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| Bellevue College - Preparing for Work – Fall Quarter, 2014  Amanda Johnson [amanda.johnson@bellevuecollege.edu](mailto:amanda.johnson@bellevuecollege.edu) 425-564-3087 R 130 |

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| **Students must attend every class, and complete online work using Canvas.**  Days: Tuesday /Thursday  Dates: September 23 to December 9  Time: 5:30pm to 7:20pm  Room: R101 |

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| **In the Preparing for Work class, students will learn how to:**   * Write a resume * Complete an application form * Prepare for interviews * Answer questions with confidence * Sell yourself to the interviewer * Find a job in the U.S.   **Successful students complete all homework and one online assignment every week.** |

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| **Class Book Required: Getting the Job You Really Want** by Michael Farr, JIST Publishing  **ISBN:** 9781593578329  The book is $33.30 at the BC bookstore, building B. Take this information to the bookstore. **Ask to speak to the manager, Anthony Wellnitz if you have any problems buying the book.** You may also buy the book online at [www.jist.com](http://www.jist.com) or another site like Amazon, or Barnes & Nobel. It may be available in the library at BC / KCLS.org in the future. |

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| **More tips for successful learning:**   1. Turn off phones and pagers in class. 2. Listen when the instructor is speaking. 3. Take notes, read the handouts and the class book. 4. Open a BC account and log on to Canvas. You will find homework and online assignments. 5. Check Canvas and your email before class, and once or twice a week. 6. Ask questions if you do not understand. 7. Do the homework! It will help you! 8. Meet new people and have fun! |
| **Attendance**  Attendance is very important for your progress. You must attend every class and complete the online part of the class. If you miss 20% of the total class time (2 classes) without a reasonable excuse, you will NOT receive a certificate of completion.  ***Important: If you are going to be absent, please call or send your instructor an e-mail.*** |

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| **Grading**  On some of your tests and on your homework, you will see these numbers:   |  |  | | --- | --- | | **4** or 🞤 | Excellent | | **3** or **🗸** | Good | | **2** or **🗸-** | Needs more work | | **1** or **-** | Beginning |   Your writing score for this course is based on your homework**. It is important to complete and submit all your homework assignments on time. You can submit your homework either in class or via email.** |

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| **Student Progress**  Students in ESL classes at Bellevue College should make progress in their level. If there is no progress, students may not continue in the classes. The teacher looks at your attendance, classroom work, and tests (including CASAS tests) to decide your progress. The teacher will tell you at the end of the quarter that you need to improve. If you don’t improve, you might not be able to register for classes in the future. You can review **Student Procedures and Expectations policies** at [www.bellevuecollege.edu/artshum](http://www.bellevuecollege.edu/artshum)  and [**http://www.bellevuecollege.edu/ombuds/**](http://www.bellevuecollege.edu/ombuds/) |

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| **Campus Closure - 425 401 6680 -** http://bellevuecollege.edu  During bad weather, check http://bellevuecollege.edu or call Bellevue College (BC) at **425 401 6680** to see if classes have been cancelled or not.  Check your e-mail on the morning of class – your instructor may send an e-mail as early as 8am. |