

EMP 314B: NEW WORLD OF WORK SKILLS: TRANSFORMATIONAL LEADERSHIP

New Course Proposal

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Originator

zbecker

Justification / Rationale

The New World of Work program was developed under the Doing What Matters for Jobs and the Economy framework of the California Community College system. The program identifies the top "Professional Competencies" required for success in the workplace and provides curriculum that can be used by all colleges in the California Community College system.

There are ten primary competencies; each competency is one .5 unit credit course and two equivalent non-credit courses. Faculty can include the credit modules into existing programs or encourage students to complete the competencies as non-credit learning opportunities. These competencies are also included in the required objectives of the work-based learning program at College of the Desert.

Effective Term

Fall 2020

Credit Status

Noncredit

Subject

EMP - Employability Skills

Course Number

314B

Full Course Title

New World of Work Skills: Transformational Leadership

Short Title

TRANSFORMATIONAL LEADERS

Discipline

Disciplines List

ALL DISCIPLINES

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

Develop or improve your ability to lead in the workplace by recognizing the benefits of a diverse team; respecting people's differences; sharing leadership; gathering ideas; offering help; encouraging others; and finding positive ways to resolve conflict.

Schedule Description

Develop or improve your Leadership strength in the workplace. Prerequisite: EMP 314A or concurrent enrollment

Non-credit Hours

12

Lecture Units

0

Lab Units

0

In-class Hours

4

Out-of-class Hours

8

Total Course Units

0

Total Semester Hours

12

Override Description

Noncredit course.

Prerequisite Course(s)

EMP 314A or concurrent enrollment

Required Text and Other Instructional Materials**Resource Type**

Web/Other

Open Educational Resource

Yes

Year

2018

Description

New World of Work Instructional Materials available through Linked Learning/New World of Work.

Class Size Maximum

40

Entrance Skills

know the benefits of working with a diverse team.

Requisite Course Objectives

EMP 314A-Learn the benefits of a building and effectively working with a diverse team.

Entrance Skills

Know how people's differences and commonality can strengthen a team.

Requisite Course Objectives

EMP 314A-Learn how people's differences and commonality can strengthen a team.

Entrance Skills

Know how gathering ideas from all members of a team allows effective sharing of leadership.

Requisite Course Objectives

EMP 314A-Learn how to share leadership by gathering ideas from all members.

Course Content

1. Building a diverse team to provide support for transformational leadership.
2. Technology to assist in team tasks.
3. Differences and commonality in team members and how that strengthens the team.

4. Dealing with Conflict.
5. Leading a team.
6. Self analysis survey and plan for developing and improving personal skills.

Course Objectives

Objectives	
Objective 1	Find positive ways to resolve conflict.
Objective 2	Learn how people's differences and commonality can strengthen a team.
Objective 3	Learn how to share leadership by gathering ideas from all members.
Objective 4	Create a plan for improving your transformation leadership skills and abilities.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Demonstrate an understanding of how building and effectively working with a diverse team provides opportunities for transformational leadership.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	In class discussion and/or online Canvas discussions on conflict resolution concepts.
Collaborative/Team	Cooperative learning tasks such as a small group or paired activities to evaluate current strengths and weaknesses in the area of conflict resolution.
Technology-based instruction	Use of learning materials available on the web, including "What Not To Do" videos.
Lecture	Presentation of conflict resolution concepts and how they relate to building and leading diverse teams.
Self-exploration	Self-awareness of current viewpoints regarding conflict resolution and development of workplace and academic strategies.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
College level or pre-collegiate essays	Writing assignments completed out of class evaluating current strengths and weaknesses for conflict resolution and in-class presentation of strategies for improvement.	In and Out of Class
Student participation/contribution	Class discussion and questions on concepts for conflict resolution from assigned readings, videos and personal self-awareness.	In Class Only
Self/peer assessment and portfolio evaluation	Surveys at end-of-class to compare against survey from prerequisite course to analyze changes in diverse team building and conflict resolution perceptions.	In and Out of Class
Group activity participation/observation	Activity based analysis of videos and reading materials as applied to conflict resolution.	In Class Only
Presentations/student demonstration observations	Presentation on development of diverse team building and conflict resolution skills.	In Class Only
Other	Out-of-class hours will be accounted for electronically through the learning management system.	Out of Class Only

Assignments

Other In-class Assignments

1. Individual or group projects designed to identify and apply effective team building and transformational leadership skills.
2. Case studies designed to identify what constitutes strong team behaviors and how that strength translates into strong leadership.
3. Online individual, small group, or paired presentations designed to identify and apply effective team building tools and techniques.
4. End of semester survey to identify self-awareness of strengths and weaknesses.

Other Out-of-class Assignments

1. Students are expected to spend a minimum of eight hours on outside assignments which include a variety of video resources, self analysis of life experiences, and development of academic and workplace goals.

Grade Methods

Pass/No Pass Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

100

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

New World of Work materials are maintained by Shasta College and made available to faculty and students through Linked In Learning which requires password access.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

New World of Work materials have been developed at the state level in collaboration with industry and vetted as appropriate to enhance the learning experience.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Timely feedback and return of student work as specified in the syllabus
Discussion forums with substantive instructor participation
Regular virtual office hours
Private messages
Online quizzes and examinations
Video or audio feedback
Weekly announcements

External to Course Management System:

Direct e-mail
Posted audio/video (including YouTube, 3cm mediasolutions, etc.)

For hybrid courses:

Scheduled Face-to-Face group or individual meetings

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

This class will be taught either online or as a hybrid via Canvas. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Canvas is used for external interaction as well.

Other Information

Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.

All materials for the course are web-based so online and/or hybrid modality is appropriate.

MIS Course Data

CIP Code

32.0105 - Job-Seeking/Changing Skills.

TOP Code

051800 - Customer Service

SAM Code

D - Possibly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Workforce Prep Enhanced Funding

Approved Special Class

Not special class

Noncredit Category

Workforce Preparation

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

Allow Audit

No

Repeatability

Yes

Repeatability Limit

NC

Repeat Type

Noncredit

Justification

Non-credit courses are repeatable until students are comfortable they have achieved the knowledge and skills required to meet the objectives and outcomes of the course.

Materials Fee

No

Additional Fees?

No

Approvals**Curriculum Committee Approval Date**

11/05/2019

Academic Senate Approval Date

11/14/2019

Board of Trustees Approval Date

12/19/2019

Chancellor's Office Approval Date

01/10/2020

Course Control Number

CCC000611572

Programs referencing this courseNew World of Work Collaboration on the Job Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=267/>)Construction Technology Career Preparation Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=292/>)Culinary Career Introduction Certificate of Completion (<http://catalog.collegeofthedesert.eduundefined?key=297/>)