



EMPL1000
Interpersonal Relat & Prof Dev
COURSE SYLLABUS
Online
SPRING SEMESTER 201614

Semester: SPRING 201614
Course Title: Interpersonal Relat & Prof Dev
Course Number: EMPL1000
Credit Hours/ Minutes: 2/ 1500
Class Location: Blackboard
Class Meets: Online 15 weeks
CRN: 40135

Instructor: Krysta Rushing
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PREFERRED METHOD OF CONTACT: EMAIL

REQUIRED TEXT: Anderson and Bolt, *Professionalism Skills for Workplace Success*, 3rd Edition, Prentice Hall, 2011. **ISBN: 13:978-0-13-262466-4**

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 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:

- 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.

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.

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.

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 Blackboard 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 BLACKBOARD 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, Apr. 18, 10:30am – 3:00pm Main Building and Swainsboro Campus, Apr. 20, 10:30am-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 Blackboard, 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
Spring Semester 201614 Lesson Plan

Date	Chapter /Lesson	Content (Classroom activities)	Assignments (Outside of class)	Competency Area
<p style="text-align: center;">Week 1 1/11-1/17</p>		<p>Blackboard OVERVIEW Policies and procedures paperwork Employment Packet Homework Assignments Interviews</p>	<p>Start Here- Discussion Board –STC Pledge Acknowledgement (Located in getting started). Due Jan. 14 by 11:55pm.</p> <p>Student Introduction Discussion Board- (Located in getting started) Due Jan. 14 by 11:55pm</p> <p>Failure to complete the above assignments by Jan. 14 will result in being dropped from the class as a “No Show”</p> <p>“The Real You” Essay. Due Jan 14 by 11:55pm.</p> <p>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 1/18-1/24</p>	<p style="text-align: center;">Ch. 1- 3</p>	<p>Chapter 1: <i>Attitude, Goal Setting, & Life Management</i></p> <p>Chapter 2: <i>Personal Financial Management</i></p> <p>Chapter 3: <i>Time & Stress Management/ Organization Skills</i></p>	<p>Exam Chapters 1-3. Due Jan. 25 by 11:55pm.</p> <p>Complete Chapters 1 Discussion Board. Due Jan. 25 by 11:55pm.</p> <p>Complete Chapter 2. Discussion Board. Due Jan. 25 by 11:55pm.</p> <p>Complete Chap. 3 Discussion Board. Due Jan. 25 by 11:55pm.</p> <p>Read Chapters 4 & 5</p>	<p style="text-align: center;">I,II,III,IV,V a, c</p>
<p style="text-align: center;">Week 3 1/25-1/31</p>	<p style="text-align: center;">Ch. 4 & 5</p>	<p>Chapter 4: <i>Etiquette / Dress</i></p> <p>Chapter 5: <i>Ethics, Politics, & Diversity</i></p>	<p>Discussion Board- “What would you do? Due Feb. 1 by 11:55pm.</p> <p>Read Chapter 6.</p>	<p style="text-align: center;">I,II,III,IV,V a, b, c</p>
<p style="text-align: center;">Week 4 2/1-2/7</p>	<p style="text-align: center;">Ch 6</p>	<p>Chapter 6: <i>Accountability & Work Place Relationships</i></p>	<p>Exam Chapters 4-6. Due Feb. 8 by 11:55pm.</p> <p>Complete Discussion Board Chapters 6, “if you were the boss”. Due Feb. 8 by 11:55pm.</p> <p>Read Chapter 7.</p>	<p style="text-align: center;">I,II,III,IV,V a, b, c</p>

Week 5 2/8-2/14	Ch 7	Chapter 7: <i>Quality Organizations & Service</i>	Complete Discussion Board Chapter 7. "If you were the boss". Due Feb. 15 by 11:55pm. Read Chapter 8.	I,II,III,IV,V a, b, c
Week 6 2/15-2/21	Ch 8	Chapter 8: <i>Human Resources & Policies</i>	Complete Discussion Board Chapters 8. "If you were the boss". Due Feb. 22 by 11:55pm. Read Chapters 9.	IV, V a, b, c
Week 7 2/22-2/28	Ch 9	Chapter 9: <i>Communication</i>	Exam Chapters 7-9. Due Feb. 29 by 11:55pm. Complete Discussion Board Chapters 9. "If you were the boss". Due Feb. 29 by 11:55pm. Read Chapters 10.	I,IV a, b, c
Week 8 2/29-3/6	Ch 10	Chapter 10: <i>Electronic Communications</i>	Complete Discussion board chapter 10. Due Mar. 7 by 11:55pm. Read Chapter 11.	I,IV a, b, c
Week 9 3/7-3/13	Ch 11	Chapter 11: <i>Motivation, Leadership & Teams</i>	13Complete Discussion board chapter 11. Due Mar. 14 by 11:55pm. Read Chapter 12.	IV,V a, b, c
Week 10 3/14-3/20	Ch 12	Chapter 12: <i>Conflict & Negotiation</i>	Exam Chapters 10-12. . Due Mar. 21 by 11:55pm. Complete Discussion board chapter 12. Due Mar. 21 by 11:55pm. Read Chapter 13.	I,IV,V a, b, c
Week 11 3/21-3/27	Ch 13	Chapter 13: <i>Job Search Skills</i>	Complete Discussion Board Chapter 13. Due Mar. 28 by 11:55pm. <u>Cover Letter.</u> Due Mar. 28 by 11:55pm. Read Chapter 14.	II,IV,V a, b, c
3/28-4/3		Spring Break – NO class		
Week 12 4/4-4/10	Ch 14	Chapter 14: <i>Resume' Package</i>	Complete Discussion Board Chapter 14. Due Nov 9 by 11:55pm. <u>Resume'.</u> Due Apr. 11 by 11:55pm. Read Chapters 15 & 16.	II,IV,V a, b, c

Week 13 4/11-4/17	Ch. 15	Chapter 15: Interview Techniques Chapter 16: Career Changes	Exam Chapters 13-15. Due Apr. 18 by 11:55pm. Complete Discussion Board Chapter 15. Due Apr. 18 by 11:55pm. <u>Thank You Letter.</u> Due Apr. 18 by 11:55pm. <u>Resignation Letter.</u> Due Apr.18 by 11:55pm	II,III,IV,V a, c
Week 14 4/18-4/24	Proctored Event	Proctored Event- Mock Interview	Vidalia Campus, Apr. 18, 10:30am-3:00pm, Main Building and Swainsboro Campus, Apr. 20, 10:30am-3:00pm. Rooms will be announced at a later date in an email. Failure to attend the proctored event will result in an immediate F for the course.	I-V a, b, c
Week 15 4/25-5/2	Ch. 16	FINAL EXAM- Chapters 1 -16 Chapter 16: Career Changes	Final Exam will Post on Monday 4/25 and will be Due May 2 by 11:55pm. Complete Discussion Board-A plan for Improvement/Goals. Due May 2 by 11:55pm.	I-V a, b, c
				I-V a, b, c

COURSE COMPETENCIES:

- 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:

- 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- EMPL1000

Instructor: K.Rushing

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:

EMPL1000 Cover Letter Rubric

CRITERIA	4- Excellent	3- Proficient	2- Dev. Prof.	1- Unacceptable
Structure	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.
Conventions	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.
Ideas	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.
Content and Voice	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.
Essential Components	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.
Total X 5				
Final Grade				
Excellent (18-20 Points) Proficient (15-17 Points) Developing Proficiency (13-14 Points) Unacceptable (0-12 Points)				

Written Assignments- Digital Drop Box
Rushing

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:

EMPL1000 Thank you Letter Rubric

Name _____
Date _____

CRITERIA	4- Excellent	3- Proficient	2- Dev. Prof.	1- Unacceptable
Structure	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.
Conventions	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.
Ideas	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.
Content and Voice	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.
Essential Components	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.
Total X 5				
Final Grade				
Excellent (18-20 Points) Proficient (15-17 Points) Developing Proficiency (13-14 Points) Unacceptable (0-12 Points)				

EMPL1000 Resignation Letter Rubric

Name _____

Date _____

CRITERIA	4- Excellent	3- Proficient	2- Dev. Prof.	1- Unacceptable
Structure	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.
Conventions	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.
Ideas	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.
Content and Voice	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.
Essential Components	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.
Total X 5				
Final Grade				
Excellent (18-20 Points) Proficient (15-17 Points) Developing Proficiency (13-14 Points) Unacceptable (0-12 Points)				

EMPL1000 Resume' Rubric

Name _____

Date _____

CATEGORY	4 - Excellent	3 – Proficient	2 –Dev. Prof.	1 Unacceptable
Name & Address (x 2)	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.
Job Objective (x 3)	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.
Format (x 4)	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.
Educational History (x 3)	Education highlighted and specific details are included.	Awards, leadership roles in school described.	Graduation date only given.	Not addressed.
Work Experience (X 4)	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.
Employment Qualification (X 3)	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.
References (X 2)	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.
Mechanics (X 4)	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.
TOTAL				
Final Grade				