate effective development, interpretation, an expression of ideas through written, oral and visual communication (communication skills).

**Student Requirements for Completion of the Course and Due Dates:**

Students must complete tests and assignments by the due date given by the instructor.

**Student Assessment:**

Student grades will be determined by participation, attendance, and quizzes

25 % Participation

25 % Attendance

50 % Quizzes

**Grading Scale:**

|  |  |
| --- | --- |
| **Grade** |  |
| **A** | 90-100 |
| **B** | 80-89 |
| **C** | 70-79 |
| **D** | 60-69 |
| **F** | 59-below |

**Class Schedule:**

|  |  |  |
| --- | --- | --- |
| **Month** | **Date** | **Material to be covered** |
| Week 1 | August | Cover the syllabus, handbook policies & procedures |
| TBD | TBA |  |
| Week 16 | December | Final Test |

**Attendance Policy:**

Students MUST attend class! 5 (non-excused) absences = dropped from class.

**Make-up Policy:**

Make-up work must be completed by the due date and is at the discretion of the instructors.

**Academic Integrity Statement:**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This information can be found in the Student Handbook.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Texarkana College Prison Education advisors if you are eligible for academic accommodations. Your advisors and instructors will work with the Director of Disability Services to address your academic disability. It is best to request these changes before the start of class to arrange accommodations.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with your PEP Advisors before deciding.

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, admission or employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources/Title IX Coordinator, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3355,*[human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)

**Rules for Student Conduct:**

Students shall arrive to class on time.

Students shall not leave the classroom or shop without permission.

Sleeping in class is not permitted.

Eating (except for chow meals), horseplay, and profanity are not permitted.

Students shall follow TDCJ policies related to dress and grooming as well as instructors’ directions on PPE and safety requirements.

Students shall do all assigned class work and tests.

Excessive noise and other disruptive behaviors are not permitted.

Students shall not steal, damage or destroy school property. Nothing should leave or enter the shop. Textbooks checked out to students are the property of TDCJ and the school and must be returned when instructed to do so.

Vocational students shall successfully complete a written and performance assessment before operating equipment in the shop. The assessment results are kept on file.

Vocational students shall wear personal protective equipment (PPE) when required.

Vocational students shall check out tools according to established procedures.

Vocational students shall operate shop equipment in accordance with safety instructions and training.

**Failure to comply with these rules may result in disciplinary action and/or removal from the class/program.**

**Sign this syllabus to acknowledge that you have read and understand the above rules and policies for student conduct.**

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**TDCJ# and NAME DATE**