

# Professionalism in Bus (HR)

MKTG - 1960 001

## Course Description

---

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

---

- 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.

## Course Prerequisites

---

None

## Engagement Plan

---

- I will respond to email within 24-48 hours for a response. I will offer feedback on major assignments within 1 week. The best way to contact me is via the Canvas

Inbox, as I will prioritize this email over other modes of communication.

- In this course I will be posting interactive announcements which will offer specific opportunities for class questions.
- Additionally, I will be participating in the discussion forums with you to share my perspective within the discipline and to offer some nuances of interpretation that may not be present in your textbook.

## Required Text or Materials

---

**Title: Strategies for Success 7th edition,**

**ISBN:** 9781260681345

**Publisher:** Lamberton & Minor, McGraw-Hill

For more information on textbook accessibility, contact Accessibility & Disability Services at [ads@slcc.edu](mailto:ads@slcc.edu).

## Additional Materials

---

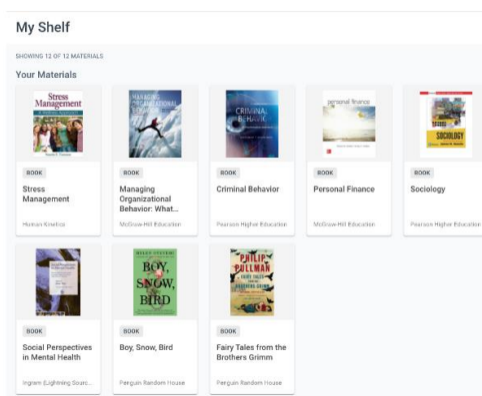
REQUIRED ONLINE ACCESS: Canvas Login through [www.slcc.edu](http://www.slcc.edu) (Links to an external site.)Links to an external site.

REQUIRED TEXT: Human Relations: Strategies for Success 7th edition, Lamberton & Minor, McGraw-Hill

ISBN: 9781260681345

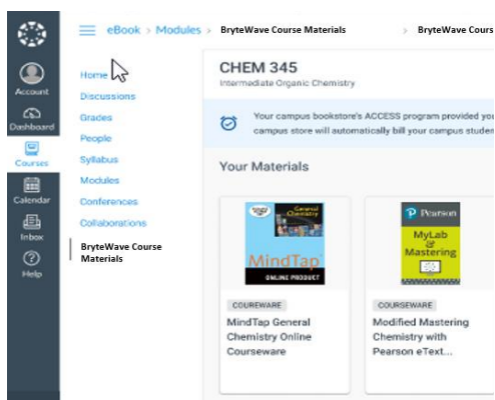
There are two options students (and faculty) have for accessing their ebook.

1. The bookstore preferred method is for students to navigate directly to <https://brytwave.redshelf.com/> and log in using their Bruinmail as the login - they can hit "forgot password" to gain access.  
When they log in their ebook is all set ready to go on their shelf as in this picture.  
They simply click on it to read the book.



2. The second option is to link through from Canvas by hitting the Follett Discover tab on Canvas. They need to turn off the pop-up blocker if they do this.

When they use this method it logs them in automatically using their Canvas login but the result is the same. On occasion the link has gone offline temporarily so that's why the bookstore recommends option one.



## General Education Information

---

HR

This course fulfills the above requirement for the General Education Program at Salt Lake Community College. It is designed not only to teach the information and skills required by the discipline, but also to develop vital workplace skills and to teach strategies and skills that can be used for life-long learning.

General Education courses teach basic skills as well as broaden a student's knowledge of a wide range of subjects. Education is much more than the acquisition of facts; it is being able to use information in meaningful ways in order to enrich one's life.

While the subject of each course is important and useful, we become truly educated through making connections of such varied information with the different methods of organizing human experience that are practiced by different disciplines. Therefore, this course, when combined with other General Education courses, will enable you to develop broader perspectives and deeper understandings of your community and the world, as well as challenge previously held assumptions about the world and its inhabitants.

## Brief Description of Assignments/Exams

### CLASS ACTIVITIES

There are 16 chapters in the course textbook. Scheduling requirements may dictate that less time be spent on some chapters. Related class activities may take the place of a discussion on the specified chapter.

### PREPARATION AND PARTICIPATION

- You 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. Times New Roman 12 pt. font is recommended
- The professor reserves the right to adjust the daily schedule
- There will be no make-up on the examinations unless arrangements are made prior to the scheduled examination date

### DISCUSSION PARTICIPATION

- You will be assessed on the amount of time you've invested in discussion and, most importantly, the depth of understanding you demonstrate in your contributions to the discussion. You will also be assessed on your ability to respectfully and

authentically entertain differing perspectives presented in the reading and by your colleagues.

- You are required to respond to your colleagues as instructed in your online discussions. This means making at least two substantive responses per week, in addition to your original post. Scan through postings and reply to colleagues who have not received a response.
- It is best to check discussion forums daily so that you 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.

## WEEKLY CYCLE

This is the sequence for each session cycle:

- All assignments, quizzes and discussions are due each week on Fridays by 11:59 pm.
- The week begins on Monday of the opening week.
- Read the assigned readings early in the week.

Post your response to the discussion questions from the readings during the designated week. Early posting is appreciated.

## EXAMINATIONS

Quizzes: There are 16 chapter quizzes given throughout the term and may be found in Canvas under the modules link. Each quiz is worth 20 points. You only have 1 attempt on each chapter quiz. The quizzes may be taken any time prior to the due date. (READ "LATE ASSIGNMENTS" GRADING BELOW)

Exams: There will be one (1) comprehensive exam during the term. The exam will consist of short answer/essay questions. One week prior to the final exam date, the instructor will send a list of possible questions to students. On the final exam date, the instructor will

select a number of questions from the possible exam questions list for students to answer for the final. Students may use the text and notes to complete the exam. Students found working together on the final exam will be immediately reported for academic dishonesty and turned over to the Student Conduct Council.

Individual Assignments:

- Article summary: You will be required to turn a summary of an article related to customer service. In the summary, you will (a) briefly summarize the content of the article, (b) critique the article, describe what is good or bad about the article in your own words, and (c) identify how this article can relate to you in your current job or career choice. The article can be taken from any trade journal, magazine, paper or Internet source. The summary should contain 500-1000 words (12 pt. font, double-spaced, one-inch margins, word-processed). You must also cite your source or attach the article to your summary. The paper should be turned in with a cover page giving the course name, your name, and article name. Articles can be found at [findarticles.com](http://findarticles.com) (Links to an external site.)Links to an external site.

#### ADDITIONAL HOMEWORK ASSIGNMENTS

Additional homework assignments may be given at the instructor's discretion. Homework may include end of chapter questions, case studies, article reviews, or online interactive simulations.

### Assignment Schedule

---

Due Date	Assignment Name	Assignment Type	Points
	<a href="#">Introduce Yourself</a>	Discussion	0
	<a href="#">Introduce Yourself</a>	Discussion	0
8/29/25	<a href="#">Discussion: Human Relations and Personal and Business Success</a>	Discussion	20

<b>Due Date</b>	<b>Assignment Name</b>	<b>Assignment Type</b>	<b>Points</b>
8/29/25	<a href="#">Quiz: Chapter 1 Human Relations</a>	Quiz	20
9/5/25	<a href="#">Discussion: Rosenberg Self-Esteem Assessment</a>	Discussion	20
9/5/25	<a href="#">Quiz: Chapter 2 Self-Concept and Self-Esteem</a>	Quiz	20
9/12/25	<a href="#">Milestone Assignment: Social and Online Presence</a>	Assignment	40
9/12/25	<a href="#">Quiz: Chapter 3 Self-awareness, Self-disclosure</a>	Quiz	20
9/19/25	<a href="#">Discussion: Attitudes and Values</a>	Discussion	20
9/19/25	<a href="#">Quiz: Chapter 4 Attitude and Values</a>	Quiz	20
9/26/25	<a href="#">Discussion: Expectancy Theory and the Puzzle of Motivation</a>	Discussion	20
9/26/25	<a href="#">Quiz: Chapter 5 Motivation</a>	Quiz	20
10/3/25	<a href="#">Assignment: Power of Nonverbal Communication</a>	Assignment	25
10/3/25	<a href="#">Quiz: Chapter 6 Communication and Human Relations</a>	Quiz	20

Due Date	Assignment Name	Assignment Type	Points
10/10/25	<a href="#">Milestone Assignment: Analyze the Best Companies to Work for in Utah and Their Corporate Cultures</a>	Assignment	50
10/10/25	<a href="#">Quiz: Chapter 7 Groups, Teams, and Leadership</a>	Quiz	20
10/20/25	<a href="#">Discussion: Emotional Intelligence</a>	Discussion	20
10/20/25	<a href="#">Quiz: Chapter 8 Emotional Intelligence</a>	Quiz	20
10/22/25	<a href="#">Exam 1A</a>	Quiz	100
10/24/25	<a href="#">Assignment: Who Moved My Cheese</a>	Assignment	25
10/24/25	<a href="#">Quiz: Chapter 9 Individual and Organizational Change</a>	Quiz	20
10/31/25	<a href="#">Quiz: Chapter 10 Creativity and Human Relations</a>	Quiz	20
11/7/25	<a href="#">Quiz: Chapter 11 Conflict Management</a>	Quiz	20
11/14/25	<a href="#">Discussion: Responding to Stress?</a>	Discussion	20



Due Date	Assignment Name	Assignment Type	Points
11/14/25	<a href="#">Quiz: Chapter 12 Stress and Stress Management</a>	Quiz	20
11/21/25	<a href="#">Discussion: Analyzing Customer Service</a>	Discussion	20
11/21/25	<a href="#">Quiz: Chapter 13 Customer Service</a>	Quiz	20
12/1/25	<a href="#">Assignment: "Our Buggy Moral Code"</a>	Assignment	25
12/1/25	<a href="#">Assignment: Ethical Dilemmas Scenarios</a>	Assignment	25
12/5/25	<a href="#">Assignment 1: Scenarios in Workplace Professionalism</a>	Assignment	15
12/5/25	<a href="#">Assignment 2: Scenarios in Workplace Professionalism</a>	Assignment	25
12/8/25	<a href="#">Exam 2</a>	Quiz	80
12/11/25	<a href="#">Assignment: Your LinkedIn Profile</a>	Assignment	30

## Grading Scale

---

### GRADES

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

## How to Navigate to Canvas

---

## Institutional Policies

---

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.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

## Learning Support and Tutoring Services

---

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, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. 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

---

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, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. 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

---

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](#)