



**KENNEBEC VALLEY COMMUNITY COLLEGE
FAIRFIELD & HINCKLEY, MAINE**

Approval Date: 5/19/15

Rotation: Spring

Year: 2018

COURSE NUMBER: MHT125
COURSE TITLE: The Changing Workplace
CREDIT HOURS: 3
CLOCK HOURS: 45

PREREQUISITES: None
CO-REQUISITES: None

INSTRUCTOR: Nancy Cronin
VOICE MAIL: 207-522-6908
E-MAIL ADDRESS: ncronin@kvcc.me.edu
OFFICE: Email to schedule appointment
OFFICE HOURS: No office hours

TEXTS:

All content is available in Blackboard. No textbook required.

OTHER MATERIALS:

Other course materials available within the online lessons and/or provided by the Instructor.

COURSE DESCRIPTION:

A sociological study of the shifts in the American work force and the impact on workers, work, and the new workplace. Among the topics explored will be management styles, minorities, workers with disabilities, laws' influence on today's workforce, gender, communication, and cultural diversity among workers. This course will provide an open forum for discussion of beliefs and attitudes critically examined through the perspectives of history, cultural context, political change, the media, the economy, society, and the family structure.

COURSE OBJECTIVES:

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

1. Recognize and define sociological trends affecting both the diverse American worker and the workplace in the 20th and the 21st centuries.
2. Demonstrate critical thinking and reflection skills by projecting changes in the American workplace.
3. Examine and critique the ways in which culture and history have affected all workers, including minorities, in career aspirations, career opportunities, and worker effectiveness.
4. Compare, contrast, and analyze the different experiences of males and females in society and the workplace.
5. Employ behavior that models acceptance of and appreciation for diverse perspectives.
6. Appraise and select workplace behaviors that model positive relationships.

7. Demonstrate proficiency in intercultural knowledge**.

COURSE CONTENT:

- Lesson 1: Introduction to the Changing Workplace
- Lesson 2: Defining Diversity through History
- Lesson 3: Gender Diversity
- Lesson 4: Sexual Orientation and Gender Identity
- Lesson 5: Race, Culture, and Homelessness
- Lesson 6: Religion & Politics
- Lesson 7: Theories of Development
- Lesson 8: Behaviors Across the Lifespan – Across our Career Paths
- Lesson 9: Balancing Outside Issues with Work Demands
- Lesson 10: Behavior in Different Workplace Environments – Professionalism and Boundaries
- Lesson 11: Behavior that Builds Positive Workplace Environments
- Lesson 12: Behavior that Models Acceptance and Appreciation for Diverse Perspectives

COURSE ACTIVITIES:

Lesson Plans

The entire course is divided into “Lessons” that cover specific topics and learning objectives in the class. The Lessons are listed in the Course Outline above. Each Lesson is there to supplement the classroom learning we are engaged in. The activities may include reading, exploring the web, researching, completing quizzes (multiple choice, short answer, and essay questions), and assignments (written work submitted as an attached document in a “drop box”). All the Lessons are located in the “Lesson” folder in Blackboard. Click on the link and review the contents.

Each Lesson consists of:

- A Lesson Plan that outlines the content and provides detailed instructions as to any assignments
- Direct links to any Discussions, Assignments, or Quizzes that go along with that Lesson.

Online Discussions

Online discussions form the backbone of an online class. It is very important for you to participate actively and fully in these discussions. These discussions will be graded and will be available for a specified amount of time (Monday morning until Sunday night on a given week in the course). You are required to participate in these discussions following the instructions that will be provided to you in the online Lessons. Within Blackboard you will find a rubric which outlines how your posts will be graded.

You are, of course, encouraged to post many times through the week. You are also encouraged to post EARLY in the week so that you can benefit from others’ responses to your post and so that others may benefit from your responses). Please review the online document titled “Course Expectations and Policies”.

Lesson Quizzes and Assignments

These quizzes and assignments will consist of questions and activities related to the readings, content provided online, through the class lectures, supplemental materials, information you gather from research, and/or information from other sources.

Within each Lesson outlined you will be provided with a lists of ALL the questions in the specific quiz and all of the instructions for the assignment. You should prepare your quiz answers and assignment products ahead of time and then enter these answers into the appropriate online quiz or deposit the product into the provided online drop box.

Quizzes and assignments must be completed by due dates indicated. You may be able to work ahead on some of these quizzes and assignments as well.

Extensions on the due dates for Quizzes and Assignments may be allowed with sufficient reason; however, I reserve the judgment to not grant an extension. If you anticipate needing extra time it is best to get in touch with me PRIOR to the due date.

Special Assignments

Special Assignments relate to specific assignments created to measure general education learning outcomes and the Essential Learning Outcomes identified by the college. ELOs are marked by a single asterisk (*) in the course Learning Outcomes while other general education learning outcomes are marked by a double asterisk (**).

- Intercultural Knowledge – The Culture of Homelessness

It is critical that you review the information I have provided for each of these assignments in the course website. While the assignments are not particularly complicated, they are certainly complex, requiring planning and time management to complete them by their due dates.

GRADING:

1) Discussions & Attendance	50%
2) Lesson Quizzes & Assignments	40%
3) Special Assignment – Culture of Homelessness	<u>10%</u>
Final Grade	100%

GRADING SCALE:

This course follows the standard KVCC grading scale, which can be found in the KVCC College catalog. Our program needs to follow the performance standards set by the State of Maine for the MHRT/C Certification. Please note that any grade below a C will be documented as an F. The rationale to this is that students who do not master more than 72% of the material in this class are not prepared to meet the expectations of future classes or programs that require this course. It simply means that you have not learned enough material to really say that you have “passed” the class.

ATTENDANCE POLICY:

Please review the online document titled “Course Expectations and Policies” which can be found in Blackboard.

I believe that regular participation in a class is a reflection of the person’s commitment to their education. I expect each of you to be active participants in this class weekly and attendance (via discussions and other online activities) will be recorded weekly. Attendance is measured by the completion of the weekly assignments in Blackboard. If you do not complete any of the weekly assignments, you will be considered absent. Each week absences are recorded in the KV Portal (in the academic record). If a student has more than 4 absences, then he/she will automatically be either withdrawn by the instructor or will fail the class based on attendance alone.

COURSE REQUIREMENTS:

The MHRT/C is a competency-based certification. The following competencies associated with this course have been deemed by the Maine Department of Mental Health Services as necessary to work in the field.

<http://muskie.usm.maine.edu/cfl/MHRT/2008%20Guidelines.pdf>

1. Demonstrates cross-cultural awareness and sensitivity
2. Communicates effectively across cultures
3. Sensitive to gender differences and differing sexual orientations
4. Knowledgeable about changing treatment needs for adult stages of transition

These outcomes are assessed utilizing a specific set of assignments standardized within the context of the course.

INSTRUCTOR POLICIES:

Communication and regular attendance in this class is key to your success. Feel free to email me anytime with questions or concerns: ncronin@kvcc.me.edu.

STUDENTS WITH DISABILITIES (2016/2017)

Kennebec Valley Community College welcomes students with disabilities, and in accordance with state and federal laws, KVCC is committed to assisting students with disabilities to achieve their educational goals.

In order to receive reasonable accommodations for this course:

- Students must contact the Director of Learning Commons at 453.5084 or cjohnson2@kvcc.me.edu
- Students must provide current, appropriate documentation of their disability
- Students must make a timely request for accommodation to the Director of Learning Commons
- Accommodations will not be provided until the faculty member receives a letter requesting accommodations. This letter is created with the director of learning commons and is supported by the documentation of stated disability
- Requests for accommodation(s) must be renewed each semester for each course

To begin this process, please contact Christy Johnson, Director of Learning Commons at cjohnson2@kvcc.me.edu or 207.453.5084

NOTICE OF NON-DISCRIMINATION (2017):

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer. KVCC does not discriminate on the basis of disability in the admission to, access to, or operation of its programs, services or activities. Students requesting classroom accommodation should be forwarded to the Director of the Learning Commons, Lunder Library, phone: 453-5084

Complaints about College decisions related to disability accommodations or discrimination must be forwarded to the Dean of Student Affairs, Enrollment Services Center, 92 Western Avenue, Fairfield, ME 04937, phone: 453-5822.