

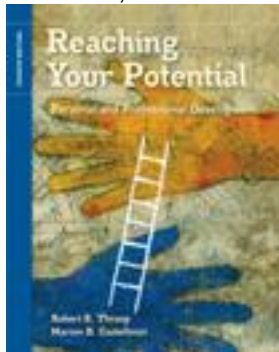


**BUSN 1330
COURSE SYLLABUS
Online
Summer Semester 2016**

Semester: 201616 Summer Semester 2016
Course Title: Personal Effectiveness
Course Number: BUSN 1330
Credit Hours/ Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 15 wks
CRN: 60235
Preferred Method of Contact: Email at tjernigan@southeasterntech.edu

Instructor: Tina Jernigan
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Office Location: Office 807 Gillis Building
Email Address: tjernigan@southeasterntech.edu
Phone: (912) 538-3123
Fax Number: (912) 538-3106

REQUIRED TEXT: Reaching Your Potential: Personal and Professional Development, 4th edition, Throop, Robert K., Wadsworth/CENGAGE Learning, ISBN: 1435439733



REQUIRED SUPPLIES & SOFTWARE: For the online class, there are no specific supplies required. Students will need **Microsoft Word** for assignments (preferably 2013 version). **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 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.**

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: 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 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 or receives an F 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 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 Wednesday 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 required to submit all graded assignments via the assignment links in the course. Note: If assignments are not completed in Microsoft Word and uploaded and attached for grading to the appropriate assignment links the assignment(s) will **NOT** be graded. A grade of zero will automatically be assigned. **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.**

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:
Swainsboro Campus: Monday, July 18, from 2-3 p.m. OR Vidalia Campus: Tuesday, July 19, from 2-3 p.m. Room 809 Gillis Building. The proctored exam will consist of an objective-based quiz in Blackboard.**

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Failure to take chapter tests will result in a grade of zero. **No makeup exams are allowed.** If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam 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 STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in

course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at www.southeasterntech.edu.

GRADING POLICY

Chapter Assignments	30%
Chapter Quizzes	20%
Discussion Boards	10%
Journal	20%
Proctored Exam	20%

GRADING SCALE

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

TCSG GUARANTEE/WARRANTY

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

**BUSN 1330-PERSONAL EFFECTIVENESS
SUMMER SEMESTER 2016 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due <i>*Indicates assignments to submit for a grade</i>	Comp Area
Weds. May 18		First Day of Class: -BUSN 1330 Class Orientation (Lab 809) 2 p.m.	Orientation Assignments: -Click the Getting Started link on the course menu in the Blackboard course and then the Start Here Items link to complete the orientation assignments (Pledge and Student Introductions). Please review the other items and marked viewed upon completion. This is required by all students! -Make contact with instructor via email for attendance to ensure intent on completing the course.	
Week 1 May 19-25	Chapter 1	Unit 1: Developing Your Emotional Potential Chapter 1: The Power of Self-Belief BEGIN JOURNAL	-Read Chapter 1 -*Your Turn 1-1 Page 14. -*Your Turn 1-2 Page 15. -*Your Turn 1-4 Page 20. -*Your Turn 1-7 Page 25. -*Discussion Board #1. -*Chapter 1 Quiz. -BEGIN JOURNAL PAGE 31 (SEE JOURNAL ASSIGNMENT SHEET) *Week 1 assignments due Wednesday, May 25, midnight.	*1 **a,c
Week 2 May 26- June 1	Chapter 2	Chapter 2: Setting Goals and Managing Time HOLIDAY-MONDAY, MAY 30	-Read Chapter 2 -*Your Turn 2-2 Page 39. -*Your Turn 2-4 Page 45. -*Your Turn 2-6 Page 50. -*Your Turn 2-7 Page 51. -*Chapter 2 Quiz *Week 2 assignments due Wednesday, June 1, midnight.	*1 **a,c
Week 3 June 2-8	Chapter 3	Unit 2: Developing Your Intellectual Potential Chapter 3: Improving Your Thinking Skills	-Read Chapter 3 -*Your Turn 3-4 Page 72. -*Your Turn 3-5 Page 73. -*Your Turn 3-6 Page 76. -*Discussion Board #2. -*Chapter 3 Quiz *Week 3 assignments due Wednesday, June 8, midnight.	*5 **a,c
Week 4 June 9-15	Chapter 4	Chapter 4: Improving Your Study Skills	-Read Chapter 4 -*Your Turn 4-1 Page 89. -*Your Turn 4-2 Page 93. -*Your Turn 4-7 Page 105. -*Chapter 4 Quiz *Week 4 assignments due Wednesday, June 15, midnight.	*1 **a,c

Week 5 June 16-22	Chapter 5 and 6	Unit 3: Developing Your Physical Potential Chapter 5: Eating Well Chapter 6: Staying Healthy MID-TERM-JUNE 21	-Read Chapters 5 and 6 -*Your Turn 5-2 Page 121. -*Your Turn 6-3 Page 143. -*Discussion Board #3 -* Chapter 5/6 Quiz *Week 5 assignments due Wednesday, June 22, midnight.	*2,5 **a,c
Week 6 June 23-29	Chapter 7 and 8	Unit 4: Developing Your Social Potential Chapter 7: Communicating Effectively Chapter 8: Improving Your Listening Skills	-Read Chapters 7 and 8 -*Your Turn 7-2 Page 172. -*Your Turn 7-5 Page 180. -*Your Turn 8-1 Page 192. -*Your Turn 8-2 Page 193. -* Chapter 7/8 Quiz *Week 6 assignments due Wednesday, June 29, midnight.	*1,5 **a,c
SUMMER BREAK-NO CLASSES-JULY 4-7				
Week 7 June 30-July 13	Chapter 9 and 10	Chapter 9: Improving Your Speaking Skills Chapter 10: Getting Along with Others	-Read Chapters 9 and 10 -*Your Turn 9-3 Page 213. -*Your Turn 10-1 Page 228. -*Your Turn 10-3 Page 233. *Discussion Board #4 -* Chapter 9/10 Quiz *Week 8 assignments due Wednesday, July 13, midnight.	*3,5 **a,c
Week 8 July 14- 20	Chapter 11 and 12	Chapter 11: Functioning in Groups Unit 5: Developing an Action Plan Chapter 12: Handling Change and Stress Proctored Exam Dates: Swainsboro Campus-Monday, July 18 2-3 p.m. Vidalia Campus-Tuesday, July 19, 2-3 p.m. Lab 809 Gillis Building	-Read Chapters 11 and 12 -*Your Turn 11-4 Page 263. -*Your Turn 11-5 Page 265. -*Your Turn 12-3 Page 283. -*Discussion Board #5 -* Chapter 11/12 Quiz (Proctored Exam) *Week 9 assignments due Wednesday, July 20, midnight.	*2,5 **a,c
Week 9 July 21- 27	Chapter 13 and 14	Chapter 13: Managing Money Chapter 14: Preparing for Your Career	-Read Chapters 13 and 14 -*Your Turn 13-1 Page 296-297. -*Your Turn 13-10 Page 323. -*Your Turn 14-2 Page 335. -*Your Turn 14-4 Page 344-346. -*Journal Due -* Chapter 13/14 Quiz *Week 10 assignments due Wednesday, July 27, midnight.	*2,3,4 **a,c
Weds. July 27		LAST DAY OF SUMMER SEMESTER		

*BUSN 1330 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:** All assigned work from the textbook must be submitted via the assignment links in the chapter folders for grading by the due dates as indicated above. It is the student's responsibility to make sure all assignments are completed and submitted. **NOTE: ALL BOOK WORK, DISCUSSION BOARDS, AND TESTS MUST BE SUBMITTED BY THE DUE DATES. NO LATE WORK WILL BE ACCEPTED FOR THIS CLASS. NO EXCEPTIONS!!**

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 2016) ****Ten Points will be deducted automatically for not following directions.**

REFER TO THE CHAPTER FOLDERS IN THE BLACKBOARD COURSE UNDER THE CHAPTER ASSIGNMENTS LINK ON THE MENU TAB FOR ANY ADDITIONAL INFORMATION REGARDING ASSIGNMENTS. STUDENTS ARE RESPONSIBLE FOR OBTAINING AND REVIEWING THIS INFORMATION.

- **DISCUSSION BOARDS:** Students will complete five (5) discussion board assignments (see lesson plan above for assigned weeks) that will count as part of the final course grade. These discussions will be graded from discussion board area by instructor. 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.**
- **CHAPTER QUIZZES AND PROCTORED EXAM:** Students will take Chapter Quizzes covering the material in the textbook. Proctored Exam will be given during week 13. Failure to take tests or the proctored exam will result in a grade of zero. No exceptions. Tests will only be made available during the weeks assigned.
- **EMAILS:** Make sure that you always key your name and class in the subject line of every email you send me so I know which class you are in. **For example: BUSN1330/Tina Jernigan. Using the Email option in the BB course will add your name and class on it.**
- **CHECKING GRADES:** A grade book is made 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
(ONLINE CLASS)
GRADING SCALE INFORMATION**



1. **Three points will be assessed per error on assignments.** Instructor reserves the right to deduct less or more depending on type of error. Ten points will automatically be deducted for not keying name on assigned work. *Make sure your name and assignment information is keyed on all assignments somewhere on the document before submitting for grading....take ownership of your work!
2. **Assignments will be averaged together to arrive at your weekly/chapter grade for the bookwork.**
3. **Discussion Board assignments for the semester also need to be completed during the assigned weeks indicated on lesson plan. Late posts are not counted and failure to post any comments results in a grade of zero. Students are required to post a minimum of four (4) comments each week, but more is encouraged.**
4. **Always proofread, spell check, and grammar check your documents before turning them in for a grade! Although this is not an English class, professionalism is a must. Points will be deducted for excessive spelling, grammar, punctuation, and document formatting errors.**

***REVISED SUMMER SEMESTER 2016**

****INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER.**

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.

Students are to complete each of the journal assignments below from each chapter. **Keep your journal in ONE Microsoft Word document throughout the semester and simply add to it each week.** Make sure you key each question(s) and provide your responses and label each section with the chapter number. This journal assignment will count in the final grade for this course and will be due at the end of the semester. Use the filename **BUSN 1330 My Journal-Your Name** (key your actual name in the filename). Enjoy exploring!! 😊

- 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.

**BUSN 1330 DISCUSSION BOARD
GRADING RUBRIC**

Performance	Exceptional 100	Proficient 90	Satisfactory 80	Poor 70
Grammar/ Spelling	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the discussion board.	Grammatical and Spelling errors are frequent. Makes discussion board confusing to read and comprehend.
Posts & Word Count	<ul style="list-style-type: none"> • Posts at least 1 original comment early to allow others time to read and reply to 3 or more posts • 25+ words in main thread 	<ul style="list-style-type: none"> • Posts at least 1 original comment early to allow others time to read and reply to 2 posts • 20-24 words in main thread 	<ul style="list-style-type: none"> • Posts at least 1 original comment for others to read and reply to. Some required postings missing. Reply to 1 posts • 11-19 words in main thread 	<ul style="list-style-type: none"> • Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 0 posts • 1-10 words in main thread

***NOTE: A GRADE OF ZERO WILL BE ASSIGNED FOR ANY DISCUSSION BOARDS NOT COMPLETED BY THE DUE DATES. THESE CANNOT BE POSTED LATE.**

****INSTRUCTOR RESERVES THE RIGHT TO ADJUST DISCUSSION BOARD REQUIREMENTS AT ANY TIME DURING THE SEMESTER.**