



EMPL1000
Interpersonal Relat & Prof Dev
COURSE SYLLABUS
Online
FALL SEMESTER 201612

Semester: Fall 201612
Course Title: Interpersonal Relat & Prof Dev
Course Number: EMPL1000
Credit Hours/ Minutes: 2/ 1500 (Institutional Credit)
Class Location: ANGEL
Class Meets: Online 15 weeks
CRN: 20335

Instructor: Krysta Rushing
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REQUIRED TEXT: Anderson and Bolt, Professionalism Skills for Workplace Success, 3rd Edition, Prentice Hall, 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.** Access to a computer is mandatory!

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 ANGEL nor 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.

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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

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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 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.

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.**

Online students are responsible for checking e-mails and ANGEL announcements daily.

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 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.

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades 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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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 under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates

and times: Vidalia Campus, TBA, 1:00-3:00, Main Building and Swainsboro Campus, TBA, 1:00pm-3:00pm. You will be notified via email on building and room numbers. The Proctored Event will be a Mock Interview.

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 and/or requiring student to come to campus to take the final exam.

Note: If student notifies instructor about exam problems after the due date or on the last day of the semester, the student will NOT be allowed to make-up the exam. No exceptions!

There will be no make-up of Final Exams

ACADEMIC DISHONESTY POLICY: 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:

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Exams -50%
Homework- 10%
Proctored Event- 20%
Final -20%

**GRADING
SCALE**

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

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.*

EMPL 1000
Fall Semester 201612 Lesson Plan

| Date | Chapter /Lesson | Content (Classroom activities) | Assignments (Outside of class) | Competency Area |
|---|--|---|--|---|
| <p style="text-align: center;">Week 1 8/17-8/23</p> | | <p>ANGEL OVERVIEW Policies and procedures paperwork Discuss Employment Packet Discuss Homework Assignments Discuss Interviews</p> | <p>Angel -agreement with policy and procedures discussion post. Due by Aug 22. Failure to complete will result in being dropped from class. Essay "The Real You". Due Aug 24 by midnight. Directions are located within the assignment on ANGEL Please read the directions thoroughly! Read Chapters 1 -3.</p> | <p style="text-align: center;">I,IV,V a, c</p> |
| <p style="text-align: center;">Week 2 8/24-8/30</p> | <p style="text-align: center;">Ch. 1- 3</p> | <p>Chapter 1: <i>Attitude, Goal Setting, & Life Management</i> Chapter 2: <i>Personal Financial Management</i> Chapter 3: <i>Time & Stress Management/ Organization Skills</i></p> | <p>Exam Chapters 1-3. Due Aug 31 by midnight. Complete Chapters 1 Discussion Board. Due Aug 31 by midnight. Complete Chapter 2. Discussion Board. Due Aug 31 by midnight. Complete Chap. 3 Discussion Board. Due Aug 31 by midnight. Read Chapters 4 - 6.</p> | <p style="text-align: center;">I,II,III,IV,V a, c</p> |
| <p style="text-align: center;">Week 3 8/31-9/6</p> | <p style="text-align: center;">Ch. 4 & 5</p> | <p>Chapter 4: <i>Etiquette / Dress</i> Chapter 5: <i>Ethics, Politics, & Diversity</i> Chapter 6: <i>Accountability & Work Place Relationships</i></p> | <p>Exam Chapters 4&5. Due Sept 7 by midnight. Discussion Board- "What would you do? Due Sept 7 by midnight. Read Chapters 7-9.</p> | <p style="text-align: center;">I,II,III,IV,V a, c</p> |
| <p style="text-align: center;">Week 4 9/7-9/13</p> | <p style="text-align: center;">Ch 6</p> | <p>Chapter 6: <i>Accountability & Work Place Relationships</i></p> | <p>Exam Chapter 6. Due Sept 14 by midnight. Complete Discussion Board Chapters 6, "if you were the boss". Due Sept 14 by midnight.</p> | <p style="text-align: center;">I,II,III,IV,V a, c</p> |
| <p style="text-align: center;">Week 5 9/14-9/20</p> | <p style="text-align: center;">Ch 7</p> | <p>Chapter 7: <i>Quality Organizations & Service</i></p> | <p>Exam Chapters 7. Due Sept 21. Complete Discussion Board Chapter 7. "If you were the boss". Due Sept 21 by midnight. Read Chapter 8.</p> | <p style="text-align: center;">I,II,III,IV,V a, c</p> |

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|-------------------------------|--------|--|--|---------------------|
| Week 6 9/21-9/27 | Ch 8 | Chapter 8: <i>Human Resources & Policies</i> | Exam Chapter 8. Due Sept 28. Complete Discussion Board Chapters 8. "If you were the boss". Due Sept 28 by midnight. Read Chapters 9. | |
| Week 7 9/28-10/4 | Ch 9 | Chapter 9: <i>Communication</i> | Exam Chapter 9. Due Oct 5. Complete Discussion Board Chapters 7-9. "If you were the boss". Due Oct 5 by midnight. Read Chapters 10. | |
| Week 8 10/5-10/11 | Ch 10 | Chapter 10: <i>Electronic Communications</i> | Exam Chapter 10. Due Oct 12 by midnight. Complete Discussion board chapter 10. Due Oct 12 by midnight Read Chapter 11. | |
| Week 9 10/12-10/18 | Ch 11 | Chapter 11: <i>Motivation, Leadership & Teams</i> | Exam Chapter 11. Due Oct 19 by midnight. Complete Discussion board chapter 10. Due Oct 19 by midnight Read Chapter 12. | |
| Week 10 10/19-10/25 | Ch 12 | Chapter 12: <i>Conflict & Negotiation</i> | Exam Chapter 12. . Due Oct 26 by midnight Complete Discussion board chapter 12. Due Oct 26 by midnight Read Chapter 13. | |
| Week 11 10/26-11/1 | Ch 13 | Chapter 13: <i>Job Search Skills</i> | Exam Chapter 13. Due Nov 2 by midnight. Complete Discussion Board Chapter 13. Due Nov 2 by midnight. Cover Letter. Due Nov 2 by midnight. Read Chapter 14. | II,IV,V a, b, c |
| Week 12 11/2-11/8 | Ch 14 | Chapter 14: <i>Resume' Package</i> | Exam Chapter 14. Due Nov 9 by midnight. Complete Discussion Board Chapter 14. Due Nov 9 by midnight. Resume'. Due Nov 9 in ANGEL by midnight. Read Chapters 15 & 16. | II,IV,V a, b, c |
| Week 13 11/9-11/15 | Ch. 15 | Chapter 15: Interview Techniques Chapter 16: Career Changes | Exam Chapter 15. Due Nov 16 by midnight. Complete Discussion Board Chapter 15. Due Nov 16 by midnight. Thank You Letter. Due Nov 16 by midnight. Resignation Letter. Due Nov 16 by midnight | II,III,IV,V a, c |

| | | | | |
|-------------------------------|--------------------|---|---|------------------------|
| Week 14 11/16-11/22 | Proctored Event | Proctored Event- Mock Interview | <u>Vidalia Campus, TBA, 1:00pm- 3:00pm, Main Building and Swainsboro Campus, TBA, 1:00pm- 3:00pm.</u> | I-V a, b, c |
| Week 15 11/23-11/29 | Ch. 16 | Lecture Chapter 16: Career Changes | Exam Chapter 16. Due Nov 30 by midnight Complete Discussion Board-A plan for Improvement/Goals. Due Nov 30 by midnight. | I-V a, b, c |
| Final 11/30-12/3 | FINAL | FINAL EXAM- Chapters 1 -16 | FINAL- Due 12/3 by midnight | I-V a, b, c |

COURSE COMPETENCIES:

1. Getting Off to a Good Start
2. Learning & Personality Styles
3. Time & Money Management
4. Stress Management & Wellness
5. Study & Test Taking Skills
6. Communication Skills
7. Career Exploration

GENERAL EDUCATION CORE 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- COLL1000

Instructor: Casandra Hardy

All discussion boards **MUST** contain 1 post and a minimum of 2 replies

Original Post must contain a minimum of **100 words**

Replies must contain a minimum of **50 words**

| Criteria | 5 Points Outstanding | 4 Points Proficient | 3 Points Basic | 2 Points Below Expectations |
|-----------------------|---|--|---|--|
| Critical Thinking | Discussion is rich in content. Generates thought provoking questions. Post 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 |
| TOTALS | | | | |
| X 4 | | | | |
| Total Pts. ___/100 | | | | |

NOTES:

Written Assignments- Digital Drop Box
Standard

| Grade | Description |
|---------------|--|
| A = 90-100 | The A paper engages the reader's interest and shows strength of composition: clear, logical ideas; original thought; careful word choice and effective phrasing; no serious errors; and concentration on main purpose, with strong development and support. |
| B = 80-89 | The B paper shows strength in most areas of composition: a clearly stated central purpose along with logical and adequate development. It includes one (1) serious error. Although showing competence, the B paper lacks the original thought and style that characterize an A paper. |
| C = 70-79 | The C paper is a satisfactory composition with a worthwhile central development. Although it may be organized clearly and logically, its paragraphs may not be as fully developed as those in a B paper. It may have up to two (2) serious errors. While a C paper may have correction marks on it, it lacks clarity of thought and expression to be considered above average. |
| D= 60-69 | The D paper indicates below-average achievement in expressing ideas correctly, sensibly, and effectively. A D paper contains three (3) serious errors and fails to present a central idea or to develop it adequately. |
| F = 1-59 | The F paper may have one or more of the following problems: four (4) or more serious errors in grammar, spelling, punctuation, and sentence structure; missing or vague main idea; incomplete development or lack of specific support, or failure to follow directions. |
| 0 | Plagiarism: Copying word-for-word from an outside source of information without giving proper credit. |

NOTES: