



EMPL1000
Interpersonal Relat. & Prof.
Development
COURSE SYLLABUS
HYBRID
Summer Semester FY 2017

Semester: Summer 2017
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- TT/R
1:00 p.m.-2:00 p.m. (mini-mester- meets 7.5 weeks)
CRN: 60004 **Last day of class 7/18/17**

Instructor: Leisa Dukes
Office Hours: M/R 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
Preferred Method of Contact: Email in BBL
Tutoring Hours: M/W3:00-5:00 p.m

REQUIRED TEXT: Anderson & Bolt Professionalism, 4th 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 BBL 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.

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 (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 learning systems. Exams will be taken both on BBL online and in the classroom. 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 BBL. Assignments are to be submitted through Digital drop box or discussion boards only!**

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 Helen Thomas, Room 108 Vidalia Campus, 912-538-3126 or email at: lthomas@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. **Field trips will be excused IF you notify the instructor at least 24 hours in ADVANCE. Also, the instructor in charge of the field trip MUST email me within 24 hours for the absence to be excused.** One field trip per mini-mester will be considered an "approved" absence.

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- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126 or email at lthomas@southeasterntech.edu.

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 BBL 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 Americans 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
<p>Helen Thomas, Special Needs Specialist Vidalia Campus</p> <p>3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu</p>	<p>Blythe Wilcox, Director of Human Resources Vidalia Campus</p> <p>3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu</p>

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.

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. Your due date for the interview AND EMP package (cover letter, resume', thank you letter, and resignation letter will be given IN CLASS)**

GRADING POLICY

Including Final

Exams – 50%

Homework- 10%

Final -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.*

Final Exempt

Exams- 60%

Homework-20%

Employment Packet-20%

EMPL 1000- MINI Mester
Summer Semester FY 2017 Lesson Plan
Hybrid 60%- In class 40% Online
Semester Ends: 7/18/17

NOTE: There is a HOLIDAY on May 29th (Monday) – ENTIRE school

The school will be closed the week of 7/3/17/6/17.

EMP Packages will be due 6/22/17!!!

Interview date will be given out the first week of class!!

Date	Chapter /Lesson	Content (Classroom activities)	Assignments (Outside of class)	Competency Area
Week 1		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.	Read Chapters 1 -3- Homework Hybrid Essay "The Real You" - Directions are located within the assignment on BBL Please read the directions thoroughly! Discussion Board- "Expectations for the class"- 1 post and 1 reply. Due by:5/25/17	I,IV,V a, c, d
	Ch. 1 -3	Lecture Chapter 1: <i>Attitude, Goal Setting, and Life Management</i> Lecture Chapter 2: <i>Personal Financial Management</i> Lecture Chapter 3: <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" Hybrid Discussion board Complete Chap. 3 – Time and Stress Management All Hybrid assignments for Week 1- Due 5/25/17 Read Ch. 4-6	I,II,III,IV,V a, c, d
Week 2	Ch. 4 - 6	Lecture Chapter 4: <i>Etiquette and Dress</i> Lecture Chapter 5: <i>Ethics, Politics, & Diversity</i> Lecture Chapter 6: <i>Accountability and Workplace Relationships</i>	Hybrid Complete Chapter 4- discussion board "if you were the boss" Due by:- 6/1/17 Hybrid Complete Chapter 5 Discussion Board- "What would you do?" discussion board : Due by- 6/1/17 Exam- Ch. 1-3- Due 6/1/17	I,II,III,IV,V a, c, d

Week 3	Ch. 7 - 9	Lecture Chapter 7: <i>Quality Organizations and Service</i> Lecture Chapter 8: <i>Human Resources and Policies</i> Lecture Chapter 9: <i>Communication</i>	Exam- Ch. 4-6- Due 6/14/17 Read chapters 7-9. Exam Chapters 7-9- Due :6/14/17 Hybrid Complete Chapter 7- Quality and Organization- Discussion Board- Due: 6/14/17 Hybrid Complete Chapter 8- HR and Policies- discussion board Due: 6/14/17	I,II,III,IV,V a, b, c, d
Week 4	Ch. 10 -12	Lecture Chapter 10: <i>Electronic Communications</i> Lecture Chapter 11: <i>Motivation, Leadership, and Teams</i> Lecture Chapter 12: <i>Conflict and Negotiation</i>	Read chapters 10-12. Exam Chapters 10-12- Due: 6/21/17 Hybrid: Find an article on sexual harassment on the internet and submit a summary of the article in the drop box. Due: 6/21/17 Hybrid: Complete the discussion posts on Human Resources and Communication Hybrid: Complete the discussion questions: Electronic Communication and Conflict and Negotiation. Due: 6/21/17	I,II,V a, b, d
Week 5	Ch. 13	Lecture Chapter 13: <i>Job Search Skills</i>	Read chapters 13-14 Interview- Lance Helms HYBRID- What did you learn?- complete DQ Due: 6/28/17	II,IV,V a, b, c
Week 6	Ch. 14	Lecture Chapter 14: <i>Resume' Package</i>	Read chapters 15-16 EMP Package (cover letter, resume', thank you letter and resignation letter) Due Date: 6/22/17	II,IV,V a, b, c
Week 7-7.5-	Ch. 15	Lecture Chapter 15: <i>Interviewing Techniques</i> Lecture Chapter 16: <i>Career Changes</i>	Complete DQ- Career and Life Changes Complete Exam Ch. 13-16 Due by 7/12/17 Review for final exam	II,III,IV,V a, c, d

			Final Exam: 7/18/17	
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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
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 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				

