



TENTATIVE—SUBJECT TO CHANGE

EMPL 1000 Interpersonal Relations & Professional Development
COURSE SYLLABUS
Tattnall County High School Dual Enrollment
Fall Semester 2021

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

Campus/Class Location: Tattnall County High School Room 301/Georgia Virtual Technical Connection (GVTC)

Class Meets: Monday through Thursday 11:00 until 12:35/7.5 Weeks

Course Reference Number (CRN): 20238

Preferred Method of Contact: mlee@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Melinda H. Lee LPN

College Email Address: mlee@southeasterntech.edu

Campus/Office Location: Vidalia Main Campus/Gillis Building Office 801

Office Hours: By Appointment

Phone: 912-538-3275

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](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

REQUIRED TEXT

OER Resources. No Textbook required.

REQUIRED SUPPLIES & SOFTWARE

Supplies can include mask, 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 (ONLINE)

Online courses require students 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 or receives an "F" (Failing 0-59) in a course. A student's last date of attendance can have a negative effect on his/her financial aid and academic progress. **Students are expected to complete all tests and assignments by the due dates. Students are required to submit all assigned chapter assignments via the weekly drop boxes. ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.** Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

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 11:55pm on Monday 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 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.

REMEMBER:

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

- Students are responsible for policies and procedures included in the STC Catalog and Handbook.

COVID-19 MASK REQUIREMENT-Dual Enrollment- Regardless of vaccination status, masks or face coverings must be worn properly at all times while in a classroom or lab of instruction offered by 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 TO CLASS/CAMPUS for any reason.**

COVID-19 Key Symptoms
Fever or felt feverish
Cough
Chills
Shortness of breath or difficulty breathing (not attributed to any other 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/>. Immediately report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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.

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

STUDENTS WITH DISABILITIES

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

Swainsboro Campus: Daphne Scott dscott@southeasterntech.edu, 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 illness, jury duty, military duty, court duty, Covid 19 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 , 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" (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.

ONLINE PROCTORED EVENT WITHDRAWALS

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

PROCTORED EXAM/EVENT REQUIREMENT

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the 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 make up/reschedule the missed event. The penalty and make up instructions will be at the instructor's discretion. Events will be given after the 65% point of the semester. **Students who do not complete the 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 event is scheduled during final exams, any student who misses the 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. There are no fees for Dual Enrollment Classes.

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:

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

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

ACCESSIBILITY STATEMENT

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

GRIEVANCE PROCEDURES

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

ACCESS TO TECHNOLOGY

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

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

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

GRADING POLICY

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

GRADING SCALE

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

EMPL 1000 Interpersonal Relations & Professional Development

Fall Semester 202112 Lesson Plan

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 1 August 16- August 22</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>Provide a copy of your STC Student ID via email to mlee@southeasterntech.edu</p>	<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 August 20, 2021 by 11:55pm will result in being dropped from class as a No Show.</p> <p>Hybrid: Proctored Module 1 Exam</p> <p>Module 1: Personal Goals Read: Attitudes and Goals Read: Why Attitude is More Important than IQ. Hybrid: Goals Quiz Hybrid: Defining your fears assignment</p> <p>Module 1: Stress Management Read: Stress Management Hybrid: Stress Self-Assessment Assignment Hybrid: Stress Management Quiz</p> <p>Module 1: Conflict Read: Conflict and Negotiations Read: Conflict and Negotiations Articles Hybrid: Conflict and Negotiation Discussion Board.</p> <p>All Assignments due 08/22/2021 by 11:55pm</p>	<p>I a, b, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
Week 2 August 23- August 29	Module 2: Job Acquisition Skills and Communication	Lecture: Module 2: Job Acquisition Skills and Communication <ul style="list-style-type: none"> • Job Search Strategies • Employment Application • Communication 	<u>Module 2: Job Search Strategies</u> Read: Resources for finding your dream job Hybrid: LinkedIn Group Discussion Module 2: Employment Application Read: <ul style="list-style-type: none"> • Resources for creating the perfect Cover Letter • Resources for creating a perfect Resume • Resources for a Winning Interview Hybrid: Resume's And Cover Letter Quiz Hybrid: Interviewing Quiz Hybrid: Resume' Development Discussion Board All Assignments due 08/29/2021 by 11:55pm	II a, c
Week 3 August 30- Sept. 5th	Module 2: Job Acquisition Skills and Communication	Lecture: Module 2: Job Acquisition Skills and Communication <ul style="list-style-type: none"> • Job Search Strategies • Employment Application • Communication 	Hybrid: Proctored Module 2 Exam <u>Module 2: Employment Application</u> Hybrid: Cover Letter Assignment Hybrid: Resume Assignment Hybrid: Interview Follow up / Thank You Letter Assignment. <u>Module 2: Communication</u> Read: <ul style="list-style-type: none"> • Communication • The Best Communicator in the World • Business Communication Hybrid: Social Media Discussion Board All Assignments due 09/05/2021 by 11:55pm	II a, c

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 4 Sept. 6 - Sept. 12</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><u>Module 3: Job Retention</u> Read:</p> <ul style="list-style-type: none"> • Job Retention • Increase Your Job Success • How to Future Proof Your Career • 6 Effective Ways to Enhance Workplace Productivity <p>Hybrid: Job retention Skills Assignment</p> <p><u>Module 3: Time Management</u> Read:</p> <ul style="list-style-type: none"> • Time Management • Time Management Articles • Making the Most of Your Time • Your Time is Your Life <p>Hybrid: Time Management Discussion Board</p> <p>Hybrid: Where Does the Time Go Assignment</p> <p>All Assignments due 09/12/2021 by 11:55pm</p>	<p>III a, b, c</p>
<p>Week 5 Sept.13 – Sept 19</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>Hybrid: Proctored Module 3 Exam</p> <p><u>Module 3: Accountability</u> Read:</p> <ul style="list-style-type: none"> • Accountability • Accountability: Getting a Grip on Results • Personal Accountability and the Pursuit of Workplace Happiness <p>Hybrid: Accountability Assignment</p> <p>Hybrid: Accountability Discussion Board</p> <p>All Assignments due 09/19/2021 11:55pm</p>	<p>III a, b, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 6 Sept. 20- Sept. 26</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>Sign up for Mock Interviews. You will sign up for your Interview Time on Blackboard</p>	<p>Hybrid: Proctored Module 4 Exam</p> <p>Module 4: Organizational Structure Read:</p> <ul style="list-style-type: none"> • What is the Meaning of Organizational Structure • Different types of Organizational Structure • The Importance of a good Organizational Structure • How to find a Company You will Love Working for • 3 Secrets of a Best Company to Work for <p>Hybrid: Quality Organizations Assignment</p> <p>Module 4: Career Transformations Read:</p> <ul style="list-style-type: none"> • Career Transformations • Turning the Blind Corner • The Transferable Skills Employers Value the Most <p>Hybrid: Career Transformations Assignment</p> <p>Module 4: Motivation Read: Motivation</p> <p>Hybrid: Motivation Assignment</p> <p>Hybrid: Motivation Discussion Board</p> <p>All Assignments due 09/26/2021 by 11:55pm</p>	<p>IV a ,c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
Week 7 Sept. 27- Oct. 3	Module 5: Professional Image Skills	Lecture Module 5: Professional Image Skills <ul style="list-style-type: none"> • Ethics and Diversity • Professional Image • Business Etiquette/Work Ethics <p style="color: red;">Begin reviewing the FINAL EXAM PPT Final Exam 10/05/21</p> <p style="color: red;">Reminder: Nutrition & Diet Therapy begins 10-13-2021. Be sure to pick up your Nutrition & Diet Therapy Book.</p>	Hybrid: Proctored Module 5 Exam Module 5: Ethics and Diversity Read: <ul style="list-style-type: none"> • Ethics • Diversity Hybrid: Diversity Assignment Hybrid: Ethics and Diversity Discussion Board Module 5: Professional Image Read: <ul style="list-style-type: none"> • Professional Image • One Simple Dress Code Rule to Boost Your Career Hybrid: Professional Image Assignment <u>Module 5: Business Etiquette/Work Ethics</u> Read: <ul style="list-style-type: none"> • Manners Matter • Business Etiquette Hybrid: Work Ethics Discussion Board All Assignments due 10-03-2021 by 11:55pm	V a, c
Week 8 Oct. 4- Oct. 5th		<b style="color: red;">Final Exam Review <b style="color: red;">October 4th	Proctored Final Exam October 5th	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.