



EMPL 1000/Interpersonal Relationship and Professional Development

COURSE SYLLABUS

Hybrid- (60%- In class- 40% Online)

Summer Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 2 /1500

Campus/Class Location: Swainsboro/ Room 6215/Larry Butch Parrish Building

Class Meets: Tuesdays and Thursdays, 11:00-12:00- 8/13/18-10/4/18 (60% In Class- 40% Online)

Course Reference Number (CRN): 20090

Preferred Method of Contact: Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Leisa Dukes

Office Location: Room 6216

Office Hours: 3:00-5:00 P.M. (Monday-Wednesday)

Email Address: [Leisa Dukes \(ldukes@southeasterntech.edu\)](mailto:ldukes@southeasterntech.edu)

Phone: 478-289-2345

Fax Number: 478-289-2224

Tutoring Hours: 3:00-5:00 p.m. (Monday-Wednesday)

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED SUPPLIES & SOFTWARE

Paper, Pen, jumpdrive, access to a computer.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on

a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

For this course, you will need a pen, paper, and access to WORD.

COURSE DESCRIPTION

Introduces the major fields of contemporary psychology. Emphasizes is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology

MAJOR COURSE COMPETENCIES

Topics include foundations and research methods, biological foundations of behavior, sensation and perception, states of consciousness, learning, memory, cognition and mental abilities, motivation and emotion, lifespan development, personality, psychological disorders and treatment, stress and health psychology, and social psychology.

PREREQUISITE(S)

Appropriate Degree Level writing (English) and Reading Placement Test Scores

COURSE OUTLINE

1. Human Relations Skills
2. Job Acquisition Skills and Communication
3. Job Retention Skills
4. Job Advancement Skills
5. Professional Image Skills

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS: Students WILL be required to complete an interview for this class and an employability package which will include a cover letter, resume', resignation letter and a thank you letter. These items will count 20% of your final grade. Your interview grade will be averaged with your total grade for your employability package. For example, if you made a 90

on your resume, 90 on your cover letter, 90 on your resignation letter, and 90 on your thank you letter, your total grade for the package will be 90. That grade will be averaged with your interview grade to come up with your final project grade which will result in 20 % of your final grade in the class. This is a requirement for the class. Failure to go to the interview and to complete the Employability package will result in an "F" in the course.

Your EMP Package will be due on 9/25/18 and your interview will be on 9/27/18.

You will be required to complete all assignments by the due date unless an extension is given by the instructor. Any missed assignments/ tests/classwork, will result in a zero.

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

SPECIAL NEEDS

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact [Helen Thomas](mailto:hthomas@southeasterntech.edu) (hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with [Helen Thomas](mailto:hthomas@southeasterntech.edu) (hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

Ample time is sufficient to complete assignments and to complete your tests. If that test or assignment is not completed by the due date, a grade will result in a zero. (unless arrangements have been made by the instructor in advance.) There will be no extensions unless stated by the instructor. So, if you do not complete a test, you will receive a zero for the test

ACADEMIC DISHONESTY POLICY

The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawal Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus	Lanie Jonas, Director of Human Resources Vidalia Campus

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY INCLUDING FINAL EXAM

Assessment/Assignment	Percentage
Tests	50 %
Homework	10 %
Final Exam	20 %
Project	20 %
Total	100 %

GRADING POLICY EXCLUDING FINAL EXAM

Assessment/Assignment	Percentage
Tests	60 %
Homework	20 %
Project	20 %
Total	100 %

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

EMPL 1000--Interpersonal Relationship Professional Development

Fall Semester 2018 Lesson Plan

Note: All weekly assignments, tests, and any hybrid online assignments are due by 11:59 p.m. by the scheduled due date on your lesson plan. Unannounced quizzes may be given in class.

Lesson Plan is subject to Change!!!

Week	Modules	Content	Assignments & Tests Due Dates	Competency Area
Week 1: 8/14/18- 8/16/18	Attitudes and Goals Time Management Stress Management	Review Objectives Discuss Goals, Attitudes, and Fears. Watch Video in Class. Article Review- In class-Lab Review Objectives- Time Management. Discuss Time Management. (Class Discussion) Watch Video- Time Management.	Read Modules on Attitudes and Goals. Complete Assignment 1: Attitude Assessment Complete Assignment 2: Defining your Fears Complete Discussion (one post and one reply) on Attitude and goals. Read: Time Management in Blackboard Complete Online Study Skills and Managing Time	1-5 a-c

<p>Cont...</p>	<p>Cont....</p>	<p>Review Objectives for Stress Class discussion on Stress. Watch video in class on Stress Management. Discussion- on Stress Management.(in class)</p>	<p>Complete Assignment Study Schedule Assignment, Where Does the Time Go Assignment?, Where Should the Time Go assignment?</p> <p>Complete Discussion on Time Management (one post and one reply).</p> <p>Read Stress Management Readings in Blackboard.</p> <p>Complete Assignment 1: Stress Self - Assessment</p> <p>Complete Discussion on Stress Management (one post and one reply)</p> <p>Due Date for Activities/Assig. on Goals, Attitudes, Time Management, and Stress. 8/20/18</p> <p>Week 1- Online Assignments Due: 8/20/18</p>	<p>1-5 a-c</p>
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<p>Week 2: 8/21/18 8/23/18</p>	<p>Professional Image Ethics and Diversity Personal Finances</p>	<p>Discuss Objectives for Professional Image, Ethics, Diversity and Personal Finances.</p> <p>Watch Videos for the Three Modules- Professional Image, Ethics and Diversity, and Personal Finances.</p> <p>Class Discussion- Professional Image, Ethics and Diversity and Personal Finances.</p> <p>Review some Activity Tutorials.(Personal Management)</p>	<p>Reading: Professional Image</p> <p>Complete Assignment 1- Professional Image</p> <p>Complete Discussion- one post and one reply</p> <p>Complete Essay- Professional Image.</p> <p>Reading: Ethics and Diversity</p> <p>Complete Diversity Assignment</p> <p>Complete Discussion: Ethics and Diversity discussion. (one post and one reply)</p> <p>Reading: Personal Finances: Complete Assignment 1: Personal Finance Complete Discussion- one post and one reply.</p> <p>Test #1- Attitudes and Goals, Time Management,</p>	<p>1-5 a-c</p>
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Week	Modules	Content	Assignments & Tests Due Dates	Competency Area
			<p data-bbox="979 275 1218 499">Stress Management, Professional Image, Ethics and Diversity, and Personal Finance</p> <p data-bbox="979 562 1224 594">Due Date:8/27/18</p> <p data-bbox="979 657 1218 804">Online Week 2 Online Assignments Due: 8/27/18</p>	

<p>Week 3 8/28/18 8/30/18</p>	<p>Communication Motivation Accountability</p>	<p>Discuss Objectives: Communication Motivation Accountability</p> <p>Watch Videos: Communication Motivation Accountability</p> <p>Class Discussion: Communication Motivation Accountability</p>	<p>Reading: Communication Complete Discussion- Communication</p> <p>Complete: Assignment 1- Communication</p> <p>Complete Discussion: Communication (one post and one reply)</p> <p>Complete Assignment1- Motivation Complete Discussion- Motivation (one post and one reply)</p> <p>Complete Assignment 1- Accountability Complete Discussion- Accountability (one post and one reply)</p> <p>Week 3 Online Assignments Due: 9/2/18</p>	<p>1-5 a-c</p>
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Week	Modules	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 4: 9/4/18- 9/6/18</p>	<p>Conflict and Negotiation Resume' Development Job Acquisition Skills</p>	<p>Discuss Objectives: Conflict and Negotiation Resume' Development Job Acquisition Skills</p> <p>Watch Videos: Conflict and Negotiation Resume' Development Job Acquisition Skills</p> <p>Review References- In Class Assignment/Why We Need a Resume'- Resume' formats/Tips Etc.. Resume Development</p> <p>Class Discussion: Conflict and Negotiation Resume' Development Job Acquisition Skills</p>	<p>Reading: Conflict and Negotiation Resume' Development Job Acquisition Skills</p> <p>Complete Assignment 1: Conflict and Negotiation</p> <p>Discussion Post and Reply: Conflict and Negotiation</p> <p>Complete discussion: Resume' Development and Job Acquisition Discussion</p> <p>Test #2- Due Date 9/10/18</p> <p>Week 4- Online Assignments this week Due: 9/10/18</p>	<p>1-5 a-c</p>

<p>Week 5: 9/11/18 9/13/18</p>	<p>Quality Organization</p> <p>Human Resource</p>	<p>Discuss Objectives: Quality Organization Human Resource</p> <p>Watch Videos: Quality Organization Human Resource</p> <p>Read and Complete articles for: (in Class) Quality Organization/Human Resources (the Instructor will assign articles in class to review)</p> <p>What is the Meaning of Organizational Structure, Different Types of Organizational Structure, and The Importance of a Good Organizational Structure, How to Find a company You'll Love Working For, 3 Secrets of a Best Company to Work For</p> <p>Class Discussion: Quality Organization Human Resource</p>	<p>Reading: Quality Organization</p> <p>Human Resource</p> <p>Complete Assignment 1: Quality Organizations Assignment</p> <p>Complete: Discussion: Quality Organizations</p> <p>Complete Assignment: Human Resources Assignment</p> <p>Complete Discussion: Human Resources Discussion (one post and one reply)</p> <p>Week 5- Online Assignments Due- 9/17/18</p>	<p>1,2 a-c</p>
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<p>Week 6: 9/18/18 9/20/18</p>	<p>Job Retention Skills Interview Strategies</p>	<p>Review Objectives for: Job Retention and Interview Strategies</p> <p>Watch Videos for Job Retention and Interview Strategies.</p> <p>Complete Article Assignments in Class</p> <p>Class Discussion: Job Retention Skills and Interview Strategies</p>	<p>Readings: Job Retention Skills Interview Strategies</p> <p>Complete Assignment 1: Job retention Skills</p> <p>Complete Discussion Job Retention Skills (one post and one reply)</p> <p>Week 6- Online Assignments Due: 9/24/18</p>	<p>2, 3 A,C</p>

<p>Week 7-7.5: 9/25/18 9/27/18</p>	<p>Career Transformation</p>	<p>Employability Package (cover letter, resume', thank you letter, and resignation letter): Due: 9/25/18 Interviews: 9/27/18 – Times will be announced in class in advance.</p> <p>Objective: Career Transformation</p> <p>Article reviews in Class:</p> <p>Watch Video/Podcast: Career Transformation Class Discussion- Career Transformation</p> <p>Final Exam 10/4/18</p> <p>In class/closed book</p>	<p>Reading: Career Transformation</p> <p>Complete Assignment for Career transformations Discussion- Career Transformation</p> <p>Test #3- Quality Organization, Human Resources, Job Networking , Interview Strategies, and Career Transformation</p> <p>Due Date : 10/2/18- Tests and Week 7 Online Assignments</p>	<p>1-5 A,c</p>
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COMPETENCY AREAS:

1. Human Relation Skills
2. Job Acquisition Skills and Communication
3. Job Retention Skills
4. Job Advancement Skills
5. Professional Image Skills

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

Discussion Board Rubric

Instructor: Leisa Dukes

All discussion boards **MUST** contain 1 post and a minimum of 1 reply

Original Post must contain a minimum of 50 **words**

Replies must contain a minimum of 25 **words**

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations
Critical Thinking	Discussion is rich in content. Generates thought provoking questions. Poster shows insight and analysis of subject	Discussion is substantial in content. Shows some insight and analysis has taken place.	Discussion is generally competent. Information is thin and commonplace	Rudimentary and superficial. No analysis or insight is displayed
Connections	Clear connections to previous or current real life situations.	Connections are somewhat evident. Some connection with real life situations but not very clear or obvious	Limited connections. Vague generalities	No connections. Off topic
Uniqueness	New Ideas. New Connections. Discussions are made with depth and detail	Contains new ideas or discussions but lacks depth and/or detail	Few or no new ideas or connections. Discussions rehash or summarize other postings.	No new ideas. " I agree with..." "I like that concept..." Etc.... statements
Timeliness	ALL required postings are completed in advance of deadline. Discussions and replies are completed throughout the discussion to ensure that others have time to read and respond	All required discussions are completed by deadline. Some replies or discussions are not completed in time for others to read and respond	All required discussions are completed at the last minute without allowing time for others to read and respond.	Some or all required postings are missing
Stylistics	1 or 2 grammatical or stylistic errors	3-5 grammatical or stylistic errors	5 or more obvious grammatical errors. Errors interfere with discussion	Obvious Grammatical errors that makes understanding

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations
			content	impossible
TOTALS				
X 4				
Total Points. ___/100				

NOTES: