

# Professionalism in Bus (HR)

MKTG 1960

## Instructor Information

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**Phone:**

**Email:**

**Office Location:**

**Office Hours**

## Course Description

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Professionalism in Business develops professional skills in human relations, leadership, team-building, diversity, communication and more. Activities are designed to teach students how to conduct themselves as professionals in the workplace, providing students practical, hands-on experiences in a professional environment, and preparing them for successful careers in a variety of fields.

Semester(s): All

## Course Student Learning Outcomes

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- Utilize concepts, terms, and techniques of professional behavior.
- Apply principles of human relations to achieve personal and business success.
- Demonstrate concepts of successful interpersonal and professional communication that support career advancement in a professional business setting.
- Implement personal branding and professional presentation.

## Communication Plan

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Please contact me via Canvas and I will be happy to arrange a time to meet in person or virtually.

## Keys for Success (how to succeed in the course)

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### COURSE PACE

- The class operates on a weekly schedule, covering one module a week. Most modules contain course readings, a video presentation, group discussions and a quiz. The course also contains other assignments and activities.

### COURSE READINGS

- Each module includes readings from the textbook to provide students with information on the module topic. Students are highly encouraged to read the chapters and the quizzes are aligned with the readings in the textbook for each module.

### COURSE VIDEO PRESENTATIONS, DISCUSSIONS AND QUIZZES

- Each module contains a video presentation by the instructor that reviews material in the module. Students are encouraged to watch these videos as they read the corresponding chapters in the textbook. Most of the modules also contain a quiz, discussion and learning activities.
- Quizzes: There are chapter quizzes given throughout the term and may be found in Canvas under the modules link. Each quiz is worth 20 points. The quizzes are online, un-timed and open book.
- Discussions: There are 9 discussions in the course that are designed to encourage students to think about and reflect on the topics in the modules. Each discussion is worth 20 points. Students must post and comment on two other responses to receive full credit.

### ASSIGNMENTS

- Each module has different assignments dealing related to the content. There are ns three milestone assignments located in Modules, 3, 7 and 11. Theses milestone assignments are required in the course and are worth more points. Assignments are worth between 25 and 50 points.

## ASSESSMENTS

- The assessments (exams) are designed to determine what the student learned in the course and if the student is competent in the material covered in the course. Assessments include the LinkedIn assignment, related reflections as outlined in the course, discussions and quizzes, including a final quiz.

## PROJECT & SCENARIO'S

- The capstone activities in the course will be an ePortfolio project and a series of scenario's. These activities should help you put together many of the things you have learned throughout the semester.

## DEEPER DIVE

The Deeper Dive sections of the course provide extra resources for the students who would like to learn more about the particular topic.

## ACTIVITY TIME

There are 17 modules in the course with each module covering a different topic. Scheduling requirements may dictate that less time be spent on some chapters.

## PREPARATION AND PARTICIPATION

- Students are responsible for everything in the syllabus and announcements made within Canvas.
- All written assignments must be typed and submitted through Canvas unless otherwise noted and presented in a professional manner. Written assignments are typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. You should use a clear font that is highly readable.
- The professor reserves the right to adjust the schedule.

- There will be no make-up on the examinations unless arrangements are made prior to the scheduled examination date

## DISCUSSION PARTICIPATION

- Students will be assessed on the amount of effort and thought they've invested in discussion and, most importantly, the depth of understanding they demonstrate in their contributions to the discussion. Students will also be assessed on their ability to respectfully and authentically entertain differing perspectives presented in the reading and by colleagues.
- It is best to check discussion forums daily to keep up with conversations and don't become overwhelmed. Make a commitment to schedule a daily check-in at a consistent time of the day so that you develop a helpful habit. Remember, you colleagues depend on your contributions. If you post late, not only will you diminish your learning experience, your colleagues' learning will be limited as well.
- The instructor will be reviewing and assessing your discussions. The instructor will help guide the discussion when necessary, but will only occasionally post contributions.

## General Education Information

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HR

## Assignment Schedule

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Due Date	Assignment Name	Assignment Type	Points
8/28	<a href="#">Discussion: Human Relations and Personal and Business Success</a>	Discussion	20

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Due Date	Assignment Name	Assignment Type	Points
8/28	<a href="#">Quiz: Chapter 1 Human Relations</a>	Quiz	20
8/30	<a href="#">Discussion: Rosenberg Self-Esteem Assessment</a>	Discussion	20
8/30	<a href="#">Quiz: Chapter 2 Self-Concept and Self-Esteem</a>	Quiz	20
9/6	<a href="#">Quiz: Chapter 3 Self-awareness, Self-disclosure</a>	Quiz	20
9/6	<a href="#">Milestone Assignment: Social and Online Presence</a>	Assignment	40
9/13	<a href="#">Discussion: Attitudes and Values</a>	Discussion	20
9/13	<a href="#">Quiz: Chapter 4 Attitude and Values</a>	Quiz	20
9/20	<a href="#">Discussion: Expectancy Theory and the Puzzle of Motivation</a>	Discussion	20
9/20	<a href="#">Quiz: Chapter 5 Motivation</a>	Quiz	20
9/27	<a href="#">Quiz: Chapter 6 Communication and Human Relations</a>	Quiz	20
9/27	<a href="#">Assignment: Power of Nonverbal Communication</a>	Assignment	25

Due Date	Assignment Name	Assignment Type	Points
10/4	<a href="#">Quiz: Chapter 7 Groups, Teams, and Leadership</a>	Quiz	20
10/4	<a href="#">Milestone Assignment: Analyze the Best Companies to Work for in Utah and Their Corporate Cultures</a>	Assignment	50
10/11	<a href="#">Discussion: Emotional Intelligence</a>	Discussion	20
10/11	<a href="#">Exam 1A</a>	Quiz	100
10/11	<a href="#">Quiz: Chapter 8 Emotional Intelligence</a>	Quiz	20
10/21	<a href="#">Quiz: Chapter 9 Individual and Organizational Change</a>	Quiz	20
10/21	<a href="#">Assignment: Who Moved My Cheese</a>	Assignment	25
10/25	<a href="#">Quiz: Chapter 10 Creativity and Human Relations</a>	Quiz	20
11/1	<a href="#">Quiz: Chapter 11 Conflict Management</a>	Quiz	20
11/8	<a href="#">Discussion: Responding to Stress?</a>	Discussion	20

Due Date	Assignment Name	Assignment Type	Points
11/8	<a href="#">Quiz: Chapter 12 Stress and Stress Management</a>	Quiz	20
11/15	<a href="#">Discussion: Analyzing Customer Service</a>	Discussion	20
11/15	<a href="#">Quiz: Chapter 13 Customer Service</a>	Quiz	20
11/22	<a href="#">Assignment: "Our Buggy Moral Code"</a>	Assignment	25
11/22	<a href="#">Assignment: Ethical Dilemmas Scenarios</a>	Assignment	25
11/29	<a href="#">Exam 2</a>	Quiz	100
12/2	<a href="#">Assignment 1: Scenarios in Workplace Professionalism</a>	Assignment	15
12/2	<a href="#">Assignment 2: Scenarios in Workplace Professionalism</a>	Assignment	25
12/5	<a href="#">Assignment: Your LinkedIn Profile</a>	Assignment	30

## Brief Description of Assignments/Exams

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## Grading Scale

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A

94-100

A-

90-93

B+

87-89

B

83-86

B-

80-82

C+

77-79

C

73-76

C-

70-72

D+

67-69

D

63-66

D-

60-62

F

<60

You will be evaluated on a total point accumulation basis as follows:

- Discussions: 20%
- Quizzes: 20%
- Assignments: 20%
- Project and Scenario's: 20%
- Exams: 20%

#### LATE ASSIGNMENTS

Due dates for all assignments must be met to receive maximum points. Students are encouraged to turn in assignments early; this is an important habit to establish as they continue to prepare for a career.

#### INSTRUCTOR AVAILABILITY

If you have any questions or concerns about the class, your grade, assignments, etc., feel free to set an appointment with me or email. I am always willing to provide extra assistance; however, you must contact me about your concerns promptly to allow 48-hour instructor response – not the day an assignment is due or the last week of classes.

[How to Navigate to Canvas](#)

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## Institutional Policies

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As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

## Learning Support and Tutoring Services

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We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

## Advising and Counseling Support Services

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At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

## Student Academic Calendar

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As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)