



EMPL 1000 Interpersonal Relations & Professional Development

COURSE SYLLABUS

Fall Semester 2022 (202312)

On Campus Course With 50% or Less of Instruction Online

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

Campus/Class Location: Johnson County High School- Room 302/Georgia Virtual Technical Connection (GVTC)

Class Meets: **Monday- Thursday 8:54 am-9:44am (10/11/2022-12/08/2022)**

Course Reference Number (CRN): 20090

Preferred Method of Contact: **EMAIL**

All communication with faculty should be completed using STC email. Please note that emails sent during business hours will be answered within 24-48 hours. Emails sent during holidays and on weekends may not be answered until the next business day. Students are encouraged to check their STC email a minimum of twice daily.

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kala Drew, LPN

College Email Address: kdrew@southeasterntech.edu

Campus/Office Location: Swainsboro Campus, Building 8, office 8107

Office Hours: Monday- Thursday 2PM-5:00PM

Phone: 478-289-2335

This course requires students to complete a portion of the required contact hours by attending classes on campus while completing the remaining portion online as shown on the Lesson Plan.

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](https://catalog.southeasterntech.edu/) (<https://catalog.southeasterntech.edu/>).

REQUIRED TEXT

Professionalism Skills for Workplace Success

Third Edition

Lydia E. Anderson

Sandra B. Bolt

REQUIRED SUPPLIES & SOFTWARE

Supplies include ear buds, pencils, pens, paper, notebooks, and ear buds. Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

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.

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.

COURSE DESCRIPTION

Emphasizes human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

MAJOR COURSE COMPETENCIES

Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

PREREQUISITE(S)

Provisional admission

COURSE OUTLINE

- I. Human Relations Skills
- II. Job Acquisition Skills and Communication
- III. Job Retention Skills
- IV. Job Advancement Skills
- V. Professional Image Skills

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS Students are expected to complete all tests and assignments by the due dates. NO assignments will be accepted after due dates and a grade of 0 will be assigned for all incomplete work.

EMPL1000 instructor requires students to submit all assignments through the Blackboard learning systems.

Exams will be taken on Blackboard within the classroom and outside of class. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, discussion boards, and drop box

submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **all assignments in American Psychological Association (APA) format and submitted via Blackboard.**

Assignments are to be submitted through Digital drop box or discussion boards only.

REMEMBER:

1. Submit all assignments in a Word document.
2. Always use APA formatting (including headings).
3. Do not plagiarize. All assignments should be completed **in your own words**.
4. Submit all assignments as **attachments** through the provided digital drop box (Assignments submitted in text box will receive a 0.)
5. Do not submit any written assignment in text-like format. Use standard forms of writing.
6. It is a good idea to save all your assignments on a jump drive.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache

New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor(s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55pm on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing) for the semester.

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

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 accessed due to the withdrawal. A grade 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.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

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

Failure to take the chapter tests or final exam at the end of the semester will result in a grade of zero. No make-up exams are allowed. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam. Assignment due dates are listed on the syllabus. Therefore, you are expected to have the assignment completed on the date that it is due.

There will be NO MAKEUP of Final Exams!

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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" (Withdrawn 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen.Thomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie.Jonas@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 \(STC\) 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

Assessment/Assignment	Percentage
Exams	40%
Assignments	20%
Employment Packet	20%
Final Exam	20%

GRADING SCALE

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

EMPL 1000 Interpersonal Relations & Professional Development

Fall Semester 2022 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 10/11/2022 thru 10/17/2022	Module 1: Human Relations Skills	<p>Blackboard Introduction</p> <p>Syllabus Review</p> <p>Lecture:</p> <p>Module 1: Human Relations Skills</p> <ul style="list-style-type: none"> • Personal Goals • Stress management • Conflict 	<p>Online: Getting Started-</p> <p>Assignment due: October 17, 2022 by 11:55PM</p> <p>Module 1: Personal Goals</p> <p>Read: Attitudes and Goals</p> <p>Read: Why Attitude is More Important than IQ.</p> <p>Online: Goals Quiz</p> <p>Online: Defining your fears assignment.</p> <p>Module 1: Stress Management</p> <p>Read: Stress Management</p> <p>Online: Stress Self-Assessment Assignment</p> <p>Online: Stress Management Quiz</p> <p>Module 1: Conflict</p> <p>Read: Conflict and Negotiations</p> <p>Read: Conflict and Negotiations Articles</p> <p>Online: Conflict and Negotiations Discussion Board</p> <p>Proctored: Module 1 Exam</p> <p>Due 10/17/2022 by 11:55PM</p>	I a, b, c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 10/17/2022 thru 10/24/2022	Module 2: Job Acquisition Skills and Communication	<p>Lecture:</p> <p>Module 2: Job Acquisition Skills and Communication</p> <ul style="list-style-type: none"> • Job Search Strategies • Employment Application Communication 	<p>Module 2: Job Search Strategies:</p> <p>Read: Resources for finding your dream job</p> <p>Module 2: Employment Application</p> <p>Read:</p> <ul style="list-style-type: none"> • Resources for creating the perfect Cover Letter • Resources for creating a Resume • Resources for a Winning Interview <p>Online: Resume's and Cover Letter Quiz Interviewing Quiz Resume' Development Discussion Board</p> <p>All assignments due 10/24/2022 by 11:55 PM</p>	II a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 10/24/2022 Thru 10/31/2022	Module 2: Job Acquisition Skills and Communication	<p>Lecture:</p> <p>Module 2: Job Acquisition Skills and Communication</p> <ul style="list-style-type: none"> • Job Search Strategies • Employment Application Communication 	<p>Module 2: Employment Application</p> <ul style="list-style-type: none"> • Cover Letter Assignment • Resume Assignment • Interview Follow up/Thank you Letter Assignment <p>Module 2: Communication</p> <ul style="list-style-type: none"> • Communication • The Best Communicator in the World • Business Communication <p>Online: Social Media Discussion Board</p> <p>Proctored: Module 2 Exam</p> <p>All assignments due 10/31/2022 by 11:55PM</p>	II a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 10/31/2022 Thru 11/7/2022	Module 3: Job Retention Skills	<p>Lecture:</p> <p>Module 3: Job Retention Skills</p> <ul style="list-style-type: none"> • Job Retention • Time Management <p>Accountability</p>	<p>Module 3: Job Retention</p> <p>Read:</p> <ul style="list-style-type: none"> • Job Retention • Increase Your Job Success • How to Future Proof Your Career • 6 Effective Ways to Enhance Workplace Productivity <p>Online: Job Retention Skills Assignment</p> <p>Module 3: Time Management</p> <p>Read:</p> <ul style="list-style-type: none"> • Time Management • Time Management Articles • Making the Most of Your Time • Your Time is Your Life <p>Online: Time Management Discussion Board</p> <p>Online: Where Does Time Go Assignment</p> <p>Module 3: Accountability</p> <p>Read:</p> <ul style="list-style-type: none"> • Accountability • Accountability: Getting a Grip on Results • Personal Accountability and the Pursuit of Workplace Happiness <p>Online:</p> <ul style="list-style-type: none"> • Accountability Assignment • Accountability Discussion Board <p>Proctored: Module 3 Exam</p> <p>All assignments due 11/7/2022 by 11:55PM</p>	III a, b, c

<p>Week 5 11/7/2022 thru 11/14/2022</p>	<p>Module 4: Job Advancement Skills</p>	<p>Lecture: Module 4: Job Advancement Skills</p> <ul style="list-style-type: none"> • Organizational Structure • Career Transformations • Motivations <p>Choose your interview attire and sign up for the Mock Interviews</p>	<p>Module 4: Organizational Structure</p> <p>Read:</p> <ul style="list-style-type: none"> • What is the Meaning of Organizational Structure • Different types of Organizational Structure • The Importance of a good Organizational Structure • How to find a Company You will Love Working for • 3 Secrets of a Best Company to work for <p>Online: Quality Organizations Assignment</p> <p>Module 4: Career Transformations</p> <p>Read:</p> <ul style="list-style-type: none"> • Career Transformations • Turning the Blind Corner • The Transferable Skills Employers Value the Most <p>Online: Career Transformations Assignment</p> <p>Module 4: Motivation</p> <p>Read: Motivation</p> <p>Online: Motivation Assignment</p> <p>Online: Motivation Discussion Board</p> <p>Proctored Exam: Module 4 Exam</p> <p>All assignments due by 11/14/2022 by 11:55PM</p>	<p>III a, b, c</p>
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Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 11/14/2022 thru 11/21/2022	Module 5: Professional Image Skills	<p>Lecture: Module 5: Professional Image Skills</p> <ul style="list-style-type: none"> • Ethics and Diversity • Professional Image • Business Etiquette/Work Ethics <p>Begin reviewing for FINAL EXAM on 12/8/2022</p>	<p>Module 5: Ethics and Diversity</p> <p>Read:</p> <ul style="list-style-type: none"> • Ethics • Diversity <p>Online: Diversity Assignment</p> <p>Online: Ethics and Diversity Discussion Board</p> <p>Module 5: Professional Image</p> <p>Read:</p> <ul style="list-style-type: none"> • Professional Image • One Simple Dress Code Rule to Boost Your Career <p>Online: Professional Image Assignment</p> <p>Module 5: Business Etiquette/Work Ethics</p> <p>Read:</p> <ul style="list-style-type: none"> • Manners Matter • Business Etiquette <p>Online: Work Ethic Discussion Board</p> <p>Proctored Exam: Module 5 exam All assignments due 11/21/2022 by 11:55 PM</p>	V a, c
11/21/2022 thru 11/24/2022		THANKSGIVING HOLIDAYS!!!!		
Week 7 11/28/2022 Thru 12/5/2022		Mock Interviews		V a, c
12/5/2022 Thru 12/7/2022		FINAL EXAM REVIEW		V a, c
12/8/2022		FINAL EXAM		

COMPETENCY AREAS:

1. Human Relations 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.