



EMPL 1000 Interpersonal Relations & Professional Development

COURSE SYLLABUS

Online

Spring Semester 201814

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40162

Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Krysta Rushing

Email: [Krysta Rushing \(krushing@southeasterntech.edu\)](mailto:krushing@southeasterntech.edu)

Office Location:

Daytime Instructor: David Standard

Office Hours: Monday -Thursday. 9:30am-12:00noon

Email Address: [David Standard \(dstandard@southeasterntech.edu\)](mailto:dstandard@southeasterntech.edu)

Phone: 912-538-3173

Fax Number: 912-538-3156

Tutoring Hours: Thursdays 4:30pm-5:30pm

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 and Bolt, *Professionalism Skills for Workplace Success*, 4th Edition, Prentice Hall, 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.** 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 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

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, 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 (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" (Failing 0-59) 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 American Psychological Association (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 [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.

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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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, Date Here, Time Here, Room Here

Swainsboro Campus, Date Here, Time Here. Room Here

The Proctored Event will be a Mock Interview.

Please sign up for your interview time. Click on the Proctored event sign up folder. Choose your campus and interview time.

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:

1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (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

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 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 Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

GRADING POLICY

Assessment/Assignment	Percentage
Exam	50%
Assignments	10%
Proctored Event/Documents	20%
Final	20%

GRADING SCALE

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

EMPL 1000 Interpersonal Relations & Professional Development
Spring Semester 201814 Lesson Plan

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 January 8- January 14		Blackboard OVERVIEW Policies and procedures paperwork Employment Packet Homework Assignments Interviews	Start Here- STC Pledge Acknowledgement Quiz (Located in getting started). Due January 11 by 11:55pm. Student Introduction Discussion Board- (Located in getting started) Due January 11 by 11:55pm Failure to complete the above assignments by January 11 will result in being dropped form the class as a “No Show” <u>“The Real You” Essay. Due January 15 by 11:55pm.</u> Directions are located within the assignment on Blackboard Please read the directions! Read Chapters 1 -3.	I,IV,V a, c
Week 2 January 15- January 21	Chapters 1- 3	Chapter 1: <i>Attitude, Goal Setting, & Life Management</i> Chapter 2: <i>Personal Financial Management</i> Chapter 3: <i>Time & Stress Management/ Organization Skills</i>	Exam Chapters 1-3. Due January 22 by 11:55pm. Chapter 1 Discussion Board. Due January 22 by 11:55pm. Chapter 2. Discussion Board. Due January 22 by 11:55pm. Chapter 3 Discussion Board. Due January 22 by 11:55pm. Read Chapters 4 & 5	I,II,III,IV,V a, c
Week 3 January 22- January 28	Chapters 4 & 5	Chapter 4: <i>Etiquette / Dress</i> Chapter 5: <i>Ethics, Politics, & Diversity</i>	Discussion Board- “What would you do? Due January 29 by 11:55pm. Read Chapter 6.	I,II,III,IV,V a, b, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 4 January 29- February 4	Chapter 6	Chapter 6: <i>Accountability & Work Place Relationships</i>	Exam Chapters 4-6. Due February 5 by 11:55pm. Discussion Board Chapters 6, "If you were the boss". Due February 5 by 11:55pm. Read Chapter 7.	I,II,III,IV,V a, b, c
Week 5 February 5- February 11	Chapter 7	Chapter 7: <i>Quality Organizations & Service</i>	Discussion Board Chapter 7. "If you were the boss". Due February 12 by 11:55pm. Read Chapter 8.	I,II,III,IV,V a, b, c
Week 6 February 12- February 18	Chapter 8	Chapter 8: <i>Human Resources & Policies</i>	Discussion Board Chapters 8. "If you were the boss". Due February 19 by 11:55pm. Read Chapters 9.	IV. V a, b, c
Week 7 February 19- February 25	Chapter 9	Chapter 9: <i>Communication</i>	Exam Chapters 7-9. Due February 26 by 11:55pm. Discussion Board Chapters 9. Due February 26 by 11:55pm. Read Chapters 10.	I,IV a, b, c
Week 8 February 26- March 4	Chapter 10	Chapter 10: <i>Electronic Communications</i>	Discussion Board Chapter 10. Due March 5 by 11:55pm. Read Chapter 11.	I,IV a, b, c
Week 9 March 5- March 11	Chapter 11	Chapter 11: <i>Motivation, Leadership & Teams</i>	Discussion Board Chapter 11. Due March 12 by 11:55pm. Read Chapter 12.	IV,V a, b, c
Week 10 March 12- March 18	Chapter 12	Chapter 12: <i>Conflict & Negotiation</i>	Exam Chapters 10-12. . Due March 19 by 11:55pm. Discussion Board Chapter 12. Due March 19 by 11:55pm. Read Chapter 13.	I,IV,V a, b, c
Week 11 March 19- March 25	Chapter 13	Chapter 13: <i>Job Search Skills</i>	Discussion Board Chapter 13. Due March 26 by 11:55pm. Cover Letter. Due March 26 by 11:55pm. Read Chapter 14.	II,IV,V a, b, c
Week 12 March 26- April 1	Chapter 14	Chapter 14: <i>Resume' Package</i>	Discussion Board Chapter 14. Due April 2 by 11:55pm. Resume'. Due April 2 by 11:55pm. Read Chapters 15 & 16.	II,IV,V a, b, c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
April 2 – April 5		Spring Break	NO Class	
Week 13 April 9- April 15	Chapter 15	Chapter 15: Interview Techniques Chapter 16: Career Changes	Exam Chapters 13-15. Due April 16 by 11:55pm. Discussion Board Chapter 15. Due April 16 by 11:55pm. <u>Thank You Letter.</u> Due April 16 by 11:55pm. <u>Resignation Letter.</u> Due April 16 by 11:55pm	II,III,IV,V a, c
Week 14 April 16- April 22	Proctored Event	Proctored Event- Mock Interview	Vidalia Campus, Date/Time/ Room and Swainsboro Campus, Date/Time/ Room, Failure to attend the proctored event will result in an immediate F for the course.	I-V a, b, c
Week 15 April 23- April 29	Chapter 16	Chapter 16: Career Changes	Discussion Board-A plan for Improvement/Goals. Due April 30 by 11:55pm.	I-V a, b, c
April 30- May 1	Chapters 1-16	FINAL EXAM- Chapters 1 -16	Final Exam will Post on Monday April 30 and will be Due Tuesday May 1 by 11:55pm.	I-V a, b, c

COMPETENCY AREAS:

- 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.