



**EMPL1000**  
**Interpersonal Relat. & Prof.**  
**Development**  
**COURSE SYLLABUS**  
**HYBRID**  
**Spring Semester FY 2016**

**Semester:** Spring 2016  
**Course Title:** Interpersonal Relat. & Prof Dev.  
**Course Number:** EMPL1000  
**Credit Hours/ Minutes:** 2 / 1500  
**Class Location:** Room # 6215 – Building 6  
**Class Meets:** 40% Hybrid / 60% Face to Face-  
9:30-10:30 a.m. (mini-mester- meets 7.5 weeks  
**CRN:** 40079

**Instructor:** Leisa Dukes  
**Office Hours:** M/RW 3:00-5:00 p.m.  
**Office Location:** Rm. 6216 Building 6  
**Email Address:** ldukes@southeasterntech.edu  
**Phone:** 478-289-2345  
**Fax Number:** 478-289-2224

**Tutoring Hours:** M/W3:00-5:00 p.m

**REQUIRED TEXT:** Anderson & Bolt Professionalism, 3rd 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 2010.

**Note:** Although students can use their smart phones and tablets to access the online portion of their 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 complete the online portion of the 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.

**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 AND/OR complete the interview will receive an F 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 BBL systems. Students are required to submit all work in **Microsoft Word**. BBL 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 APA format via ANGEL.**

#### **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 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 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 student 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.

**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. If the test is posted in ANGEL and your 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 for the Final Exam! There will be NO make-up for late assignments. If an assignment is late, it will result in a zero.**

**NOTE:** Students who have **NO absences** and **NO tardies** will be allowed to exempt the course final. 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 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 BBL, Remote Lab Access, Student Email, Library Databases (Galileo), and Banner-Web via the MySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**PROJECT FOR THE CLASS:** You 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 your lesson plan. Also, you will be required to conduct a mock interview to assist with your interview skills. (see attached rubric) These two grades will be averaged to count as your project grade for the class. This will count 20% of your grade. If you do not complete these items, you will automatically receive an F in the class. It is important to do these items for this class.

**GRADING POLICY**

**Including Final**

Exams – 50%  
Homework- 10%  
Final -20%  
Employment Packet-20%

**Final Exempt**

Exams- 60%  
Homework-20%  
Employment Packet-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- MINI Mester**  
**Spring Semester FY 2016 Lesson Plan**  
**Hybrid 60%- In class 40% Online**

Date	Chapter /Lesson	Content (Classroom activities)	Assignments (Outside of class)	Competency Area
Day 1 Day 2		BBL OVERVIEW Policies and procedures paperwork Discuss Employment Packet Discuss Homework Assignments Discuss Interviews – Dates will be assigned as soon as Mr. Lance contacts me.	Hybrid Discussion Board- What would you do? 1 post and 1 reply Read Chapters 1 -3- Homework	I,IV,V a, c, d
Day 1 Day 2	Ch. 1 -3	<b>Lecture Chapter 1:</b> <i>Attitude, Goal Setting, and Life Management</i> <b>Lecture Chapter 2:</b> <i>Personal Financial Management</i> <b>Lecture Chapter 3:</b> <i>Time and Stress Management/Organization Skills</i>	Hybrid Complete Chapter 1 – GOALS- discussion board- Hybrid Complete Chapter 2- discussion board “if you were the boss” <b>Exam- Chapters 1-3- Due by 1/20/16- midnight.</b>  Read Chapters 4 thru 6  <b>HOLIDAY : 1/18/16</b>	I,II,III,IV,V a, c, d
Day 1 Day 2	Ch. 4 - 6	<b>Lecture Chapter 4:</b> <i>Etiquette and Dress</i> <b>Lecture Chapter 5:</b> <i>Ethics, Politics, &amp; Diversity</i> <b>Lecture Chapter 6:</b> <i>Accountability and Workplace Relationships</i>	Hybrid Complete Chapter 4- discussion board “if you were the boss ”Due: 2/8/16 Hybrid Complete Chapter 5 Discussion Board- “What would you do?” discussion board :Due: 2/8/16 <b>Exam Chapters 4-6 due by midnight by 2/8/16.</b> Read Chapters 7-9	I,II,III,IV,V a, c, d

Day 1 Day 2	Ch. 7 - 9	<b>Lecture Chapter 7:</b> <i>Quality Organizations and Service</i> <b>Lecture Chapter 8:</b> <i>Human Resources and Policies</i> <b>Lecture Chapter 9:</b> <i>Communication</i>	<b>Exam Chapters 7-9 due by midnight by 2/15/16</b> <b>Hybrid Complete Chapter 7- Quality and Organization- Discussion Board-</b> <b>Hybrid Complete Chapter 8- HR and Policies- discussion board</b> <b>Chapter 9- Communication-digital drop assignment in BBL</b>  Read Chapters 10-12	I,II,III,IV,V a, b, c, d
Day 1 Day 2	Ch. 10 - 12	<b>Lecture Chapter 10:</b> <i>Electronic Communications</i> <b>Lecture Chapter 11:</b> <i>Motivation, Leadership, and Teams</i> <b>Lecture Chapter 12:</b> <i>Conflict and Negotiation</i>	<b>Exam Chapters 10-12 due by midnight by 2/22/16.</b> Find an article on sexual harassment on the internet and submit a summary of the article in the drop box. Read Chapter 13	I,II,V a, b, d
	Ch 13	<b>Lecture Chapter 13:</b> <i>Job Search Skills</i>		II,IV,V a, b, c
Day 1	Ch. 14	<b>Lecture Chapter 14:</b> <i>Resume' Package</i>	<b>Hybrid <u>Cover Letter due in BBL via Digital Drop Box by midnight by 2/22/16</u></b> Read Chapter 14 <b>Hybrid: <u>Resume' due in BBL via Digital Drop box by midnight. By 2/22/16</u></b>	II,IV,V a, b, c
Day 2	Ch. 15	<b>Lecture Chapter 15:</b> <i>Interviewing Techniques</i> <b>Lecture Chapter 16:</b> <i>Career Changes</i>	<b>Hybrid <u>Thank You Letter Due in BBL via Digital Drop Box by midnight- by 2/22/16</u></b> <b>Hybrid <u>Resignation Letter Due in BBL via Digital Drop Box by midnight by 2/22/16.</u></b> <b>Exam Chapter 13- due by midnight by 2/29/16</b>	II,III,IV,V a, c, d
Day 1 Day 2	Ch. 16	<b>Lecture Chapter 16:</b> <i>Career &amp; Life Changes</i>	<b>Hybrid <u>A plan for Improvement/Goals-Discussion Board 1 Post and Minimum of 1 reply to peers-</u></b> <b>Complete exam over chapters 14, 15, and 16 in BBL. Due by midnight by 2/29/16.</b> <b>Final Exam will be IN Class ON</b>	I-V a, b, c, d

			3/2/16.	
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Instructor reserves the right to change syllabus as needed

**COURSE COMPETENCIES:**

- 1. Human Relationship Skills
- 2. Job Acquisition Skills and Communication
- 3. Job Retention Skills
- 4. Job Advancement Skills
- 5. Professional Image Skills

**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.

## EMPL1000 Cover Letter Rubric

CRITERIA	4- Excellent	3- Proficient	2- Dev. Prof.	1- Unacceptable
<b>Structure</b>	Sentences and paragraphs are complete, well-constructed and of varied structure. There are at least 3 paragraphs.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
<b>Conventions</b>	The writer makes no errors in capitalization, punctuation, grammar or spelling.	The writer makes 1-2 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes 3-4 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes more than 4 errors in capitalization, punctuation, grammar and/or spelling.
<b>Ideas</b>	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a relatively clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.	The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.
<b>Content and Voice</b>	The letter contains the information needed and is written tactfully. The writer includes why he/she is writing and what he/she is writing about in the intro., gives details of the situation in the discussion, and ends telling what is to happen, when it is to happen and why it is important in the conclusion.	The letter contains accurate information about the topic but is not very specific. The letter contains no date in the conclusion.	The letter contains some accurate facts about the topic but is very general.	The letter contains no specifics about the topic/individual.
<b>Essential Components</b>	The letter contains all the essential components of a business letter.	The letter contains most of the essential components of a business letter.	The letter is missing several of the essential components of a business letter.	The letter is not in business letter format.
<b>Total X 5</b>				
<b>Final Grade</b>				
<b>Excellent (18-20 Points) Proficient (15-17 Points) Developing Proficiency ( 13-14 Points) Unacceptable (0-12 Points)</b>				



## EMPL1000 Thank you Letter Rubric

Name \_\_\_\_\_

Date \_\_\_\_\_

CRITERIA	4- Excellent	3- Proficient	2- Dev. Prof.	1- Unacceptable
<b>Structure</b>	Sentences and paragraphs are complete, well-constructed and of varied structure. There are at least 3 paragraphs.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
<b>Conventions</b>	The writer makes no errors in capitalization, punctuation, grammar or spelling.	The writer makes 1-2 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes 3-4 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes more than 4 errors in capitalization, punctuation, grammar and/or spelling.
<b>Ideas</b>	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a relatively clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.	The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.
<b>Content and Voice</b>	The letter contains the information needed and is written tactfully. The writer includes why he/she is writing and what he/she is writing about in the intro., gives details of the situation in the discussion, and ends telling what is to happen, when it is to happen and why it is important in the conclusion.	The letter contains accurate information about the topic but is not very specific. The letter contains no date in the conclusion.	The letter contains some accurate facts about the topic but is very general.	The letter contains no specifics about the topic/individual.
<b>Essential Components</b>	The letter contains all the essential components of a business letter.	The letter contains most of the essential components of a business letter.	The letter is missing several of the essential components of a business letter.	The letter is not in business letter format.
<b>Total X 5</b>				
<b>Final Grade</b>				
<b>Excellent (18-20 Points) Proficient (15-17 Points) Developing Proficiency ( 13-14 Points) Unacceptable (0-12 Points)</b>				

## EMPL1000 Resignation Letter Rubric

Name \_\_\_\_\_

Date \_\_\_\_\_

CRITERIA	4- Excellent	3- Proficient	2- Dev. Prof.	1- Unacceptable
<b>Structure</b>	Sentences and paragraphs are complete, well-constructed and of varied structure. There are at least 3 paragraphs.	All sentences are complete and well-constructed (no fragments, no run-ons). Paragraphing is generally done well.	Most sentences are complete and well constructed. Paragraphing needs some work.	Many sentence fragments or run-on sentences OR paragraphing needs lots of work.
<b>Conventions</b>	The writer makes no errors in capitalization, punctuation, grammar or spelling.	The writer makes 1-2 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes 3-4 errors in capitalization, punctuation, grammar and/or spelling.	The writer makes more than 4 errors in capitalization, punctuation, grammar and/or spelling.
<b>Ideas</b>	Ideas were expressed in a clear and organized fashion. It was easy to figure out what the letter was about.	Ideas were expressed in a relatively clear manner, but the organization could have been better.	Ideas were somewhat organized, but were not very clear. It took more than one reading to figure out what the letter was about.	The letter seemed to be a collection of unrelated sentences. It was very difficult to figure out what the letter was about.
<b>Content and Voice</b>	The letter contains the information needed and is written tactfully. The writer includes why he/she is writing and what he/she is writing about in the intro., gives details of the situation in the discussion, and ends telling what is to happen, when it is to happen and why it is important in the conclusion.	The letter contains accurate information about the topic but is not very specific. The letter contains no date in the conclusion.	The letter contains some accurate facts about the topic but is very general.	The letter contains no specifics about the topic/individual.
<b>Essential Components</b>	The letter contains all the essential components of a business letter.	The letter contains most of the essential components of a business letter.	The letter is missing several of the essential components of a business letter.	The letter is not in business letter format.
<b>Total X 5</b>				
<b>Final Grade</b>				
<b>Excellent (18-20 Points) Proficient (15-17 Points) Developing Proficiency ( 13-14 Points) Unacceptable (0-12 Points)</b>				

## EMPL1000 Resume' Rubric

Name \_\_\_\_\_  
Date \_\_\_\_\_

CATEGORY	4 - Excellent	3 – Proficient	2 –Dev. Prof.	1 Unacceptable
<b>Name &amp; Address (x 2)</b>	Name, address, phone number are included with complete accuracy.	Name, address, and phone number were included with satisfactory accuracy.	Name, address, and phone were included but there were errors.	Name, address, and phone number are incomplete or inaccurate.
<b>Job Objective (x 3)</b>	Objective clearly stated, purpose, with clarity and experience to be gained from obtaining the job.	Objective stated and related to job.	Vague, poorly written—relates to job.	Not included or difficult to understand what the purpose of obtaining the job is.
<b>Format (x 4)</b>	Resume is easy to read, visually pleasing and uses white space to guide the eye and separate information.	Resume is easy to read. White space separates all major information.	Resume is somewhat difficult to read. White space is unevenly distributed.	Resume is difficult to read. White space is not used to separate information.
<b>Educational History (x 3)</b>	Education highlighted and specific details are included.	Awards, leadership roles in school described.	Graduation date only given.	Not addressed.
<b>Work Experience (X 4)</b>	Action verbs are used to describe experience	Bullets used to describe experience. Skills evident	Only dates given-no mention of responsibilities. Skills unclear or poorly stated.	Information not given and/or not organized.
<b>Employment Qualification (X 3)</b>	Uses all areas to effectively demonstrate strong qualifications for job.	Most areas demonstrate qualifications for position.	Demonstrates some qualities of a capable employee who will need to be trained.	No information given to demonstrate applicant if qualified.
<b>References (X 2)</b>	Two or more references were included with 100% accuracy.	Two or more references were included with 85% accuracy.	Two or more references were included with less than 80% accuracy.	References are incomplete.
<b>Mechanics (X 4)</b>	There are no errors in spelling, punctuation, or grammar.	There are a few errors in spelling, punctuation, and grammar, but they do not detract from the resume	Many errors in spelling, punctuation, and grammar are distracting.	Errors in spelling and grammar make this resume difficult to read and/or understand.
<b>TOTAL</b>				
Final Grade				