



EMPL1000 Interpersonal Relat & Prof Dev
COURSE SYLLABUS
Hybrid Term B
Fall Semester 201812

COURSE INFORMATION

Credit Hours/Minutes: 2/1500
Class Location: Room 418 Main Campus-Vidalia
Class Meets: Tuesdays, 2:00pm-4:10pm
CRN: 40107
Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Instructor Name: David Standard
Instructor Email: [David Standard \(dstandard@southeasterntech.edu\)](mailto:dstandard@southeasterntech.edu)
Office Location: Room 418
Office Hours: Mon.-Thur. 9:30- 12:00 noon
Phone: 912-538-3173
Fax Number: 912-538-3156
Tutoring Hours: By appointment

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

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Anderson & Bolt Professionalism, 4th Edition. Prentice Hall, New Jersey, 2011.
ISBN: 13:9780134038988

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 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.

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 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 APA format via Blackboard. Assignments are to be submitted through drop box or discussion boards only!**

REMEMBER:

1. Submit all assignments in a Word document.
2. Always use APA formatting (including headings).
3. Do not plagiarize. All assignments should be completed in your own words.
4. Submit all assignments as attachments through the provided digital drop box.(Assignments submitted in text box will receive a 0.)
5. Do not submit any written assignment in text-like format. Use standard forms of writing.
6. 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 E-Catalog*

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 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 Helen Thomas, 912-538-3126, [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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, [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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. 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 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:

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" 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 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

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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC'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).

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	10%
Final	20%
Employment Packet	20%
Final Exempt Grading	
Exams	60%
Homework	20%
Employment Packet	20%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79

Letter Grade	Range
D	60-69
F	0-59

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Spring Semester 201814 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p style="text-align: center;">Week 1 March 6</p>	<p style="text-align: center;">Ch. 1</p>	<p>In Class: Discussion Blackboard Overview Policies and procedures paperwork Discuss Employment Packet Discuss Homework Assignments Discuss Interviews Remind 101</p>	<p>Hybrid-Start Here- STC Pledge Acknowledgement Quiz (Located in getting started). Due March 8 by 11:55pm.</p> <p>Hybrid-Student Introduction Discussion Board- (Located in getting started) Due March 8 by 11:55pm.</p> <p>Hybrid: The Real You Essay. Due March 13 by 11:55pm. Directions are located within the assignment on Blackboard. 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 March 13</p>	<p style="text-align: center;">Ch. 2 - 3</p>	<p>In Class: Lecture Chapter 1: <i>Attitude, Goal Setting, & Life Management</i></p> <p>In Class: Lecture Chapter 2: <i>Personal Financial Management</i></p> <p>In Class: Lecture Chapter 3: <i>Time & Stress Management/ Organization Skills</i></p>	<p>Hybrid: Exam Chapters 1-3. Due March 20 by 11:55pm.</p> <p>Hybrid: Discussion Board Chapter 1 Discussion Board. Due March 20 by 11:55pm.</p> <p>Hybrid: Discussion Board Chap. 3 Discussion Questions. Due March 20 by 11:55pm. Read Chapters 4 - 6.</p>	<p style="text-align: center;">I,II,III,IV,V a, c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 3 March 20</p>	<p>Ch. 4 - 6</p>	<p>In Class: Lecture Chapter 4: <i>Etiquette / Dress</i></p> <p>In Class: Lecture Chapter 5: <i>Ethics, Politics, & Diversity</i></p> <p>In Class: Lecture Chapter 6: <i>Accountability & Work Place Relationships</i></p>	<p>Hybrid: Exam Chapters 4-6. Due March 27 by 11:55pm.</p> <p>Hybrid Discussion Board- "What would you do?" Due March 27 by 11:55pm.</p> <p>Hybrid: Discussion Board Chapter 6 – If you were the Boss. Due March 27 by 11:55pm.</p> <p>Read Chapters 7-9.</p>	<p>I,II,III,IV,V a, c</p>
<p>Week 4 March 27</p>	<p>Ch. 7 - 9</p>	<p>In Class: Lecture Chapter 7: <i>Quality Organizations & Service</i></p> <p>In Class: Lecture Chapter 8: <i>Human Resources & Policies</i></p> <p>In Class: Lecture Chapter 9: <i>Communication</i></p>	<p>Hybrid: Exam Chapters 7-9. Due April 10 by 11:55pm.</p> <p>Hybrid: Discussion Board Chapter 9 Board. Due April 10 by 11:55pm.</p> <p>Read Chapters 10-12.</p>	<p>I,II,III,IV,V a, b, c</p>
<p>Week 5 April 10</p>	<p>Ch. 10 -12</p>	<p>In Class: Lecture Chapter 10: <i>Electronic Communications</i></p> <p>In Class: Lecture Chapter 11: <i>Motivation, Leadership & Teams</i></p> <p>In Class: Lecture Chapter 12: <i>Conflict & Negotiation</i></p>	<p>Hybrid: Exam Chapters 10-12. Due April 17 by 11:55pm.</p> <p>Hybrid: Discussion Board Chapter 10. Due April 17 by 11:55pm.</p> <p>Hybrid: Discussion Board Chapter 12. Due April 17 by 11:55pm.</p> <p>Read Chapter 13 - 16.</p>	<p>I,II,V a, b</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 6 April 17	Ch. 13 - 16	In Class: Lecture Chapter 13-16: <i>Interview Techniques</i> Resume writing/ Employment documents writing lab	Hybrid: Exam Chapters 13-15. Due April 24 by 11:55pm. Hybrid: Discussion Board Chapter 14. Due April 24 by 11:55pm. Hybrid: Discussion Board- A Plan for Improvement. Due April 24 by 11:55pm. Hybrid: Cover Letter. Due April 24 by 11:55pm. Hybrid: Resume'. Due April 24 by 11:55pm	II,IV,V a, b, c
Week 7 April 24	1-16	Mock Interviews	Hybrid: Thank you Letter. Due May 1 by 11:55pm. Hybrid: Resignation Letter. May 1 by 11:55pm	II,III,IV,V a, c
Week 8 May 1	1-16	Final Exam- In Class	FINAL in class MAY 1	II,III,IV,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.