



## EMPL 1000/Interpersonal Relationship and Professional Development

### COURSE SYLLABUS

Hybrid- (60%- In class- 40% Online)  
Spring Semester 2018

#### COURSE INFORMATION

Credit Hours/Minutes: 2 /1500

Class Location: Room 6215/Larry Butch Parrish Building

Class Meets: Monday and Wednesday, 11:00-2:00 Term A: 1/8/18-33/1/18 (60% In Class- 40% Online)

Course Reference Number (CRN): 40106

Preferred Method of Contact: Blackboard (BBL) Email

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Leisa Dukes

Office Location: Room 6216

Office Hours: 3:00-5:00 P.M. (Monday-Wednesday)

Email Address: [Leisa Dukes \(ldukes@southeasterntech.edu\)](mailto:ldukes@southeasterntech.edu)

Phone: 478-289-2345

Fax Number: 478-289-2224

Tutoring Hours: 3:00-5:00 p.m. (Monday-Wednesday)

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.

#### REQUIRED SUPPLIES & SOFTWARE

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.

#### COURSE DESCRIPTION

Introduces the major fields of contemporary psychology. Emphasizes is on critical thinking and fundamental principles of psychology as a science. Topics include research design, the organization and operation of the

nervous system, sensation and perception, learning and memory, motivation and emotion, thinking and intelligence, lifespan development, personality, psychological disorders and treatment, stress and health, and social psychology

### **MAJOR COURSE COMPETENCIES**

Topics include foundations and research methods, biological foundations of behavior, sensation and perception, states of consciousness, learning, memory, cognition and mental abilities, motivation and emotion, lifespan development, personality, psychological disorders and treatment, stress and health psychology, and social psychology.

### **PREREQUISITE(S)**

Appropriate Degree Level writing (English) and Reading Placement Test Scores

### **COURSE OUTLINE**

1. Human Relations Skills
2. Job Acquisition Skills and Communication
3. Job Retention Skills
4. Job Advancement Skills
5. 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.

### **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.

## **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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, to coordinate reasonable accommodations.

## **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" (Withdrawn) 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...)**

Ample time is sufficient to complete assignments and to complete your tests. If that test or assignment is not completed by the due date, a grade will result in a zero. There will be no extensions unless stated by the instructor. So, if you do not complete a test, you will receive a zero for the test

## **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" (Withdrawal 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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## 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 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 INCLUDING FINAL EXAM

Assessment/Assignment	Percentage
Tests	50 %
Homework	10 %
Final Exam	20 %
Project	20 %
Total	100 %

## GRADING POLICY EXCLUDING FINAL EXAM

Assessment/Assignment	Percentage
Tests	60 %
Homework	20 %
Project	20 %
Total	100 %

## GRADING SCALE

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

# EMPL 1000--Interpersonal Relationship Professional Development

## Spring Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
1/9/18		<p><b>Blackboard OVERVIEW</b></p> <p>Policies and procedures paperwork</p> <p>Discuss Employment Packet</p> <p>Discuss Homework Assignments</p> <p>Discuss Interviews – Dates will be assigned as soon as Mr. Lance contacts me.</p>	<p>Read Chapters 1 -3- Homework</p> <p>Hybrid Essay "The Real You"- Directions are located within the assignment on BBL Please read the directions thoroughly!</p> <p>Discussion Board- "Expectations for the class"- 1 post and 1 reply. Due by 1/15/18</p>	<p>1 a-c</p>
1/11/18	1-3	<p>Lecture Chapter 1: <i>Attitude, Goal Setting, and Life Management</i></p> <p>Lecture Chapter 2: <i>Personal Financial Management</i></p> <p>Lecture Chapter 3: <i>Time and Stress Management/Organization Skills</i></p>	<p>Hybrid Complete Chapter 1 – GOALS- discussion board-</p> <p>Hybrid Complete Chapter 2- discussion board "If you were the boss"</p> <p>Hybrid Discussion board Complete Chapter 3 – Time and Stress Management</p> <p>All Hybrid assignments for Week 1- Due 1/15/18.</p> <p>Read Chapters 4-6</p>	<p>1 a-c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
1/16/18 1/18/18	Chapters 4-6	<p>Lecture Chapter 4: <i>Etiquette and Dress</i></p> <p>Lecture Chapter 5: <i>Ethics, Politics, &amp; Diversity</i></p> <p>Lecture Chapter 6: <i>Accountability and Workplace Relationships</i></p>	<p>Hybrid Complete Chapter 4- discussion board “if you were the boss” Due by- 1/19/18</p> <p>Hybrid Complete Chapter 5 Discussion Board- “What would you do?” discussion board : Due by- 1/19/18</p> <p>Exam- Chapter 1-3- Due 1/19/18</p>	2 a-c
1/23/18 1/25/18	7-9	<p>Lecture Chapter 7: <i>Quality Organizations and Service</i></p> <p>Lecture Chapter 8: <i>Human Resources and Policies</i></p> <p>Lecture Chapter 9: <i>Communication</i></p>	<p>Exam- Chapters 4-6- Due 1/29/18</p> <p>Read chapters 7-9.</p> <p>Exam Chapters 7-9- Due 1/29/18</p> <p>Hybrid Complete Chapter 7- Quality and Organization- Discussion Board-</p> <p>Hybrid Complete Chapter 8- Human Resource and Policies- discussion board</p> <p>Weekly Folder Due: 1/29/18</p>	3 a-c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
1/30/18 2/1/18	10-12	<p>Lecture Chapter 10: <i>Electronic Communications</i></p> <p>Lecture Chapter 11: <i>Motivation, Leadership, and Teams</i></p> <p>Lecture Chapter 12: <i>Conflict and Negotiation</i></p>	<p>Read chapters 10-12. Exam Chapters 10-12- Due 2/5/18</p> <p>Hybrid: Find an article on sexual harassment on the internet and submit a summary of the article in the drop box. Due: 2/5/18</p> <p>Hybrid: Complete the discussion posts on Human Resources and Communication</p> <p>Hybrid: Complete the discussion questions: Electronic Communication and Conflict and Negotiation. Due: 2/5/18</p>	4 a-c
2/6/18 2/8/18	13	<p>Interviews:</p> <p>Lecture Chapter 13: <i>Job Search Skills</i></p>	<p>Read chapters 13-14 Interview- Lance Helms</p> <p>HYBRID- What did you learn?- complete Discussion Question Due: 2/12/18</p>	4 a-c
2/13/18 2/15/18	14	<p>Lecture Chapter 14: <i>Resume' Package</i></p>	<p>Read chapters 15-16 Employability Package (cover letter, resume', thank you letter and resignation letter) Due Date:2/19/18</p>	5 a-c



<b>Date/Week</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
<b>2/20/18 2/22/18</b>	<b>15</b>	<b>Lecture Chapter 15: Interviewing Techniques Lecture Chapter 16: <i>Career Changes</i></b>	<b>Complete Discussion Question- Career and Life Changes Complete Exam Chapters 13-16  Due by 2/26/18  Review for final exam</b>	<b>5 a-c</b>
<b>2/27/18 3/1/18</b>	<b>1-15</b>	<b>Study for Final Exam Final Exam- 3/1/18- Last Day of Class</b>		<b>1-5 a-c</b>

**COMPETENCY AREAS:**

1. Human Relation Skills
2. Job Acquisition Skills and Communication
3. Job Retention Skills
4. Job Advancement Skills
5. 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.

Discussion Board Rubric

Instructor: Leisa Dukes

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

Original Post must contain a minimum of 50 **words**

Replies must contain a minimum of 25 **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. Poster 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 Points. ___/100				

NOTES: