



TENTATIVE—SUBJECT TO CHANGE

**BUSN 1330 Personal Effectiveness
COURSE SYLLABUS
Online
Summer Semester 2021 (202116)**

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): 60022

Preferred Method of Contact: Email anoles@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Liz Noles

Email Address: [Liz Noles \(anoles@southeasterntech.edu\)](mailto:Liz.Noles@southeasterntech.edu)

Vidalia Campus/Office Location: Vidalia Gillis Medical Building Office 831

Office Hours: Due to the uncertainties of COVID-19, contact your instructor by email to make an appointment.

Phone Number: 912-538-3175

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](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf) (<https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf>).

REQUIRED TEXT

Cengage Unlimited Printed Access Card

Semester Access (4 month) with ISBN: 978-0-357-70003-7. You can also purchase the one year or two year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern Technical College Bookstore stcbookstore@southeasterntech.edu or 912-538-3129 or online.

If you also want to purchase or rent a physical copy, the book information is 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 Cengage Unlimited to access the textbook and use Microsoft Word to complete their assignments to submit to Blackboard. Students are required to check their STC email daily.

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. Students will have at least one week to complete tests and assignments. All tests and assignments are due at **11:59 p.m. on Monday** of each week. Assignments must be completed in Mindtap and/or Blackboard each week.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a **minimum of 45 hours** during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. **Students are required to check their college email at least once daily.** College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

| COVID-19 Key Symptoms |
|--|
| Fever or felt feverish |
| Cough: new or worsening, not attributed to another health condition |
| Shortness of breath, not attributed to another health condition |
| New loss of taste or smell |
| Chills; Repeated shaking with chills |
| Sore throat, not attributed to another health condition |
| Muscle pain, not attributed to another health condition or exercise |
| Headache, not attributed to another health condition |
| Diarrhea (unless due to known cause) |
| In the past 14 days, if you: |
| Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s). |

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at

11:59 p.m. on Monday of each week. I do not accept late work! 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

ONLINE PROCTORED EVENT WITHDRAWALS

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 given a zero for the proctored event.

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. The event will be monitored by the instructor or by an approved proctor. 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 given a zero for the proctored event.

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: **Swainsboro Campus, Tuesday, June 29, 9 a.m., Building 2 Room 2122 and Vidalia Campus, Wednesday, June 30, 9 a.m., Gillis Building Lab 809.**

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

Students are required to take all tests scheduled during the semester. Failure to take Blackboard/Mindtap tests and/or assignments will result in a grade of zero. There will be no makeup of assignments or exams. If internet or browser failure occurs, contact the instructor immediately. A decision will be made at that time if the exam will be reset. Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan.

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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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 165 Phone: 912-538-3126 | Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 |

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|---|---|
| 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 |
| Email: Helen Thomas (hthomas@southeasterntech.edu) | 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 \(www.southeasterntech.edu\)](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 |
|-----------------------|------------|
| Chapter Assignments | 30% |
| Chapter Quizzes | 20% |
| Journal | 20% |
| Discussion Boards | 10% |
| Proctored Event/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 2021 (202116) Lesson Plan

| Date/Week | Chapter | Content | Assignments & Tests Due Dates | Competency Area |
|----------------------------------|---------|---|--|-----------------|
| First Day of Class May 17 | | <p style="text-align: center;">First Day of Class</p> <p style="text-align: center;"><i>*Note: You CANNOT complete all activities in one day for this course. Do NOT wait until the last minute to start your activities. I do not accept late work.</i></p> <p style="text-align: center;">All coursework will be completed and submitted in Blackboard.</p> <p style="text-align: center;">May 19: Last Day of Drop/Add</p> | <p>Orientation Assignments: Select Getting Started on the course menu in the Blackboard course to complete</p> <ol style="list-style-type: none"> 1. Orientation Assignments, 2. Pledge Acknowledgement Quiz, 3. Student Introduction. 4. Complete the Blackboard Online Orientation 5. Online Orientation Quiz. 6. Complete the COVID Quiz 7. Read the syllabus!!! 8. Put the required on-campus proctored exam date on your calendar. <p>Set up Cengage Unlimited: On the sidebar, click START HERE and watch the Cengage Registration Process video and complete the steps outlined in the video. Then add your textbook to you Cengage Unlimited Dashboard.</p> <p>Due May 19 at 11:59 p.m.</p> | |

| Date/Week | Chapter | Content | Assignments & Tests Due Dates | Competency Area |
|--------------------------------|------------------|--|--|-----------------------|
| <p>Week 1</p> <p>May 17-24</p> | <p>Chapter 1</p> | <p>Unit 1: Developing Your Emotional Potential</p> <p>The Power of Self-Belief</p> | <p>Read Chapter 1</p> <p>Graded: Your Turn 1-1, 1-2, 1-4, 1-7 (Type your assignments in Microsoft Word to submit in Blackboard. Make sure to include questions and your answers in the document.)</p> <p>Graded: Discussion Board 1 (Review discussion board rubric at the end of the syllabus BEFORE completing.)</p> <p>Graded: Chapter 1 Quiz</p> <p>Graded: Journal Assignment— Chapter 1, Page 32 (Read the Journal Assignment sheet at the end of the syllabus and in Blackboard BEFORE completing. Points are deducted for incorrect formatting.)</p> <p>Due May 24 at 11:59 p.m.</p> | <p>1</p> <p>a,c</p> |
| <p>Week 2</p> <p>May 25-31</p> | <p>Chapter 2</p> | <p>Setting Goals and Managing Time</p> | <p>Read Chapter 2</p> <p>Graded: Your Turn 2-2, 2-4, 2-6, 2-7</p> <p>Graded: Discussion Board 2</p> <p>Graded: Chapter 2 Quiz</p> <p>Graded: Journal Assignment— Chapter 2, Page 59</p> <p>Due May 31 at 11:59 p.m.</p> | <p>1</p> <p>a,b,c</p> |

| Date/Week | Chapter | Content | Assignments & Tests Due Dates | Competency Area |
|--------------------------|------------------|--|--|-----------------|
| Week 3 June 1-7 | 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 Graded: Journal Assignment— Chapter 3, Page 85 Due June 7 at 11:59 p.m. | 5 a,c |
| Week 4 June 8-14 | 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 Graded: Journal Assignment— Chapter 4, Page 109 Due June 14 at 11:59 p.m. | 1 a,c |
| Week 5 June 15-21 | Chapters 5 and 6 | Unit 3: Developing Your Physical Potential Eating Well Staying Healthy | Read Chapters 5 and 6 Graded: Your Turn 5-2, 6-3 Graded: Discussion Board 5 Graded: Chapter 5 Quiz Chapter 6 Quiz Graded: Journal Assignment— Chapter 5, Page 133 Chapter 6, Page 157 Due June 21 at 11:59 p.m. | 2,5 a,c |

| Date/Week | Chapter | Content | Assignments & Tests Due Dates | Competency Area |
|----------------------------|---|---|--|-----------------|
| Week 6 June 22-28 | Chapters 7 and 8 | Unit 4: Developing Your Social Potential Communicating Effectively Improving Your Listening Skills June 28: Last Day to Withdraw without Academic Penalty | Read Chapters 7 and 8 Graded: Your Turn 7-2, 7-5, 8-1, 8-2 Graded: Journal Assignment— Chapter 7, Page 185 Chapter 8, Page 201 Due June 28 at 11:59 p.m. | 1,5 a,c |
| Week 7 June 29 – July 5 | Proctored Exam & Chapters 9 and 10 | Proctored Exam: The proctored exam will be the Chapter 7 & 8 Quiz Improving Your Speaking Skills Getting Along with Others | <u>Proctored Exam Dates:</u> Swainsboro Campus: Tuesday, June 29; 9 a.m. Building 2 Room 2122 OR Vidalia Campus: Wednesday, June 30; 9 a.m. Gillis Building Lab 809 Read Chapters 9 and 10 Graded: Your Turn 9-3, 10-1, 10-3 Graded: Chapter 9 Quiz Chapter 10 Quiz Graded: Journal Assignment— Chapter 9, Page 223 Chapter 10, Page 249 Due July 5 at 11:59 p.m. | 3,5 a,c |
| July 5-9 | | SUMMER BREAK | | |

| Date/Week | Chapter | Content | Assignments & Tests Due Dates | Competency Area |
|----------------------|--------------------|--|---|------------------------|
| Week 8 July 12-19 | Chapters 11 and 12 | Functioning in Groups Unit 5: Developing an Action Plan Handling Change and Stress | Read Chapters 11 and 12 Graded: Your Turn 11-4, 11-5, 12-3 Graded: Chapter 11 Quiz Chapter 12 Quiz Graded: Journal Assignment— Chapter 11, Page 271 Chapter 12, Page 293 Due July 19 at 11:59 p.m. | 2,5 a,b,c |
| Week 9 July 20-26 | Chapters 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 Quiz Chapter 14 Quiz Graded: Journal Assignment— Chapter 13, Page 327 Chapter 14, Page 367 Due July 26 at 11:59 p.m. | 2,3,4 a,b,c |
| July 26 | | SUMMER SEMESTER ENDS | | |

COMPETENCY AREAS:

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. Assignments will be averaged together to arrive at chapter grade. 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 the appropriate folders in the Blackboard course. Instructor will not grade work from any other location. Always key your name and assignment information on your documents.
****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. Students must post at least two comments to each discussion board. This means at least one original post responding to the discussion prompt and at least one reply to another student. I do not accept late discussion posts. **See discussion board grading rubric attached to end of course syllabus on how you will be evaluated.**
- **CHAPTER QUIZZES AND PROCTORED EXAM:** Students will take Chapter tests covering the material in the textbook. Proctored Exam is assigned during week 7. Failure to take tests or the proctored exam will result in a grade of zero. No exceptions. No study guide will be given for any exams.
- **JOURNAL:** The information about how to set up the journal is under the journal link in the course. Review it carefully. This will be due each week. The journal counts 20 percent of the final grade.

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. 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 each word document before you begin the journal entries. **For example: Liz Noles BUSN 1330 Personal Effectiveness Journal Summer 2021.**
- 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. Points will be deducted for spelling and grammar mistakes.

DISCUSSION BOARD GRADING SCALE RUBRIC

| Number of discussion posts | Number 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, contains 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." |
| 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. |
| 0 | 1 | 50 | 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. |
| 0 | 0 | 0 | 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. |