



## EMPL 1000 Interpersonal Relations & Professional Development

### COURSE SYLLABUS

Online

Summer Semester 201816

#### COURSE INFORMATION

Credit Hours/Minutes: 2/1500

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

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60092

Preferred Method of Contact: EMAIL

#### INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Krysta Rushing

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

Campus/Office Location: Vidalia Main Campus. Room 158-B

Office Hours: By Appointment

Phone: 912-538-3173

Fax Number: 912-538-3156

Full-Time Instructor: David Standard

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

Campus/Office Location: Vidalia Main Campus. Room 418

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

Phone: 912-538-3173

Fax Number: 912-538-3156

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

#### 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

*Professionalism Skills for Workplace Success*. Anderson and Bolt. 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.

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

## **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.

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 11:55pm on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week during the semester doing the required homework, quizzes, and tests. 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 your Blackboard course.

#### **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 Student Email 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" (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 11:55pm 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 at 10:30am-12:00 Noon**

**OR**

**Swainsboro Campus, DATE HERE at 10:30am-12:00 Noon**

**Room will be emailed at a later date.**

**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 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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

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

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

## GRADING POLICY

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

**GRADING SCALE**

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

# EMPL 1000 Interpersonal Relations & Professional Development

## Summer Semester 201816 Lesson Plan

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 1 May 15-20</b>	Ch. 1	Blackboard Overview Policies and procedures paperwork Employment Packet Homework Assignments Interviews	Start Here- Discussion Board –STC Pledge Acknowledgement (Located in getting started). <b>Due May 17 by 11:55pm.</b>  Student Introduction Discussion Board- (Located in getting started) <b>Due May 17 by 11:55pm.</b>  <b><u>The Real You Essay.</u> Due May 21 by 11:55pm.</b>  Directions are located within the assignment on Blackboard. Please read the directions thoroughly! Read Chapters 1 -3.	I,IV,V a, c
<b>Week 2 May 21-27</b>	Ch. 2 - 3	<b>Chapter 1:</b> <i>Attitude, Goal Setting, &amp; Life Management</i> <b>Chapter 2:</b> <i>Personal Financial Management</i> <b>Lecture Chapter 3:</b> <i>Time &amp; Stress Management/ Organization Skills</i>	<b>Exam Chapters 1-3. Due May 28 by 11:55pm.</b> Discussion Board Chapter 1 Discussion Board. <b>Due May 28 by 11:55pm.</b>  Discussion Board Chapter 2 Discussion Board. <b>Due May 28 by 11:55pm.</b>  Discussion Board Chap. 3 Discussion Questions. <b>Due May 28 by 11:55pm.</b> Read Chapters 4 - 6.	I,II,III,IV,V a, c
<b>Week 3 May 28- June 3</b>	Ch. 4 - 6	<b>Lecture Chapter 4:</b> <i>Etiquette / Dress</i> <b>Lecture Chapter 5:</b> <i>Ethics, Politics, &amp; Diversity</i> <b>Lecture Chapter 6:</b> <i>Accountability &amp; Work Place Relationships</i>	<b>Exam Chapters 4-6. Due June 4 by 11:55pm.</b> Discussion Board- "What would you do?" <b>Due June 4 by 11:55pm.</b>  Discussion Board Chapter 6 – If you were the Boss. <b>Due June 4 by 11:55pm.</b> Read Chapters 7-9.	I,II,III,IV,V a, c
<b>Week 4 June 4-10</b>	Ch. 7 - 9	<b>Lecture Chapter 7:</b> <i>Quality Organizations &amp; Service</i> <b>Lecture Chapter 8:</b> <i>Human Resources &amp; Policies</i> <b>Lecture Chapter 9:</b> <i>Communication</i>	<b>Exam Chapters 7-9. Due June 11 by 11:55pm.</b> Discussion Board Chapter 7 If you were the Boss. <b>Due June 11 by 11:55pm.</b> Discussion Board Chapter 8. <b>Due June 11 by 11:55pm.</b> Discussion Board Chapter 9 Board. <b>Due June 11 by 11:55pm.</b> Read Chapters 10-12.	I,II,III,IV,V a, b, c



Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 5 June 11-17	Ch. 10 -12	<b>Chapter 10:</b> <i>Electronic Communications</i> <b>Chapter 11:</b> <i>Motivation, Leadership &amp; Teams</i> <b>Chapter 12:</b> <i>Conflict &amp; Negotiation</i>	<b>Exam Chapters 10-12. Due June 18 by 11:55pm.</b> Discussion Board Chapter 10. <b>Due June 18 by 11:55pm.</b> Discussion Board Chapter 11. <b>Due June 18 by 11:55pm.</b> Discussion Board Chapter 12. <b>Due June 18 by 11:55pm.</b> <b>Cover Letter. Due June 18 by 11:55pm.</b> <b>Resume'. Due June 18 by 11:55pm.</b>  Read Chapters 13 & 14.	I,II,V a, b
Week 6 June 18-24	Ch. 13 & 14	<b>Chapter 13:</b> <i>Job Search</i> <b>Chapter 14:</b> <i>Resume Package</i>	Discussion Board Chapter 13. <b>Due June 25 by 11:55pm.</b> Discussion Board Chapter 14. <b>Due June 25 by 11:55pm.</b> <b>Thank You Letter. Due June 25 by 11:55pm.</b> Read Chapters 15 & 16	II,IV,V a, b, c
Week 7 June 25-July 1	Ch. 15 & 16	<b>Chapter 15:</b> <i>Interview Techniques</i> <b>Chapter 16:</b> <i>Career Changes</i>	<b>Exam Chapters 13-15. Due July 9 by 11:55pm.</b> Discussion Board Chapter 15. <b>Due July 9 by 11:55pm.</b>	II,III,IV,V a, c
July 2-8		<b>SUMMER BREAK</b>	<b>NO CLASSES</b>	
Week 8 July 9-15	Proctored Event	<b>Proctored Event- Mock Interview</b>	<b>Vidalia Campus, DATE HERE, 10:30am-3:00pm, Main Building and Swainsboro Campus, DATE HERE, 10:30am-3:00pm.</b> <b>Rooms will be announced at a later date in an email.</b> <b>Failure to attend the proctored event will result in an immediate F for the course.</b>	Proctored Event
Week 9 July 16-22		<b>Wrapping things up.</b>	<b>Discussion Board A Plan for Improvement. Due July 23 by 11:55pm.</b> <b>Resignation Letter Due July 23 by 11:55pm.</b>	
Final week July 23 & 24	FINAL EXAM	<b>FINAL EXAM- Chapters 1 -16</b>	<b>Final Exam will Post on Monday July 23 and will be Due July 24 by 11:55pm.</b>	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.