



EMPL 1000 Interpersonal Relations and Professional Development

COURSE SYLLABUS

ONLINE Term A

Fall Semester 2021 (202112)

Course information

Credit Hours/Minutes: 2 /1500

Campus/Class Location: Swainsboro/ Online

Class Meets: Via Internet—7.5 weeks- **Begins:** 8/17/20- **Ends:** 10/7/20

Course Reference Number (CRN): 20207

Preferred Method of Contact: Email

Instructor contact information

Instructor Name: Leisa Dukes

Office Location: Room 2179

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)

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 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 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.

Prerequisites

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:

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

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

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus 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
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
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 taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control 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.

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 sign the course pledge and complete the first day requirements.

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: [Macy Gay](#) mgay@southeasterntech.edu, 478-289-2274, 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.

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: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210.

Vidalia Campus: 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.

Swainsboro Campus: Macy Gay, (mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: Helen Thomas, (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" 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

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. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.**

Proctoring Fees

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The proctored event for this class will be an interview and it will count 20% of your overall grade in the class. You will be assigned the time and location of your interview the first week of class. There will be interview sites for the proctored event on the Vidalia campus and the Swainsboro campus. Failure to attend one of the (2) sites for the interview will result in a “WF” for the course.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus-9/21/20- Board Room- Building 1. Times will be sent to you the first week of class.

Vidalia Campus- 9/22/20 – Board Room- Gillis Building. Times will be sent to you the first week of class.

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 9/14/20.** 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 one day to makeup 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. The makeup day is assigned for students who missed an assignment/test, not to catch up the entire course in one day. **All items listed previously must be made up on the specified date of the instructor on October 1, 2020 by 11:30 p.m.** If any assignments/Tests/ Discussion Questions/Quizzes are not completed by 11:30 p.m. on the assigned make-up day, all uncompleted work will result in a zero. Make-up does not mean retaking a test, quiz or assignment for a higher grade.

Makeup Penalty:

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

Tests: The highest grade you can score on a test for a makeup is an 80. If you score below an 80, points will be deducted from the highest score of being an 80. Ex) If you score a 96 on a n exam you forgot to complete and completed it on the makeup day, the highest score will be an 80. If you made below an 80, the total number of points x the number of questions will be deducted from the highest possible score which would be an 80. You do not want this penalty applied, so it is imperative to complete all your assignments, tests, discussions ON TIME.

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 1 st Street, Vidalia Office 108 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 Website \(www.southeasterntech.edu\)](http://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	50 %
Online Assignments	10 %
Final Exam	20 %
Proctored Event/Interview	20 %
Total	100 %

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 100 words and the reply 50 words. (see attached Rubric) Lesson Plan is subject to change!!

EMPL 1000- Interpersonal and Human Relations Online

Fall Semester 202112 Lesson Plan

Week	Module	Content	Comp. Area
Week 1: 8/17/20- 8/24/20	1-Attitudes and Goals 2-Time Management 3-Stress Management	<p>FIRST THING:</p> <ul style="list-style-type: none"> • Read your syllabus. (see Syllabus Tab in Blackboard) • Complete the “Getting Started” Tab in Backboard by 8/24/20. • Complete the Course Pledge within the first three days to remain in the class. If the Course Pledge is not completed by 8/20/20, the student will be a No Show for the class. • Complete the “Blackboard Orientation by 8/24/20.” Review Announcement Section and Instructor Information. <p>Complete all items in Module 1- Attitudes and Goals.</p> <ul style="list-style-type: none"> • 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

Week	Module	Content	Comp. Area
		<p>Complete all items in Module 2: Time Management.</p> <ul style="list-style-type: none"> • Reading: Time Management • Watch Video: Time Management • Complete Activity: Online Study Skills and Managing Time. • Complete Time Management Discussion. (refer to rubric) <p>Cont..... Week 1.</p> <p>Complete all items in Module 3- Stress Management.</p> <ul style="list-style-type: none"> • 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-by 8/24/20 11:30 p.m. (excluding the course Pledge which must be completed by 8/20/20. 	
<p>Week 2: 8/24/20- 8/31/20</p>	<p>4-Professional Image 5-Ethics and Diversity 6-Personal Finances</p>	<p>Complete all items in Module 4- Professional Image.</p> <ul style="list-style-type: none"> • Reading: Professional Image • Reading: Manners Matter • Reading Business Etiquette • Reading: One Simple Dress code Rule to Boost Your Career • Discussion- Professional Image <p>Complete all assignments for Module 5- Ethics and Diversity</p> <ul style="list-style-type: none"> • Reading: Ethics • Reading: Diversity • Ethics and Diversity Discussion <p>Complete Module 6- Personal Finance</p> <ul style="list-style-type: none"> • Reading: Personal Finance • Activity: GCF Learn Free Tutorials- Money Basics • Watch videos on Personal Finance • Complete Personal Finance Discussion 	<p>1-5 a-c</p>

Week	Module	Content	Comp. Area
		<ul style="list-style-type: none"> • 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: 8/31/20 by 11:30 p.m. • All assignments for Module 4-6 will be due 8/31/20 by 11:30 p.m. 	
Week 3: 8/31/20- 9/7/20	7- Communication 8-Motivation 9-Accountability	<p>Complete All items in Module 7- Communication</p> <ul style="list-style-type: none"> • Reading – Communication • Reading- The Best Communicator in the World • Watch- Videos- Communication • Complete- Discussion Post Communication <p>Complete all items in Module 8- Motivation.</p> <ul style="list-style-type: none"> • Reading- Motivation • Reading Motivation (2nd part) • Watch Videos- Motivation • Complete Motivation Discussion <p>Complete all items in Module 9- Accountability.</p> <ul style="list-style-type: none"> • Reading Accountability • Reading: Personal Accountability and the Pursuit of Workplace Happiness • Watch Videos on Accountability • Complete Discussion on Accountability <p>Due Date for all items this week: 9/7/20 by 11:30 p.m.</p>	1-5 a-c

Week	Module	Content	Comp. Area
<p>Week 4: 9/7/20-9/14/20</p>	<p>10-Conflict and Negotiation</p> <p>11-Resume' Development</p> <p>12-Job Acquisition Skills</p>	<p>Complete All items in Module 10- Conflict and Negotiation</p> <ul style="list-style-type: none"> • Reading: Conflict and Negotiation • Watch Videos- Conflict and Negotiation • Complete Discussion- Conflict and Negotiation <p>Complete all Items in Module 11- Resume' Development.</p> <ul style="list-style-type: none"> • 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 <p>Watch Videos- Resume Development</p> <p>Complete Discussion – Resume Development.</p> <ul style="list-style-type: none"> • Test #2 – Communication, Motivation, Accountability, Conflict and Negotiation, Resume' Development, Job Acquisition Skills. (See the Exams Tab to locate Test #2) <p>Due Date for all items including Test # 2- due 9/14/20 by 11:30 p.m.</p> <p>Complete items in Module 12- Job Acquisition Skills</p> <ul style="list-style-type: none"> • 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 <p>Due Date for all times this week: 9/14/20 by 11:30 p.m..</p>	<p>1-5</p> <p>a-c</p>
			<p>1,2</p>

Week	Module	Content	Comp. Area
<p>Week 5: 9/14/20- 9/21/20</p>	<p>13-Quality Organization</p> <p>14-Human Resource</p>	<p>Read and Complete Module 13:</p> <ul style="list-style-type: none"> • 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. <p>EMP Package/Proctored Assignment: Due: 9/14/20.(cover letter, resume', thank you letter, and resignation letter-send in Blackboard)</p> <p>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: 9/21/20 by 11:30 p.m.</p>	<p>a-c</p>
<p>Week 6: 9/21/20- 9/28/20</p>	<p>15-Job Retention Skills</p> <p>16-Interview Strategies</p>	<p>Proctored Event/Interviews- They will be scheduled 9/21/20 on the Swainsboro Campus and 9/22/20 on the Vidalia campus.(Times: TBA) I will send an email within the first week to see what site you prefer and a time will be assigned for your interview.</p> <p>Complete all items in Module 15- Job Retention Skills</p> <ul style="list-style-type: none"> • Reading: Job Retention • 6 Ways to Enhance Workplace Productivity • Watch Videos- Job Retention • Complete Job Retention Discussion 	<p>2, 3 A,C</p>

Week	Module	Content	Comp. Area
		<p>Complete all items in Module 16-Interview Strategies (Highly Recommended: Complete this PRIOR to your interview to assist you on your Interview for your Proctor Event)</p> <ul style="list-style-type: none"> • Reading: Types of Interviews • Reading: What to Prepare Before an Interview • What to Do During an Interview • Reading: Following Up After the Interview • Video- Watch- Interviewing Techniques • Complete discussion- Interviewing Techniques <p>Due Date – 9/28/28.</p>	
<p>Week 7-7.5-9/28/20-10/7/20</p> <p>Last Day of Semester: 10/7/20</p>	<p>Career Transformation</p>	<p>Complete Module 17- Career Transformation</p> <ul style="list-style-type: none"> • Reading Career Transformation • Watch Videos- Career Transformation • Complete Discussion- Career Transformations Discussion <p>Test #3- Quality Organization, Human Resources, Job Networking, Interview Strategies, and Career Transformation. (See the Exams Tab to locate your test.)</p> <p>All items Due including Test #3 /Final Exam- Complete by: 10/6/20</p> <p>- No late final exams are accepted!!</p>	<p>1-5</p> <p>A,C</p>

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

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 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 content	Obvious Grammatical errors that makes understanding impossible

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2-0 Points Below Expectations
TOTALS				
X 4				
Total Points. ___/100				