EMPL 1000

Interpersonal Relations and Professional Development

COURSE SYLLABUS

ONLINE

Fall Semester 2021 (202212)

Course information
Credit Hours/Minutes: 2 /1500
Campus/Class Location: Swainsboro/ Online
Course Reference Number (CRN): 20131
Preferred Method of Contact: Email

Instructor contact information
Instructor Name: Leisa Dukes
Office Location: Room 2179
Office Hours: By appointment
Email Address: Leisa Dukes (ldukes@southeasterntech.edu)
Phone: 478-289-2345
Fax Number: 478-289-2224
Tutoring Hours: By appointment

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).

Required Text: This course uses Open Educational Resources (OERs) for the textbook and reading portions of the course. There is no textbook for purchase. Students will find all required reading links to (Softchalk Lessons, Web Sites/Articles, Documents) within individual module topics. You may print these

resources if needed.

Required Supplies and 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
Emphasizes human relations skills 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 and Outcomes:
Topics include human relations skills, job acquisition skills and communication, job retention skills, job advancement skills, and professional image skills.

Prerequisites: None

Co Requisites: None

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:

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 Online

In order not to be a No Show in the class, please be sure to complete the Getting Started Section which includes Pledge Acknowledgement Requirement.

Also, within the first week of class, complete the Blackboard Orientation and the COVID- 19 Tab by the specified due date listed on the lesson plan.

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:55 p.m. of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 3 hours 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 my STC tab on STC's Website. Email can 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)
Fatigue
Muscle or Body ache
Headache
New loss of taste or smell
Sore Throat(not attr5ibuted to any other health condition)_
Congestion or runny nose (not attributed to a previous 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 COVD-19 at home (not in

COVID-19 Key Symptoms
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 Stephanie Waters, Exposure Cont5rol Coordinator, swaters@southeasterntech.edu, 912-538-3195.

Discussion Posts and Replies
Each week students will be required to complete discussion posts and replies. The requirement to earn full credit is one post (at least 100 words) and 1 reply (minimum of 50 words). The instructor may choose to grade ALL posts/replies or a portion of the posts/replies due to the volume. However, the assignments will prepare you for the exam and you do not know which discussion questions will be graded. (see the attached rubric at the end of the lesson plan.)

Online Attendance
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.

Be sure to check your emails on a daily basis. In order to be in attendance for this class and not to receive a No Show, you must complete the Getting Started Section which includes the Pledge Acknowledgement Requirement.

Student 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) Building 1, Room 1210.

Vidalia Campus: Helen Thomas 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.

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Swainsboro/Vidalia Campus: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.or Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165.

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.

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

Swainsboro Campus: Daphne Scott, (dscottt@southeasterntech.edu)478-289-2274, Building 1, Room 1210.

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" 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 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" 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 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.

Proctored Event Requirement

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calenendar.

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The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days

This may be subject to change. Stay tuned.

Employability Package

Each student will be required to complete an Employability Package which will include a resume', cover letter, thank you letter, and resignation letter. All four assignments will be averaged and included as a TEST grade. This assignment will be submitted in a drop box assignment in BlackBoard. The deadline for this assignment will be 9/13/21 by 11:55 p.m. Please refer to the Employability Package Tab in Blackboard. You will see where you can submit the assignments here. Detailed information will be given on this assignment in this tab. (Refer to Rubrics at the back of the lesson plan)

WORK ETHICS- N/A

Makeup Guidelines

I will allow makeups on an individual basis based on the circumstance and it MUST be approved by the instructor to make up assignments, discussion questions, quizzes or tests that were not completed. The employability project cannot be made up unless an unforeseeable circumstance that must be pre-approved and at the discretion of the instructor. All uncompleted work will result in a zero.

Makeup Penalty:

Discussions/Online Assignments- The highest grade for discussion/online assignments makeups will be an 80.

Academic Dishonesty

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 Nondiscrimination

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:

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 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	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

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).

Technical College System of Georgia Guarantee 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.

Assessment/Assignment	Percentage
Tests	60 %
Online Assignments	20 %
Final Exam/Proctored Event-	20 %
Total	100 %

Note: Employability Package will count as a TEST grade. This will include your cover letter, resume', thank you letter, resignation letter, and thank you letter. If you miss taking your Proctored Event which is your Final exam, a grade of zero will be your grade.

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

NOTE: Discussion posts require one post and one reply to earn full credit. The post must be a 50 words and the reply 25 words. (see attached Rubric) Lesson Plan is subject to change!!

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EMPL 1000- Interpersonal and Human Relations

Fall Semester 202212 Lesson Plan

Note: All work will be due by the following Monday by 11:55 p.m. unless there is a Holiday or otherwise stated. Be sure to check out your due dates and check emails daily! No Show requirements to remain in the class must be completed within the first (3) days of the class.

Week	Module	Content	Comp. Area
Week 1 **8/16/21-8/23/21**	**1-Attitudes and Goals** **2-Time Management** **3-Stress Management**	**FIRST THING:** • **Read your syllabus. (see Syllabus Tab in Blackboard)** • **Complete the "Getting Started" Tab in Backboard by .** • **Complete the Course Pledge within the first three days to remain in the class. If the Course Pledge is not completed by 8/19/21 by , the student will be a No Show for the class.** • **Complete the "Blackboard Orientation by " Review Announcement Section and Instructor Information.** • **Complete COVID Tab in Blackboard** **Complete all items in Module 1- Attitudes and Goals.** • **Reading: Attitudes and Goals** • **Read article Why Attitude is More Important than IQ.** • **Watch Video: Attitudes and Goals.** • **Complete Attitude and Assessment Assignment.** • **Complete Attitude and Goals Discussion** • **(refer to rubric)**	**1-5** **a-c**

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Week	Module	Content	Comp. Area
		Complete all items in Module 2: Time Management. • **Reading: Time Management** • **Watch Video: Time Management** • **Complete Activity: Online Study Skills and Managing Time.** • **Complete Time Management Discussion. (refer to rubric)** **Cont…… Week 1.** **Complete all items in Module 3- Stress Management.** • **Reading: Stress Management** • **Watch Videos- Stress Management** • **Complete: Stress Management Discussion. (refer to rubric)** • **Deadline for ALL week one assignments and all Module 1, 2, and 3 work Due- 8/23/21 by 11:55 p.m. (excluding the course Pledge which must be complete by 8/19/21. 11:55 p.m.**	
Week 2: **8/23/21-8/30/21**	**4-Professional Image** **5-Ethics and Diversity** **6-Personal Finances**	**Complete all items in Module 4- Professional Image.** • **Reading: Professional Image** • **Reading: Manners Matter** • **Reading Business Etiquette** • **Reading: One Simple Dress code Rule to Boost Your Career** • **Discussion- Professional Image** **Complete all assignments for Module 5- Ethics and Diversity**	**1-5** **a-c**

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Week	Module	Content	Comp. Area
		• Reading: Ethics • Reading: Diversity • Ethics and Diversity Discussion Complete Module 6- Personal Finance • Reading: Personal Finance • Activity: GCF Learn Free Tutorials- Money Basics • Watch videos on Personal Finance • Complete Personal Finance Discussion • Test #1- Attitudes and Goals, Time Management, Stress Management, Professional Image, Ethics and Diversity, and Personal Finance. (See the Exams Tab to locate your Test.) Due Date for all items/Test #1 this week: 8/30/21 by 11:55 p.m. • All assignments for Module 4-6 will be due 8/30/21 by 11:55 p.m.	
Week 3 8/30/21- 9/6/21	7-Communication 8-Motivation 9-Accountability	Complete All items in Module 7-Communication • Reading – Communication • Reading- The Best Communicator in the World • Watch- Videos- Communication • Complete- Discussion Post Communication Complete all items in Module 8- Motivation. • Reading- Motivation • Reading Motivation (2nd part) • Watch Videos- Motivation • Complete Motivation Discussion	1-5 a-c

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Week	Module	Content	Comp. Area
		Complete all items in Module 9- Accountability. • **Reading Accountability** • **Reading: Personal Accountability and the Pursuit of Workplace Happiness** • **Watch Videos on Accountability** • **Complete Discussion on Accountability** **Due Date for all items this week: by 9/6/21 11:55 p.m.**	
Week 4: 9/6/21-9/13/21	**10-Conflict and Negotiation** **11-Resume' Development** **12-Job Acquisition Skills**	**Complete All items in Module 10- Conflict and Negotiation** • **Reading: Conflict and Negotiation** • **Watch Videos- Conflict and Negotiation** • **Complete Discussion- Conflict and Negotiation** **Complete all Items in Module 11- Resume' Development.** • **1- Why You Need a Resume'** • **2- Resume' Formats** • **3-Resume' Tips and Strategies** • **4- Contact Information** • **5- Objectives, Summaries, or Professional Profiles** • **6- Employment History** • **7- Educational Information** • **8- Additional Information and References**	**1-5** **a-c**

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Week	Module	Content	Comp. Area
		Watch Videos- Resume Development **Complete Discussion – Resume Development.** • **Test #2 – Communication, Motivation, Accountability, Conflict and Negotiation, Resume' Development, Job Acquisition Skills. (See the Exams Tab to locate Test #2) Due: 9/13/21.** • **EMP Package Due- 9/13/21. Cover letter, Resume', Resignation Letter and Thank You Letter** • **Submit in the Project Information Tab.** **Due Date for all items including Test # 2- due 9/13/21- by 11:55 p.m.** **Complete items in Module 12- Job Acquisition Skills** • **Cover letter assignment** • **Crafting your Cover Letter** • **Find a Job Online** • **Networking Basics** • **Job Hunt with Social Media** • **Activity: GCF Learn Free Tutorials- Linkedin Basics** • **Watch Videos- Job Acquisition Skills** • **Complete Job Acquisition- Discussion** **Due Date for all times this week: 9/13/21 by 11:55 p.m.**	
			1,2 **a-c**

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Week	Module	Content	Comp. Area
Week 5: **9/13/21-9/20/21**	**13-Quality Organization** **14-Human Resource**	**Read and Complete Module 13:** • **What is the Meaning of Organizational Structure** • **Different Types of Organizational Structure** • **How to Find a Company You will Love Working For** • **3 Secrets of a Best Company to Work For** • **Watch Videos- Quality Organization** • **Complete Quality Organizations Discussion.** **Read and complete Module 14- Human Resources.** **Reading- Human Resources** **Complete Reading: Six Main Functions of HR Department** **Reading: What Are the Benefits of New Employee Orientation Programs?** **Reading: The Importance of New Employee Orientation for Human Resources** **Reading- Example of an Orientation Program for New Employees** **Reading: Why is Orientation Important to the Employees?** **Watch Videos- Human Resources** **Complete Human Resources Discussion.** **Due Date for Items this week: 9/20/21 by**	

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Week	Module	Content	Comp. Area
		11:55 p.m.	
Week 6 **9/20/21-9/27/21**	**15-Job Retention Skills** **16-Interview Strategies**	**Complete all items in Module 15- Job Retention Skills** • **Reading: Job Retention** • **6 Ways to Enhance Workplace Productivity** • **Watch Videos- Job Retention** • **Complete Job Retention Discussion** **Complete Module 16-Interview Strategies** **Reading: Types of Interviews** **Reading: What to Prepare Before an Interview** **Reading What to do During an Interview** **Watch Videos** **Reading: Following up After an Interview** **Interview Follow Up Assignment** **Interviewing Follow Up Assignment** **Interviewing Techniques Discussion** **All items in Module 15 and 16 are due by 9/27/21 by 11:55 p.m.**	**2, 3** **A,C**
Week 7- **9/27/21-10/4/21**	**Module 17:** **Career Transformations**	**Complete Module 17- Career Transformation** • **Reading Career Transformation** • **Watch Videos- Career Transformation** • **Complete Discussion- Career Transformations Discussion** **Module 17 Due: 10/4/21.** **Test #3- Quality Organization, Human Resources, Job Networking, Interview Strategies, and Career Transformation due: 10/4/21. (See the Exams Tab to locate your test.)**	

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Week	Module	Content	Comp. Area
		Your Proctored Exam will be your Final Exam. -20% of your overall grade. **See Announcements for dates and locations. Subject to Change.** **All items Due including Test #3-10/4/21.**	
Week 7.5- 10/4/21- 10/6/21	**Final Exam**	**Last Day of the Semester- 10/6/21.**	

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: 1 post- minimum 100 words ; 1 reply- minimum 50 words

Note: If you post one post and NO replies, your maximum grade will be a 70.
If you post one post and one reply, your maximum grade will be 100.
If you complete NO discussion board with no post and No reply the grade will be a zero.
If you are allowed to makeup the discussion post, your highest grade will be an

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80.

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2-0 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	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

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Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2-0 Points Below Expectations
	others have time to read and respond			
Stylistics	1 or 2 grammatical or stylistic errors	3-5 grammatical or stylistic errors	5 or more obvious grammatical errors. Errors interfere with discussion content	Obvious Grammatical errors that makes understanding impossible
TOTALS				
X 4				
Total Points. ___/100				

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EMPL1000 Cover Letter Rubric				
CRITERIA	**4- Excellent**	**3- Proficient**	**2- Dev. Prof.**	**1- Unacceptable**
Structure	Sentences and paragraphs are complete, well-constructed and of varied structure. There are at least 3 paragraphs.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
Conventions	The writer makes no errors in capitalization, punctuation, grammar or spelling.	The writer makes 1-2 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes 3-4 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes more than 4 errors in capitalization, punctuation, grammar and/or spelling.

Ideas	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a relatively clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.	The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.
Content and Voice	The letter contains the information needed and is written tactfully. The writer includes why he/she is writing and what he/she is writing about in the intro., gives details of the situation in the discussion, and ends telling what is to happen, when it is to happen and why it is important in the conclusion.	The letter contains accurate information about the topic but is not very specific. The letter contains no date in the conclusion.	The letter contains some accurate facts about the topic but is very general.	The letter contains no specifics about the topic/individual.
Essential Components	The letter contains all the essential components of a business letter.	The letter contains most of the essential components of a business	The letter is missing several of the essential components of a business	The letter is not in business letter format.

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		letter.	letter.	
Total X 5				
Final Grade				
Excellent (18-20 Points) Proficient (15-17 Points) Developing Proficiency (13-14 Points) Unacceptable (0-12 Points)				

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EMPL1000 Thank you Letter Rubric Name_____ Date_____				
CRITERIA	**4- Excellent**	**3- Proficient**	**2- Dev. Prof.**	**1- Unacceptable**
Structure	Sentences and paragraphs are complete, well-constructed and of varied structure. There are at least 3 paragraphs.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
Conventions	The writer makes no errors in capitalization, punctuation, grammar or spelling.	The writer makes 1-2 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes 3-4 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes more than 4 errors in capitalization, punctuation, grammar and/or spelling.
Ideas	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a relatively clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.	The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.
Content and Voice	The letter contains the information needed and is written tactfully.	The letter contains accurate information about the	The letter contains some accurate facts about	The letter contains no specifics about the topic/individual.

	The writer includes why he/she is writing and what he/she is writing about in the intro., gives details of the situation in the discussion, and ends telling what is to happen, when it is to happen and why it is important in the conclusion.	topic but is not very specific. The letter contains no date in the conclusion.	the topic but is very general.	
Essential Components	The letter contains all the essential components of a business letter.	The letter contains most of the essential components of a business letter.	The letter is missing several of the essential components of a business letter.	The letter is not in business letter format.
Total X 5				
Final Grade				
Excellent (18-20 Points) Proficient (15-17 Points) Developing Proficiency (13-14 Points) Unacceptable (0-12 Points)				

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EMPL1000 Resignation Letter Rubric Name_____ Date_____				
CRITERIA	**4- Excellent**	**3- Proficient**	**2- Dev. Prof.**	**1- Unacceptable**
Structure	Sentences and paragraphs are complete, well-constructed and of varied structure. There are at least 3 paragraphs.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
Conventions	The writer makes no errors in capitalization, punctuation, grammar or spelling.	The writer makes 1-2 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes 3-4 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes more than 4 errors in capitalization, punctuation, grammar and/or spelling.
Ideas	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a relatively clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.	The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.
Content and Voice	The letter contains the information needed and is	The letter contains accurate information	The letter contains some accurate	The letter contains no specifics about the topic/individual.

	written tactfully. The writer includes why he/she is writing and what he/she is writing about in the intro., gives details of the situation in the discussion, and ends telling what is to happen, when it is to happen and why it is important in the conclusion.	about the topic but is not very specific. The letter contains no date in the conclusion.	facts about the topic but is very general.	
Essential Components	The letter contains all the essential components of a business letter.	The letter contains most of the essential components of a business letter.	The letter is missing several of the essential components of a business letter.	The letter is not in business letter format.
Total X 5				
Final Grade				
Excellent (18-20 Points) Proficient (15-17 Points) Developing Proficiency (13-14 Points) Unacceptable (0-12 Points)				

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EMPL1000 Resume' Rubric Name_____ Date_____				
CATEGORY	**4 - Excellent**	**3 – Proficient**	**2 –Dev. Prof.**	**1 Unacceptable**
Name & Address (x 2)	Name, address, phone number are included with complete accuracy.	Name, address, and phone number were included with satisfactory accuracy.	Name, address, and phone were included but there were errors.	Name, address, and phone number are incomplete or inaccurate.
Job Objective (x 3)	Objective clearly stated, purpose, with clarity and experience to be gained from obtaining the job.	Objective stated and related to job.	Vague, poorly written—relates to job.	Not included or difficult to understand what the purpose of obtaining the job is.
Format (x 4)	Resume is easy to read, visually pleasing and uses white space to guide the eye and separate information.	Resume is easy to read. White space separates all major information.	Resume is somewhat difficult to read. White space is unevenly distributed.	Resume is difficult to read. White space is not used to separate information.
Educational History (x 3)	Education highlighted and specific details are included.	Awards, leadership roles in school described.	Graduation date only given.	Not addressed.
Work Experience	Action verbs	Bullets used	Only dates	Information not

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(X 4)	are used to describe experience	to describe experience. Skills evident	given-no mention of responsibilities. Skills unclear or poorly stated.	given and/or not organized.
Employment Qualification (X 3)	Uses all areas to effectively demonstrate strong qualifications for job.	Most areas demonstrate qualifications for position.	Demonstrates some qualities of a capable employee who will need to be trained.	No information given to demonstrate applicant if qualified.
References (X 2)	Two or more references were included with 100% accuracy.	Two or more references were included with 85% accuracy.	Two or more references were included with less than 80% accuracy.	References are incomplete.
Mechanics (X 4)	There are no errors in spelling, punctuation, or grammar.	There are a few errors in spelling, punctuation, and grammar, but they do not detract from the resume	Many errors in spelling, punctuation, and grammar are distracting.	Errors in spelling and grammar make this resume difficult to read and/or understand.
TOTAL				
Final Grade				

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