



EMPL 1000 Interpersonal Relations & Professional Development
COURSE SYLLABUS
Online
Summer Semester 202216

COURSE INFORMATION

Credit Hours/Minutes: 2/1500

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 60112

Preferred Method of Contact: EMAIL

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: David Standard

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

Campus/Office Location: Vidalia Main Campus. Room 418

Office Hours: By Appointment

Phone: 912-538-3173

Fax Number: 912-538-3156

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

OER Resources. No Textbook required.

REQUIRED SUPPLIES & SOFTWARE

Supplies can include pencils, pens, paper, notebooks, etc. Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

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, 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.

STUDENT REQUIREMENTS (ONLINE)

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. EMPL1000 instructor requires students to submit all assignments through the Blackboard learning systems. Exams will be taken on Blackboard within the classroom and outside of class. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, discussion boards, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **all assignments in American Psychological Association (APA) format and submitted via Blackboard.** **Assignments are to be submitted through Digital drop box or discussion boards only!**

REMEMBER:

1. Submit all assignments in a Word document.
2. Always use APA formatting (including headings).
3. Do not plagiarize. All assignments should be completed **in your own words**.
4. Submit all assignments as **attachments** through the provided digital dropbox (Assignments submitted in the text box will receive a 0.)
5. Do not submit any written assignment in text-like format. Use standard forms of writing.
6. It is a good idea to save all your assignments on a jump drive.

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 and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. 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).

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
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
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, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using: <https://www.southeasterntech.edu/covid-19/>. 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 (11:55 PM) 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.

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 [mySTC](#), under Quick links on our webpage, or in the menu of your Blackboard course.

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: [Daphne Scott](#) dscott@southeasterntech.edu 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](#) 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: [Daphne Scott](#) dscott@southeasterntech.edu 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](#) 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 the 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.

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. 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.

The required proctored event for this class is scheduled on the following dates and times:

The Proctored Event is a Mock Interview. You will need to sign up for an Interview Time and complete the interview in a Virtual Interview room.

Interviews will be conducted July 11 and July 12. You will need to sign up for an Interview time.

Interviews will begin at 9 am. You will need to select an Interview time and join the Virtual Interview Room to complete your interview. Instructions will be emailed at a later date.

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.

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. 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 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). 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 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 \(STC\) 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
Exams	40%
Assignments	20%
Proctored Final/ Mock Interview	20%
Employment Packet	20%

GRADING SCALE

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

EMPL 1000 Interpersonal Relations & Professional Development

Summer Semester 202216 Lesson Plan

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 1 May 16-22</p>	<p>Module 1: Human Relations Skills</p>	<p>Blackboard Introduction Syllabus Review</p> <p>Lecture: Module 1: Human Relations Skills</p> <ul style="list-style-type: none"> • Personal Goals • Stress management • Conflict 	<p>Start Here- Discussion Board –STC Pledge Acknowledgement (Located in getting started).</p> <p>Student Introduction Discussion Board- (Located in getting started)</p> <p>The above assignments must be completed to reserve your spot in class. Failure to complete by May 18 by 11:55pm will result in being dropped from class as a No Show.</p> <p>Module 1 Exam</p> <p>Module 1: Personal Goals Read: Attitudes and Goals Read: Why Attitude is More Important than IQ.</p> <p>Assignments:</p> <ul style="list-style-type: none"> • Goals Quiz • Defining Your Fears Assignment <p>Module 1: Stress Management Read: Stress Management Watch: Stress Management Videos Assignment:</p> <ul style="list-style-type: none"> • Stress Management Quiz <p>Module 1: Conflict Read: Conflict and Negotiations Watch: Conflict and Negotiations Videos Assignment:</p> <ul style="list-style-type: none"> • Conflict and Negotiation Discussion Board. <p>All Assignments due May 23 by 11:55pm</p>	<p>I a, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 2 May 23-29</p>	<p>Module 2: Job Acquisition Skills and Communication</p>	<p>Lecture: Module 2: Job Acquisition Skills and Communication</p> <ul style="list-style-type: none"> • Job Search Strategies • Employment Application • Communication 	<p>Module 2: Job Search Strategies Read: Resources for finding your dream job Watch: Job Acquisition Skills Videos</p> <ul style="list-style-type: none"> • LinkedIn Assignment <p>Module 2: Employment Application Read: Resources Articles Watch: Resume and Interviewing Videos. Assignments:</p> <ul style="list-style-type: none"> • Resume's and Cover Letter Quiz • Interviewing Quiz <p>All Assignments due May 31 by 11:55pm</p>	<p>II a, c</p>

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
Week 3 May 31- June 5 (May 30 is a Holiday)	Module 2: Job Acquisition Skills and Communication	Lecture: Module 2: Job Acquisition Skills and Communication <ul style="list-style-type: none"> • Job Search Strategies • Employment Application • Communication 	Module 2 Exam Module 2: Employment Application Assignments: <ul style="list-style-type: none"> • Cover Letter Assignment • Resume Assignment • Interview Follow up / Thank You Letter Assignment. Module 2: Communication Read: Communication Articles Watch: Communication Videos Assignment: <ul style="list-style-type: none"> • Social Media Discussion Board All Assignments due June 6 by 11:55pm	II a, c
Week 4 June 6-12	Module 3: Job Retention Skills	Lecture: Module 3: Job Retention Skills <ul style="list-style-type: none"> • Job Retention • Time Management • Accountability 	Module 3: Job Retention Read: Job Retention Articles Assignment: <ul style="list-style-type: none"> • Job retention Skills Discussion Board. Module 3: Time Management Read: Time Management Articles Watch: Time Management Videos Assignment: <ul style="list-style-type: none"> • Time Management Discussion Board All Assignments due June 13 by 11:55pm	III a, c

Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
Week 5 June 13-19	Module 3: Job Retention Skills	Lecture: Module 3: Job Retention Skills <ul style="list-style-type: none"> • Job Retention • Time Management • Accountability 	Module 3 Exam Module 3: Accountability Read: Accountability Articles Watch: Accountability Videos Assignment: <ul style="list-style-type: none"> • Accountability Discussion Board All Assignments due June 21 11:55pm	III a, c

<p>Week 6 June 21- 26 June 20 is a Holiday</p>	<p>Module 4: Job Advancement Skills</p>	<p>Lecture: Module 4: Job Advancement Skills</p> <ul style="list-style-type: none"> • Organizational Structure • Career Transformations • Motivation 	<p>Module 4 Exam</p> <p>Module 4: Organizational Structure Read: Organization Structure Articles Watch: Quality Organizations Videos Assignment:</p> <ul style="list-style-type: none"> • Quality Organizations Assignment <p>Module 4: Career Transformations Read: Career Articles Watch: Career Transformations Videos Assignment:</p> <ul style="list-style-type: none"> • Career Transformations Discussion Board <p>Module 4: Motivation Read: Motivation Articles Watch: Motivation Articles Assignment:</p> <ul style="list-style-type: none"> • Motivation Discussion Board <p>NOTE: Due Date is move forward a week- Blackboard will be down November 20-27</p> <p>All Assignments due June 27 by 11:55pm</p>	<p>IV a ,c</p>
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Date	Module	In Class Content	Hybrid Assignments & Tests Due Dates	Competency Area
<p>Week 7 June 27-July 3</p>	<p>Module 5: Professional Image Skills</p>	<p>Lecture</p> <p>Module 5: Professional Image Skills</p> <ul style="list-style-type: none"> • Ethics and Diversity • Professional Image • Business Etiquette/Work Ethics <p>Sign up for Mock Interviews. You will sign up for your Interview Time on Blackboard</p>	<p>FINAL EXAM- (WILL COVER MODULE 5)</p> <p>Module 5: Ethics and Diversity Read: Ethics and Diversity Articles Watch: Ethics and Diversity Videos</p> <p>Assignment:</p> <ul style="list-style-type: none"> • Ethics and Diversity Discussion Board <p>Module 5: Professional Image Read: Professional Image Articles. Watch: Professional Image Videos</p> <p>Assignment:</p> <ul style="list-style-type: none"> • Professional Image Discussion Board <p><u>Module 5: Business Etiquette/Work Ethics</u> Read: Business Etiquette Articles Assignment:</p> <ul style="list-style-type: none"> • Work Ethics Discussion Board <p>All Assignments due July 11 by 11:55pm</p>	<p>V a, c</p>
<p>July 4-8</p>		<p>SUMMER BREAK</p>	<p>No Class</p>	
<p>Week 8 July 11 & 12</p>	<p>Proctored Event</p>	<p>Proctored Event for this class is an Interview You will need to signed up for an interview time.</p>	<p>Interviews will be conducted virtually July 11 and 12.</p>	<p>I-V a, c</p>

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.

EMPL1000 Job Interview Rubric

NAME _____

DATE _____

ARRIVAL _____

Criteria	Excellent (10pts.)	Proficient (5 pts.)	Devel. Prof. (3 pts.)	Unacceptable (1 pt.)
<p>Listening: Did the student answer the question that was presented? Score _____</p>	Answer reflected an explicit understanding of the question;	Answer reflected a general understanding of the question; May have missed a detail	Answer reflected a partial understanding of the question;	Answer did not reflect an understanding of the question or answered an unasked question;
<p>Speaking Did the student speak in an articulate manner and integrate professional language? Score(x2) _____</p>	Spoke clearly and articulately; Was confident in knowledge; Integrated professional language throughout the response; No "um's, uh's, er's" etc."	Spoke articulately most of the time; Used general words at times instead of details; Integrated a good amount of professional language throughout response; Some "um's, uh's, er's";	Spoke in a somewhat nervous manner; Lacked confidence in knowledge; Sketchy use of professional language; Many "um's, uh's, er's, etc."	Nervous; Incomplete thoughts, Not articulate; No use of professional language; Response riddled with "um's, uh's, er's, etc.";
<p>Integrating Did the student integrate knowledge, content and experiences? Score _____</p>	Fully integrated knowledge, content and experiences in an organized, accurate and detailed manner; Engaged listener with unique answers;	Integrated knowledge, content or experiences in a generally organized and accurate manner; Invited response from the listener;	Integrated some knowledge, content or experiences; Response was somewhat rambling or missing details; Listener needed to clarify responses;	Failed to integrate knowledge, content or experiences; Inaccurate and/or incomplete responses; Listener was confused;
<p>Expressing Did the student express opinions in a tactful and mature manner? Score _____</p>	Recognized that opinions might be at odds with listener's; Identified that it was own opinion; Expressed opinions in a highly tactful and mature manner;	Did not recognize that opinions might be at odds with listener's; Identified that response was own opinion; Expressed opinions in a generally tactful manner	Did not recognize that opinions might be at odds with listener's; Did not identify that response was own opinion; Expressed opinions in an open, but unprofessional manner	Did not recognize that opinions might be at odds with listener's; Did not identify that response was own opinion; expressed opinions in a biased, or inappropriate manner;
<p>Body Language Did the student's body language convey interest and facilitate the responses? Score(x2) _____</p>	Body language conveyed eagerness to respond; sat in upright and alert manner; Seemed natural and at ease;	Body language conveyed interest in responding; Sat in an upright manner; Seemed fairly natural most of the time;	Body language was difficulty to interpret (Too nervous and/or too casual); Sat upright at times, but slouched at others; extraneous movements detracted from response;	Body language conveyed disinterest and/or extreme nervousness; slouched or moved nervously throughout the interview.
<p>Gestures Did the student's gestures seem natural and facilitate the responses? Score _____</p>	Gestures fully facilitated and enhanced the responses; Hand and facial movements were natural, timed effectively and emphasized key points	Gestures were appropriate and added to effectiveness of the response; Hand and facial movements were generally natural and timed to emphasize key points;	Gestures were somewhat limited, unnatural and/or stiff; Hand and/or facial movements were timed inappropriately or were distracting;	Gestures were not evident or were exceptionally distracting to the listener;

Criteria	Excellent (10pts.)	Proficient (5 pts.)	Devel. Prof. (3 pts.)	Unacceptable (1 pt.)
Eye Contact <i>Did the student's eye contact seem natural and facilitate the responses?</i> Score_____	Sustained, appropriate and natural eye contact; Conveyed interest in the topic and the listener; Showed confidence in interacting with the listener;	Appropriate, fairly consistent and natural eye contact; Generally conveyed interest in the topic and listener; Showed generally good levels of confidence in interacting with listener;	Intermittent or inconsistent eye contact; Conveyed non-interest in the topic and/or listener; Did not seem confident of interactions with the listener;	Limited or no eye contact; Seemed disengaged with topic and/or listener;
Professional Dress <i>Did the student dress in a professional manner?</i> Score_____	Dressed in a highly professional manner (suit, sport coat, tie, dress); Neat and well-groomed;	Dressed in a professional manner (skirt/blouse, dress pants/blouse, shirt and tie); Generally neat and well-groomed	Dressed in a casual, but not necessarily professional manner (Revealing blouse, open collar/no tie); Fairly neat	Dress was inappropriate and/or unkempt;

Discussion Board Rubric

Instructor: David Standard

All discussion boards **MUST** contain 1 post and a minimum of 2 replies

Original Post must contain a minimum of **100 words**

Replies must contain a minimum of **50 words**

Criteria	5 Points Outstanding	4 Points Proficient	3 Points Basic	2 Points Below Expectations
Critical Thinking	Discussion is rich in content. Generates thought provoking questions. Poster shows insight and analysis of subject	Discussion is substantial in content. Shows some insight and analysis has taken place.	Discussion is generally competent. Information is thin and commonplace	Rudimentary and superficial. No analysis or insight is displayed
Connections	Clear connections to previous or current real life situations.	Connections are somewhat evident. Some connection with real life situations but not very clear or obvious	Limited connections. Vague generalities	No connections. Off topic
Uniqueness	New Ideas. New Connections. Discussions are made with depth and detail	Contains new ideas or discussions but lacks depth and/or detail	Few or no new ideas or connections. Discussions rehash or summarize other postings.	No new ideas. "I agree with..." "I like that concept..." Etc.... statements
Timeliness	ALL required postings are completed in advance of deadline. Discussions and replies are completed throughout the discussion to ensure that others have time to read and respond	All required discussions are completed by deadline. Some replies or discussions are not completed in time for others to read and respond	All required discussions are completed at the last minute without allowing time for others to read and respond.	Some or all required postings are missing
Stylistics	1 or 2 grammatical or stylistic errors	3-5 grammatical or stylistic errors	5 or more obvious grammatical errors. Errors interfere with discussion content	Obvious Grammatical errors that makes understanding impossible
TOTALS				
X 4				
Total Pts. ___/100				

NOTES: