



EMPL 1000 Interpersonal Relations & Professional Development
COURSE SYLLABUS
Hybrid Term B
Spring Semester 201914

COURSE INFORMATION

Credit Hours/Minutes: 2/1500
Campus/Class Location: Vidalia Main Campus. Room 418
Class Meets: 40% Online / 60 % face to face on Tuesdays, 2:00pm-4:10pm
Course Reference Number (CRN): 40039
Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Instructor Name: David Standard
Email Address: [David Standard \(dstandard@southeasterntech.edu\)](mailto:dstandard@southeasterntech.edu)
Campus/Office Location: Vidalia Main Campus. Room 418
Office Hours: Monday-Thursday. 9:30- 12:00 noon
Phone: 912-538-3173
Fax Number: 912-538-3156
Tutoring Hours: Thursdays 4:30pm-5:30pm

This course is taught in a hybrid format. Hybrid classes require students to complete 60% of the required contact hours traditionally by attending classes on campus while completing the remaining 40% online at the student's convenience with respect to the instructor's requirements.

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 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 (HYBRID)

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. Completion of all projects is required. **Students who do not complete employment packets or complete the interview will receive an "F" (Failing 0-59) for the course. Mock Interviews will be conducted during the last two weeks of class. All interviews will be videoed.** EMPL1000 instructor requires students to submit all assignments through the Blackboard learning systems. Exams will be taken both on Blackboard online and in the classroom. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, research papers, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **ALL assignments submitted in American Psychological Association (APA) format via Blackboard. Assignments are to be submitted through drop box or discussion boards only!**

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.

HYBRID ATTENDANCE

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 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.

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: [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen.Thomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a "W" for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a "WP" or "WF" for the semester.

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...)

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!**

NOTE: Students who have **NO absences** and **NO tardies** will be allowed to exempt the final exam. Students who have absences that are excused under STC's attendance policy are not excused to exempt the final exam—**no exceptions!**

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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

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%
Final	20%
Employment Packet	20%
Final Exempt Grading	
Exams	60%
Assignments	20%
Employment Packet	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

Spring Semester 201914 Lesson Plan

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 1 March 5</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>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 March 7 by 11:55pm will result in being dropped from class as a No Show.</p> <p>Hybrid: 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 March 12 by 11:55pm</p>	<p>I a, b, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 2 March 12</p>	<p>Module 2: Job Acquisition Skills and Communication</p>	<p>Lecture: Module 2: Job Acquisition Skills and Communication</p> <ul style="list-style-type: none"> • Job Search Strategies • Employment Application • Communication 	<p><u>Module 2: Job Search Strategies</u> Read: Resources for finding your dream job Hybrid: LinkedIn Assignment Module 2: Employment Application Read:</p> <ul style="list-style-type: none"> • Resources for creating the perfect Cover Letter • Resources for creating a perfect Resume • Resources for a Winning Interview <p>Hybrid: Resume's And Cover Letter Quiz Hybrid: Interviewing Quiz Hybrid: Resume' Development Discussion Board</p> <p>All Assignments due March 19 by 11:55pm</p>	<p>II a, c</p>
<p>Week 3 March 19</p>	<p>Module 2: Job Acquisition Skills and Communication</p>	<p>Lecture: Module 2: Job Acquisition Skills and Communication</p> <ul style="list-style-type: none"> • Job Search Strategies • Employment Application • Communication 	<p>Hybrid: Module 2 Exam</p> <p><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:</p> <ul style="list-style-type: none"> • Communication • The Best Communicator in the World • Business Communication <p>Hybrid: Social Media Discussion Board</p> <p>All Assignments due March 26 by 11:55pm</p>	<p>II a, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 4 March 26</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 April 9 by 11:55pm</p>	<p>III a, b, c</p>
<p>April 2</p>		<p>Spring Break No Class</p>		

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 5 April 9</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: Module 3 Exam</p> <p><u>Module 3: Accountability</u></p> <p>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 April 16 by 11:55pm</p>	<p>III a, b, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 6 April 16</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>Hybrid: 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 April 25 by 11:55pm</p>	<p>IV a ,c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
Week 7 April 25	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>Discussion on Mock Interviews. You will sign up for your Interview Time on Blackboard</p>	Hybrid: 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 April 30 by 11:55pm	V a, c
Week 8 April 30	Interviews	Mock Interviews-		I-V a, c
May 1		FINAL EXAM	FINAL EXAM in Class May 1	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.