



**BUSN 1330-Personal Effectiveness
COURSE SYLLABUS
Online
Summer Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

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

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60008

Preferred Method of Contact: [Email](#)

INSTRUCTOR CONTACT INFORMATION

Instructor Name:

Email Address: [Tina Jernigan \(tjernigan@southeasterntech.edu\)](mailto:tjernigan@southeasterntech.edu)

Campus/Office Location: Vidalia/Gillis Building, Office 807

Office Hours: 2:00-4:30 p.m. Monday-Thursday or via appointment

Phone: (912) 538-3123

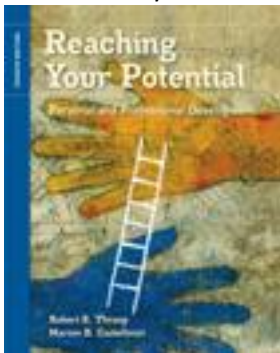
Fax Number: (912) 538-3106

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

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

REQUIRED TEXT

Reaching Your Potential: Personal and Professional Development, 4th edition, (E-Book) Throop, Robert K., Wadsworth/CENGAGE Learning, ISBN: 978-1-285-50112-3.



REQUIRED SUPPLIES & SOFTWARE

Students will use Microsoft Word to complete assignments for this class.

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. Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course focuses on the skills needed to be effective in the corporate environment. The participants learn the importance of effectively managing time, stress and change as they relate to work behavior and quality of work. Topics include time management, stress management, interview skills/job development, resume writing, and managing change.

MAJOR COURSE COMPETENCIES

Time Management, Stress Management, Interview Skills/Job Development, Resume Writing, Managing Change.

PREREQUISITE(S)

None

COURSE OUTLINE

1. Time Management
2. Stress Management
3. Interview Skills/Job Development
4. Resume Writing
5. Managing Change.

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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)

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. **All tests and assignments are due at midnight on Tuesday 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. Late work is not accepted for this class. All assignments will be saved using Microsoft Word and submitted in blackboard course for grading. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course.

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" (Failing 0-59) 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.

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 percent 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" (Failing 0-59) being assigned.

After the 65 percent 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 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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. 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 farther 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 by the instructor of the course, 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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times during week 8 of the semester: Swainsboro Campus: Monday, July 16, 1-2 p.m. Building 2, Room 2122 OR Vidalia Campus: Tuesday, July 17, 1-2 p.m. Gillis Building, Lab 809.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Failure to take chapter quizzes will result in a grade of zero. **No makeup exams are allowed.** If Internet or browser failure occurs while taking an exam (quiz), contact instructor immediately. A decision will be made at that time if the exam (quiz) will be reset. The instructor reserves the right to deduct points from exam (quiz) scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and 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	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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 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](http://www.southeasterntech.edu) (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
Chapter Assignments	30%
Chapter Quizzes	20%
Discussion Boards	10%
Journal	20%
Proctored Exam	20%

GRADING SCALE

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

BUSN 1330-Personal Effectiveness

Summer Semester 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Tuesday May 15		First Day of the Semester	Required Orientation Assignments: -Click the Getting Started link on the course menu in the Blackboard course and complete the Getting Started items including the Pledge Quiz and Student Introduction. -Make contact with instructor via email to reserve spot and intent on completing the class.	
Week 1 May 16-22	Chapter 1	Unit 1: Developing Your Emotional Potential The Power of Self-Belief Note: Begin Journal Page 31 (See Journal Assignment Sheet in BB course)	Read Chapter 1 Graded: Your Turn 1-1, 1-2, 1-4, 1-7. Graded: Discussion Board 1 Graded: Chapter 1 Quiz Chapter 1 assignments, DB1, and Chapter 1 Quiz due Tuesday, May 22, midnight.	*1 **a,c
Week 2 May 23-29	Chapter 2	Setting Goals and Managing Time HOLIDAY-MONDAY, MAY 28	Read Chapter 2 Graded: Your Turn 2-2, 2-4, 2-6, 2-7. Graded: Discussion Board 2 Graded: Chapter 2 Quiz Chapter 2 assignments, DB2, and Chapter 2 Quiz due Tuesday, May 29, midnight.	*1 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 May 30- June 5	Chapter 3	Unit 2: Developing Your Intellectual Potential Improving Your Thinking Skills	Read Chapter 3 Graded: Your Turn 3-4, 3-5, 3-6. Graded: Discussion Board 3 Graded: Chapter 3 Quiz Chapter 3 assignments, DB3, and Chapter 3 Quiz due Tuesday, June 5, midnight.	*5 **a,c
Week 4 June 6-12	Chapter 4	Improving Your Study Skills	Read Chapter 4 Graded: Your Turn 4-1, 4-2, 4-7. Graded: Discussion Board 4 Graded: Chapter 4 Quiz Chapter 4 assignments, DB4, and Chapter 4 Quiz due Tuesday, June 12, midnight.	*1 **a,c
Week 5 June 13-19	Chapter 5 and 6	Unit 3: Developing Your Physical Potential Eating Well Staying Healthy	Read Chapters 5 and 6 Graded: Your Turn 5-2 and 6-3 Graded: Discussion Board 5 Graded: Chapter 5/6 Quiz Chapter 5 and 6 assignments, DB5, and Chapter 5/6 Quiz due Tuesday, June 19, midnight.	*2,5 **a,c
Week 6 June 20-26	Chapter 7 and 8	Unit 4: Developing Your Social Potential Communicating Effectively Improving Your Listening Skills	Read Chapters 7 and 8 Graded: Your Turn 7-2, 7-5, 8-1, 8-2. Graded: Chapter 7/8 Quiz Chapter 7 and 8 assignments and Chapter 7/8 Quiz due Tuesday, June 26, midnight.	*1,5 **a,c
July 2-5		SUMMER BREAK-NO CLASSES		

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 June 27- July 10	Chapter 9 and 10	Improving Your Speaking Skills Getting Along with Others	Read Chapters 9 and 10 Graded: Your Turn 9- 3, 10-1, 10-3. Graded: Chapter 9/10 Quiz Chapter 9 and 10 assignments and Chapter 9/10 Quiz due Tuesday, July 10, midnight.	*3,5 **a,c
Week 8 July 11-17	Chapter 11 and 12	Functioning in Groups Unit 5: Developing an Action Plan Handling Change and Stress PROCTORED EXAM DATES: Swainsboro Campus: Monday, July 16, 1-2 p.m. Building 2, Room 2122 OR Vidalia Campus: Tuesday, July 17, 1-2 p.m. Gillis Building, Lab 809.	Read Chapters 11 and 12 Graded: Your Turn 11- 4, 11-5, 12-3 Graded: Proctored Exam (Chapters 11 and 12) *Chapter 11 and 12 assignments due Tuesday, July 11, midnight.	*2,5 **a,c
Week 9 July 18-24	Chapter 13 and 14	Managing Money Preparing for Your Career	Read Chapters 13 and 14 Graded: Your Turn 13- 1, 13-10, 14-2, 14-4 Graded: Chapter 13/14 Quiz Graded: Journal Due Chapter 13 and 14 assignments, Chapter 13/14 Quiz, and Journal due Tuesday, July 24, midnight.	*2,3,4 **a,c
Tuesday July 24		SUMMER SEMESTER ENDS		

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Time Management
2. Stress Management
3. Interview Skills/Job Development
4. Resume Writing
5. Managing Change

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.

ADDITIONAL CLASS INFORMATION: (Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.)

- **ASSIGNMENTS:** Three points will be assessed per error on assignments. More or less may be deducted depending on the type of error and will be at the discretion of the instructor. Students are required to use Microsoft Word to complete assignments. Once the documents are saved, they are to be uploaded and submitted for grading in Blackboard. The assignment links to submit work are in the chapter folders. Always key your name and assignment information in the Document Properties of the documents before submitting it for grading. Provide your name, the name of the assignment, and class information (BUSN 1330-Summer 2018) ****Ten Points will be deducted automatically for not following directions.**
- **DISCUSSION BOARDS:** Students will complete five (5) discussion board assignments that will count as part of the final course grade. The Discussion Board assignments are located under the Discussion Board link on the course menu. **See discussion board grading rubric attached to end of course syllabus on how you will be evaluated.**
- **JOURNAL:** The journal is assigned at the beginning of the semester during week 1. Students are strongly encouraged to work on this each week. The information about how to set up the journal is under the journal link in the course. Review it carefully. This will be due at the end of the semester. The journal counts 20 percent of the final grade.
- **CHAPTER QUIZZES AND PROCTORED EXAM:** Students will take Chapter Quizzes covering the material in the textbook. Proctored Exam is assigned during week 8. Failure to take quizzes or the proctored exam will result in a grade of zero. **No exceptions.** Tests will only be made available during the weeks assigned.
- **CHECKING GRADES:** A grade book is available in the Blackboard course on the Home page on the menu labeled "My Grade". This grade book is for students to review and is continuously updated throughout the semester. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

BUSN 1330-PERSONAL EFFECTIVENESS

JOURNAL ASSIGNMENT

Thinking about new ideas is helpful, but writing about them in a journal will help you understand them much better. You will be able to see how the ideas can relate to your own life. [This journal focuses on what your ideal days would be like](#); a diary, in contrast, is about what your day actually was. You will learn about success, values, beliefs, and behaviors through this journal. The following are the pages/questions to use from each page for the journal.

- Chapter 1 Page 31.
- Chapter 2 Page 59.
- Chapter 3 Page 85.
- Chapter 4 Page 109.
- Chapter 5 Page 133.
- Chapter 6 Page 157.
- Chapter 7 Page 185.
- Chapter 8 Page 201.
- Chapter 9 Page 223.
- Chapter 10 Page 249.
- Chapter 11 Page 271.
- Chapter 12 Page 293.
- Chapter 13 Page 327.
- Chapter 14 Page 367.

Journal Format/Setup:

- The assignment must be keyed in Microsoft word and must be one document that students will add to each week. Each section/paragraph from each chapter must be labeled with the chapter number and page number as shown above. Double space between each section/paragraph.
- Key your name and class information at the top of the word document before you begin the journal entries. **For example: Tina Jernigan BUSN 1330 Personal Effectiveness Journal Summer 2018.**
- Use Times New Roman font and 12-point font size.
- For each section, make sure you key the questions and your responses. Make sure your responses are thought provoking and detailed as much as you want to share. Remember this is all about you and for my eyes only. NO “one-liners”. NO “simply yes or no” answers.
- Watch spelling and grammar. Proofread your work before submitting it for a grade.

BUSN 1330 DISCUSSION BOARD GRADING RUBRIC

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
0	1	50	<p>Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.</p>
0	0	0	<p>Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.</p>