



**Course Syllabus**  
**SEMESTER**  
**School of Business, Hospitality Management and Public Safety**

|                                        |                                                                                      |
|----------------------------------------|--------------------------------------------------------------------------------------|
| <b>Course Name:</b>                    | <b>College and Career Professional</b>                                               |
| <b>Course &amp; Section Number:</b>    | <b>BUS102-XXX</b>                                                                    |
| <b>Meeting Day(s) &amp; Time(s):</b>   |                                                                                      |
| <b>Credits:</b>                        | <b>3</b>                                                                             |
| <b>Contact Hours:</b>                  | <b>3</b>                                                                             |
| <b>Instructor's Name:</b>              |                                                                                      |
| <b>Office Hours &amp; Location:</b>    |                                                                                      |
| <b>OCC Phone:</b>                      |                                                                                      |
| <b>OCC Email:</b>                      |                                                                                      |
| <b>Additional Contact Information:</b> | <b>School of Business, Hospitality Management and Public Safety - (567) 661-7280</b> |

**Please use only Owens' email for course communications. Include your course section in the subject line (ex. BUS102-xxx).**

**Catalog Description:** This course introduces the student to basic behaviors that will help them to more easily transition into the classroom and their career environments. Students will learn about their own behaviors and skills, the resources of Owens Community College, and begin to identify and develop success skills and strategies needed for college success, as well as for their future careers and personal lives. This course will provide broad based knowledge concerning what instructors and employers expect in the way of attitudes, work ethic, etiquette, and social behaviors.

**Prerequisites/Co-requisites:** None

## **Course Materials:**

This course uses Inclusive Access, you will receive a digital e-book as part of your course fee. See IA info below.

**BUS 102 225 Fall 2025**

COLLEGE & CAREER PROFESSIONAL - JANINE ROSENTHAL

**Inclusive Access**

This course features an Inclusive Access product where course materials are delivered digitally on the first day of class and are included in your course fee.

Have questions about Inclusive Access? Contact our [IA Support](#) team.

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**REQUIRED**

**Inclusive Access – Access this item in Blackboard.**



**FOCUS ON COLLEGE AND CAREER SUCCESS**  
CONSTANCE STALEY; STEVE STALEY

ISBN13: 9781337515597  
EDITION: 3RD  
FORMAT: EBOOK  
PUBLISHER: ITP  
COPYRIGHT: 1/1/2017

**Inclusive Access (I.A.) Materials** Inclusive Access (I.A.) Materials are included in the cost of this course to provide students with day one access to required course materials and to save students money through lower negotiated rates with publishers. You should receive an email to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before, with the subject line, “Your inclusive Access Materials.” Be sure to check your spam (junk email) if you do not find it in your inbox. To access the I.A. Materials, you must use a link provided in the Blackboard course. This link in Blackboard could be labeled “Course Materials by e-Campus” or it could be an online activity/assignment that the instructor has linked to Blackboard. Contact your instructor immediately if you are unable to access the I.A. Materials.

## **What You Will Learn in the Course**

### **Course Objectives:**

#### **This course will:**

1. Introduce students to college and academic resources.
2. Introduce students to student success skills.
3. Introduce students to professional behaviors and skills.
4. Introduce students to career success resources.

**Student Learning Outcomes:**  
**Students will:**

| Outcome                                                      | Assignments Where Assessed                                                                                                                                                                                     |
|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Identify and locate college resources.                    | Blackboard Orientation Assignment<br>New Student Orientation Assignment                                                                                                                                        |
| 2. Implement student academic success skills.                | Engaging, Listening, Note Taking<br>Goal Setting<br>Learning Styles<br>Time Management<br>Test Strategies<br>Academic Plan<br>Critical Thinking<br>Chapter Quizzes<br>Discussions 1, 2, 3, and 4<br>Final Test |
| 3. Identify and demonstrate lifelong professional behaviors. | Goal Setting<br>Time Management<br>Business Etiquette<br>Critical Thinking<br>Chapter Quizzed<br>Discussions 1, 2, and 4<br>Final Test                                                                         |
| 4. Locate and apply career success resources.                | Resume<br>Mock Interview<br>Job Review<br>LinkedIn                                                                                                                                                             |

**Technology, Lab, and File Requirements:** You will need access to a computer, reliable Internet connection, and capability to create Microsoft Word documents.

### Academic Support

**Disability Services Resource Center:** If you have a disability or acquire one, you may be entitled to receive reasonable accommodations which are intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007,

email [disability@owens.edu](mailto:disability@owens.edu), visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

**Tutoring Services:** Owens Community College offers academic tutoring and assistance in a variety of subjects: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

**Counseling Services:** Counseling Services provide assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at [counselingservices@owens.edu](mailto:counselingservices@owens.edu). More information is at <https://www.owens.edu/counseling/>.

**Campus and Community Connections:** The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact [connections@owens.edu](mailto:connections@owens.edu)

**Owens Library:** The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

\*\*\*Students can find more information on campus resources, student support, student life, and security at this [link](#).\*\*\*

## General Information

**Student Code of Conduct:** All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

**Anti-Discrimination and Harassment & Title IX/Sexual Misconduct:** All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

**Religious Accommodations:** A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy\*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing Your Faith Act may contact the College's Office of Academic Affairs: [provost@owens.edu](mailto:provost@owens.edu)

The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy.

**Document Collection:** Throughout the semester, your instructors may ask for a variety of

assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

**Classroom Admittance:** OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

**Use of AI Tools:** This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

## Student Responsibilities & Instructor Expectations

### Student Responsibilities:

- Assignment submissions and late work: Students are to be familiar with the assignment calendar and submit homework on time. If you are unable to complete an assignment on time, please contact me prior to or within 48 hours of the due date to discuss options to submit late work. I understand that occasionally something comes up that makes it difficult to submit on time. Frequent late work will result in reduced credit for that assignment.
- Contacting the instructor: Please use your Owens student email and include your course number and section in the subject line of the email so I know you are a student and which class you are taking. I expect questions and that's okay. Don't hesitate! Reach out when you need to.
- Online courses: Communication is very important. The instructor will communicate with you by email and/or Blackboard announcements. It is the student's responsibility to log in to the Blackboard shell frequently (suggested 3-5 times/week) and check email daily.

Unless I am told otherwise, I will assume that you understand everything said on the Blackboard shell and through online chats or emails. If you don't understand something, or if you don't understand why we are approaching our materials in the way we are, please ask. Sometimes the best thing you can say is "I am not following this idea, or I have no idea where to begin with this essay."

If you are overwhelmed, tell me. I can't help if I don't know. So, take things in little, but frequent steps and the whole semester will be over before you know it!

Contact the Owens Help Desk (567) 661-7120 if you are experiencing technical issues with your user - name and/or password or having navigational issues in Blackboard.

### **Instructor Responsibilities:**

- Grading assignments: Assignments that are submitted by the due date will be graded and returned/recorded in the grade center within 1 week. Assignments that are submitted after the due date may take up to 2 weeks before I am able to grade it.
- Answering emails: I will do my best to respond to your emails within 24 hours on weekdays and within 48 hours on weekends. I check my email several times a day. I will post in the Announcements on Blackboard, if I am not going to be able to check my email for extended periods of time during a day or days.
- Please see Office Hours for my availability.

### **Classroom Environment**

**Respectful communication:** Our classroom is a safe space. Faculty and students show respect for each other in class, discussion boards and all communication.

### **How Grades are Determined and Major Assignments**

| <b>Assignments</b>                                                            | <b>Points</b>    | <b>Student Learning Outcomes</b> |
|-------------------------------------------------------------------------------|------------------|----------------------------------|
| <b>Intrinsic Motivation</b>                                                   | <b>25 points</b> | <b>2, 3</b>                      |
| <b>Resilience and Grit</b>                                                    | <b>25 points</b> | <b>2, 3</b>                      |
| <b>OCC Online Orientation Completion</b>                                      | <b>20 points</b> | <b>1</b>                         |
| <b>Blackboard Orientation</b>                                                 | <b>20 points</b> | <b>1</b>                         |
| <b>Engaging, Listening and Note Taking</b>                                    | <b>25 points</b> | <b>2</b>                         |
| <b>Goal Setting</b>                                                           | <b>20 points</b> | <b>2, 3</b>                      |
| <b>Learning Styles Assessment Assignment</b>                                  | <b>35 points</b> | <b>2</b>                         |
| <b>Time Management Assignment</b>                                             | <b>35 points</b> | <b>2, 3</b>                      |
| <b>Test Strategies Assignment</b>                                             | <b>30 points</b> | <b>2</b>                         |
| <b>Resume</b>                                                                 | <b>25 points</b> | <b>4</b>                         |
| <b>Mock interview</b>                                                         | <b>20 points</b> | <b>4</b>                         |
| <b>Job review</b>                                                             | <b>30 points</b> | <b>4</b>                         |
| <b>Student option 1: Project for dedicated/single career path exploration</b> |                  |                                  |
| <b>Student option 2: Project for multiple</b>                                 |                  |                                  |

**career path exploration**

**Business Etiquette**

**15 points**

**3**

**LinkedIn**

**30 points**

**4**

**Academic plan (Advisor project)**

**50 points**

**2**

**Critical Thinking PPT/Paper**

**35 points**

**2, 3**

**Introductory Discussion Board**

**20 points**

**Discussion Boards 4@20 Points Each**

**80 points**

**2, 3**

**Chapter Quizzes 12@10 Points Each**

**120 points**

**2, 3**

**Final Test**

**50 points**

**2, 3**

**Total Points**

**710 points**

| <b>Points</b> | <b>Percentage</b> | <b>Grade</b> |
|---------------|-------------------|--------------|
| 710-639       | 90-100%           | A            |
| 638-568       | 80-89%            | B            |
| 567-497       | 70-79%            | C            |
| 496-426       | 60-69%            | D            |
| Below 426     | Below 60%         | F            |

### **Important Dates to Remember (for 16-week classes): SEMESTER**

DATE

Semester Begins

DATE

Last day to ADD 16 week classes (w/o faculty signature)

DATE

Last day to DROP (100% refund)

DATE

Last day to DROP (60% refund)

DATE

Last day to DROP (50% refund)

DATE

Exam Week

DATE

Last Day of Classes

DATE

Last Day to Drop

DATE

Commencement

### Assignment Calendar

| Week | Topic                                                                                                                                                                                                                                                                                                                                       | Due Date |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1    | 1. Complete the Discussion Board Introduction<br>2. Read contents of the College Resources Module<br>3. Complete New Student Orientation Assignment                                                                                                                                                                                         | DATE     |
| 2    | Chapter 1-Becoming Mindful, Building Resilience<br>1. Read <b>Chapter 1 – Becoming Mindful, Building Resilience</b><br>2. Chapter 1 Quiz<br>3. Complete and submit Intrinsic Motivation Assignment<br>4. Complete and Submit Resilience and Grit Assignment<br>5. Read and complete the <u>Blackboard Orientation Assessment</u> Assignment | DATE     |
| 3    | 1. Read <b>Chapter 6 – Learning Online</b><br>2. Chapter 6 Quiz<br>3. Discussion Board<br>4. Read <b>Chapter 8 – Reading, Writing, and Presenting</b><br>5. Chapter 8 Quiz                                                                                                                                                                  | DATE     |
| 4    | 1. Read <b>Chapter 2 – Starting Strong, Setting Goals</b><br>2. Chapter 2 Quiz<br>3. Complete and submit the written assignment: Goal Setting<br>4. Make an appt. with your advisor so you can complete your Academic Plan, Due DATE                                                                                                        | DATE     |
| 5    | 1. Read <b>Chapter 12 – Creating Your Future</b><br>2. Chapter 12 Quiz<br>3. Discussion Board<br>4. Review and begin preparing your <b>Resume</b><br>5. Sign up for a Mock Interview. Submit Draft Resume 10/5<br><b>Mock Interview, DATE, TIME</b>                                                                                         | DATE     |



| <b>Week</b> | <b>Topic</b>                                                                                                                                                                                           | <b>Due Date</b> |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 6           | 1. Read <b>Chapter 3 – Learning Styles and Studying</b><br>2. Complete Quiz - Chapter 3<br>3. Develop and submit the Learning Styles Assignment<br>4. Draft Resume Due – Upload to link in Blackboard  | DATE            |
| 7           | 1. Read <b>Chapter 4 – Managing Your Time, Energy, and Money</b><br>2. Complete Quiz - Chapter 4<br>3. Complete Time Management Writing Assignment<br>4. Discussion Board                              | DATE            |
| 8           | 1. Read <b>Chapter 5 – Thinking Critically and Creatively</b><br>2. Complete Quiz - Chapter 5<br>3. Prepare Critical Thinking written assignment<br>4. Final Resume Due – Upload to link in Blackboard | DATE            |
| 9           | <b>LinkedIn</b> assignment<br><i>See all documents under the Weekly Assignments for Week 9.</i>                                                                                                        | DATE            |
| 10          | 1. Read <b>Chapter 7 – Engaging, Listening, and Note Taking</b><br>2. Complete Quiz - Chapter 7<br>3. Engaging, Listening, Note Taking Assignment<br><b>Mock Interview, DATE, TIME</b>                 | DATE            |
| 11          | 1. Read <b>Chapter 9 – Developing Memory, Taking Tests</b><br>2. Complete Quiz - Chapter 9<br><b>3. Complete and Submit Test Strategies Assignment</b>                                                 | DATE            |
| 12          | 1. Read <b>Chapter 10 – Communicating in Groups</b><br>2. Complete Quiz - Chapter 10<br>3. Complete CH 10 Quiz<br>4. Discussion Board<br>5. Academic Plan Due                                          | DATE            |

| <b>Week</b> | <b>Topic</b>                                                                                                                                               | <b>Due Date</b> |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 13          | 1. Read <b>Chapter 11 – Choosing a College Major and Career</b><br>2. Complete and submit Job Review written assignment<br>3. Complete Quiz for Chapter 11 | DATE            |
| 14          | Complete Business Etiquette Assignment: Instructions are in Blackboard                                                                                     | DATE            |
| 15          | 1. Complete the Final Test<br>2. Final Discussion Board                                                                                                    | DATE            |
|             | Finals Week                                                                                                                                                | DATE            |
|             | <b>Commencement Friday, DATE</b>                                                                                                                           |                 |

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.