



EMPL 1000 Interpersonal Relations & Professional Development
COURSE SYLLABUS
Hybrid- Term B
Fall Semester 202212

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

Campus/Class Location: Vidalia Main campus. Building A. Room 405.

Class Meets: 40% Online / 60 % face to face on Tuesday 1:30pm – 4:10pm

Course Reference Number (CRN): 20123

Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: David Standard

Adjunct College Email Address: [David Standard \(dstandard@southeasterntech.edu\)](mailto:dstandard@southeasterntech.edu)

Campus/Office Location: Vidalia Main Campus. Room 418

Office Hours: By Appointment

Phone: 912-538-3173

Fax Number: 912-538-3156

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 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/college-catalog/downloads/current.pdf). <https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>

REQUIRED TEXT

OER Resources. No Textbook required.

REQUIRED SUPPLIES & SOFTWARE

Supplies can include pencils, pens, paper, notebooks, etc. 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.

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

STC 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 (HYBRID)

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, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. 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). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

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.

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.

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 is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

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.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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 assessed 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.

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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

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%
Interview	20%
Employment Packet	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 202212 Lesson Plan

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 1 October 12</p>	<p>Module 1: Human Relations Skills</p>	<p>Blackboard Introduction Syllabus Review</p> <p>Lecture: Module 1: Human Relations Skills</p> <ul style="list-style-type: none"> • Personal Goals • Stress management • Conflict 	<p>Hybrid: Start Here- Discussion Board –STC Pledge Acknowledgement (Located in getting started).</p> <p>Hybrid: Student Introduction Discussion Board- (Located in getting started)</p> <p>The above assignments must be completed to reserve your spot in class. Failure to complete by October 14 by 11:55pm will result in being dropped from class as a No Show.</p> <p>Module 1 Exam</p> <p>Module 1: Personal Goals Read: Attitudes and Goals Read: Why Attitude is More Important than IQ. Assignments:</p> <ul style="list-style-type: none"> • Goals Quiz • Defining Your Fears Assignment <p>Module 1: Stress Management Read: Stress Management Watch: Stress Management Videos Assignment:</p> <ul style="list-style-type: none"> • Stress Management Quiz <p>Module 1: Conflict Read: Conflict and Negotiations Watch: Conflict and Negotiations Videos Assignment:</p> <ul style="list-style-type: none"> • Conflict and Negotiation Discussion Board. <p>All Assignments due October 19 by 11:55pm</p>	<p>I a, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 2 October 19</p>	<p>Module 2: Job Acquisition Skills and Communication</p>	<p>Lecture: 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 Read: Resources for finding your dream job Watch: Job Acquisition Skills Videos</p> <ul style="list-style-type: none"> • LinkedIn Assignment <p>Module 2: Employment Application Read: Resources Articles Watch: Resume and Interviewing Videos. Assignments:</p> <ul style="list-style-type: none"> • Resume's and Cover Letter Quiz • Interviewing Quiz <p>All Assignments due October 26 by 11:55pm</p>	<p>II a, c</p>
<p>Week 3 October 26</p>	<p>Module 2: Job Acquisition Skills and Communication</p>	<p>Lecture: Module 2: Job Acquisition Skills and Communication</p> <ul style="list-style-type: none"> • Job Search Strategies • Employment Application • Communication 	<p>Module 2 Exam</p> <p>Module 2: Employment Application Assignments:</p> <ul style="list-style-type: none"> • Cover Letter Assignment • Resume Assignment • Interview Follow up / Thank You Letter Assignment. <p>Module 2: Communication Read: Communication Articles Watch: Communication Videos Assignment:</p> <ul style="list-style-type: none"> • Social Media Discussion Board <p>All Assignments due November 2 by 11:55pm</p>	<p>II a, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 4 November 2</p>	<p>Module 3: Job Retention Skills</p>	<p>Lecture: Module 3: Job Retention Skills</p> <ul style="list-style-type: none"> • Job Retention • Time Management • Accountability 	<p>Module 3: Job Retention Read: Job Retention Articles Assignment:</p> <ul style="list-style-type: none"> • Job retention Skills Discussion Board. <p>Module 3: Time Management Read: Time Management Articles Watch: Time Management Videos Assignment:</p> <ul style="list-style-type: none"> • Time Management Discussion Board <p>All Assignments due November 9 by 11:55pm</p>	<p>III a, c</p>
<p>Week 5 November 9</p>	<p>Module 3: Job Retention Skills</p>	<p>Lecture: Module 3: Job Retention Skills</p> <ul style="list-style-type: none"> • Job Retention • Time Management • Accountability 	<p>Module 3 Exam</p> <p>Module 3: Accountability Read: Accountability Articles Watch: Accountability Videos Assignment:</p> <ul style="list-style-type: none"> • Accountability Discussion Board <p>All Assignments due November 16 11:55pm</p>	<p>III a, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 6 November 16</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 • Motivation 	<p>Module 4 Exam</p> <p>Module 4: Organizational Structure Read: Organization Structure Articles Watch: Quality Organizations Videos Assignment:</p> <ul style="list-style-type: none"> • Quality Organizations Assignment <p>Module 4: Career Transformations Read: Career Articles Watch: Career Transformations Videos Assignment:</p> <ul style="list-style-type: none"> • Career Transformations Discussion Board <p>Module 4: Motivation Read: Motivation Articles Watch: Motivation Articles Assignment:</p> <ul style="list-style-type: none"> • Motivation Discussion Board <p>NOTE: Due Date is move forward a week- Blackboard will be down November 20-27</p> <p>All Assignments due November 30 by 11:55pm</p>	<p>IV a ,c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
Week 7 November 23	Module 5: Professional Image Skills	<p>Lecture</p> <p>Module 5: Professional Image Skills</p> <ul style="list-style-type: none"> • Ethics and Diversity • Professional Image • Business Etiquette/Work Ethics <p>Sign up for Mock Interviews. You will sign up for your Interview Time on Blackboard</p>	<p>Module 5 Exam</p> <p>Module 5: Ethics and Diversity</p> <p>Read: Ethics and Diversity Articles</p> <p>Watch: Ethics and Diversity Videos</p> <p>Assignment:</p> <ul style="list-style-type: none"> • Ethics and Diversity Discussion Board <p>Module 5: Professional Image</p> <p>Read: Professional Image Articles.</p> <p>Watch: Professional Image Videos</p> <p>Assignment:</p> <ul style="list-style-type: none"> • Professional Image Discussion Board <p><u>Module 5: Business Etiquette/Work Ethics</u></p> <p>Read: Business Etiquette Articles</p> <p>Assignment:</p> <ul style="list-style-type: none"> • Work Ethics Discussion Board <p>All Assignments due November 30 by 11:55pm</p>	V a, c
Week 8 November 30	Final Exam	Final exam for this class is an Interview		I-V a, c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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