



**EMPL 1000 Interpersonal Relations & Professional Development  
COURSE SYLLABUS  
Jenkins County High School  
Fall Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 2/1500  
Campus/Class Location: Jenkins County High School  
Class Meets: 1:20 pm to 2:13 pm Monday- Friday  
Course Reference Number (CRN): 20326  
Preferred Method of Contact: EMAIL

**INSTRUCTOR CONTACT INFORMATION**

Adjunct Instructor Name: Casey Garvin, LPN  
Adjunct Instructor College Email: [cgarvin@jchs.com](mailto:cgarvin@jchs.com)  
Campus/Office Location: Jenkins County High School  
Office Hours: By Appointment  
Phone: 912-538-3252  
Fax Number: 478-289-2249

Full-Time Instructor: Tiffany Thompson, BSN, RN  
Email Address: [tthompson@southeasterntech.edu](mailto:tthompson@southeasterntech.edu)  
Campus/Office Location: Swainsboro Campus/ Building 8, Office 8134  
Office Hours: Monday – Thursday 1:30 to 4:30 pm  
Phone: 912-538-3252  
Fax Number: 478-289-2249  
Tutoring Hours: speak with course instructor for appointment

**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**

**Anderson & Bolt Professionalism**, 3th Edition. Prentice Hall, New Jersey, 2011.

**REQUIRED SUPPLIES & SOFTWARE**

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

**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**

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**

Students are expected to complete all tests and assignments by the due dates. No assignments will be accepted after due dates and a grade of "0" will be assigned for all incomplete work. Students who do not complete employment packets will receive an F for the course.

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

## **COURSE PROJECT: EMPLOYABILITY PACKET**

Student will be required to complete an employability package which consists of a resume', cover letter, thank you letter, and resignation letter. You will follow the guidelines of the rubric attached to lesson plan. Also, students will be required to conduct a mock interview to assist with gaining interview skills. (See attached rubric). The mock interview will not be conducted during class time. The instructor will assign a date and the student will select a convenient time on this date. The two grades will be averaged to count as the project grade for the class. This will count 20% of your grade. An F will be issued if the Course Project components are not completed. It is important to do these items for this class. **Your due date for the interview AND EMP package (cover letter, resume', thank you letter, and resignation letter will be given in CLASS)**

## **TRADITIONAL ATTENDANCE GUIDELINES**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

### **SPECIAL NEEDS**

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.

### **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" (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 student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

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

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

In the event of an excused absence on an exam day, the student will be allowed to make-up one exam (excluding the final exam) which will be given at the discretion of the instructor. A grade of "0" will be given to all subsequent exams missed. The make-up exam may or may not be the same as the original exam. It may also be a different test format. Failure to show up for a make-up exam results in a grade of zero.

An excused absence is jury duty, military duty, court duty, or required job training. Other excused absences may also include illness, hospitalization or a death in the student's immediate family. Official, written documentation such as a subpoena or a doctor's excuse must be provided by the student prior to taking the make-up exam. The instructor reserves the right to refuse for the student to take the make-up exam based on the merit of the documentation.

Any exceptions to the makeup guidelines for this class will require instructor approval and would only be allowed for exceptional circumstances.

### **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:

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

## 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	50%
Homework Assignments	10%
Final Exam	20%
Employment Packet	20%
Total	100%

## 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 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1: 9/30 to to10/4	Chapters 1, 2, 3	<p>Discuss syllabus Discuss Employment Packet which consists of cover letter, resume', thank you letter, and resignation letter: review rubric Discuss Interviews: review rubric</p> <p><b>In Class Discussion:</b> Ask students to list three goals and indicate how they plan to reach these goals. The goals need to be Specific, Measurable, Attainable, Realistic, and Timely and/or findings in self essay</p> <p><b>Lecture Chapter 1:</b> Attitude, Goal Setting, and Life Management</p> <p><b>Lecture Chapter 2:</b> Personal Financial Management</p> <p><b>Lecture Chapter 3:</b> Time and Stress Management/Organization Skills</p>	<p>Read Chapters 1, 2, 3</p> <p><b>Homework Assignments will be due October 4</b></p> <p>Homework: Complete page 18, page 36, pages 50 &amp; 51, and 2 page essay</p> <p>Write a 2 page essay about yourself. Include your self-esteem rating, motivators, goals, and anything unique about you. Student can also include changes that need to be made to become more professional.</p>	1,2,3,4,5 a, b, c
Week 2: 10/7 to 10/25	Chapters 4, 5, 6	<p><b>Lecture Chapter 4:</b> Etiquette and Dress</p> <p><b>Lecture Chapter 5:</b> Ethics, Politics, &amp; Diversity</p> <p><b>Lecture Chapter 6:</b> Accountability and Workplace Relationships</p>	<p><b>EXAM 1 (Chapters 1-3)</b></p> <p>Read Chapters 4, 5, 6</p> <p><b>Homework Assignments will be due October 25</b></p> <p>Homework: Complete pages 69, 88, 103</p>	1,2,3,4,5 a,c
10/11- 10/18	<b>Holiday</b>	<b>FALL BREAK</b>		

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3: 10/28- 11/1	Chapters 7, 8, 9	<b>Lecture Chapter 7:</b> Quality Organizations and Service <b>Lecture Chapter 8:</b> Human Resources and Policies <b>Lecture Chapter 9:</b> Communication  <b>Review Employment Packet</b>	<b>Exam 2</b> (Chapters 4-6)  Read Chapters 7, 8, 9  <b>Homework</b> <b>Assignments will be due November 1</b>  Homework: Complete pages 120, 136, 156, and 157	1,2,3,4,5 a,c
Week 4: 11/4- 11/8	Chapters 10, 11, 12	<b>Lecture Chapter 10:</b> Electronic Communications <b>Lecture Chapter 11:</b> Motivation, Leadership, and Teams <b>Lecture Chapter 12:</b> Conflict and Negotiation	<b>Exam 3</b> ( Chapters 7-9)  Read Chapters 10, 11, 12 <b>Homework</b> <b>Assignments will be due November 8</b>  Homework: Complete pages 172, 187, 203	1,2,3,4,5 a,c
Week 5: 11/11 to 11/15	Chapters 13, 14, 15	<b>Lecture Chapter 13:</b> Job Search Skills <b>Lecture Chapter 14:</b> Resume' Package <b>Lecture Chapter 15:</b> Interviewing Techniques	<b>Exam 4</b> (Chapters 10, 11, 12) Read Chapters 13, 14, 15 <b>Cover letter and resume' due 11/15 (Part of Employment Packet)</b>	1,2,3,4,5 a,c
Week 6: 11/18 to 11/22	Chapter 16  Interview Techniques	<b>Lecture Chapter 16:</b> Career Changes  <b>Inform students of interview date and time appointment</b> <b>In class practicing interviewing techniques</b>	<b>Exam 5</b> (Chapters 13, 14, 15)  Read Chapter 16  <b>Thank you letter and resignation letter due 11/22 (Part of Employment Packet)</b>	1,2,3,4,5 a,c
11/25- 11/29	Holiday	<b>Thanksgiving Holidays</b>		



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7: 12/2 to 12/6	Student Interviews	Instructor will be conducting interviews this week by appointment	Study for final exam	1,2,3,4,5 a,c
Week 8: 12/9- 12/13	Chapters 1- 16	<b>Final Exam</b>	<b>Final Exam</b> (Chapters 1- 16)	1,2,3,4,5 a,c

**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.