Note: THIS SYLLABUS IS TEN (10) PAGES LONG. PLEASE REVIEW IT IN DETAIL.

INSTRUCTOR: Laura A. Pasquini, Ph.D.

CONTACT INFORMATION

Email: Laura.Pasquini@unt.edu   Office (text/call): 940-268-5920

Skype: laurapasquiniphd   Blackboard Course Message System

Please identify your name, student ID & the class information (LTEC 3010-021) when contacting the instructor. You should get a response within 24-48 hours.

COURSE INFORMATION

There are **NO mandatory online class meetings** for this course for Fall 2014.

REQUIRED MATERIALS AND SUPPLEMENTAL READINGS
Information may be obtained from the UNT Bookstore (http://unt.bncollege.com/) for these REQUIRED course textbooks:

1. ***What Color is Your Parachute? 2014***
   Author: Richard N. Bolles   ISBN: 9781607743620
   (Note: The chapter order in previous editions has been significantly modified)

   Bolles, R. N. (2013). *What color is your parachute?* New York: Ten Speed Press.

2. ***When the Little Things Count… And They Always Count***
   Author: Barbara Pachter   ISBN: 9781569242902

   Pachter, B. (2006). *When the little things count…And they always count.*
       Cambridge, MA: Da Capo Press.

COURSE DESCRIPTION
LTEC 3010 (Personal Development) provides opportunities for students to develop themselves professionally. Special emphasis is placed on charting your course through goal setting, discovering and launching your career in today's environment, preparing for success in the workforce, and moving up the ladder in your career. Topics covered include determining avenues to find a job, creating a career portfolio and preparing for an interview, getting started at your new job, dressing for success, using proper business and email etiquette, understanding diversity in the workforce, managing stress, managing time effectively, and selecting and working with a mentor.

COURSE OBJECTIVES

After completing this course, the learner should be able to:

- Develop a personal mission statement that will reflect your values, goals, and aspirations to help lead you through your career journey
- Discover multiple avenues to find a job
- Determine benefits and challenges of social networking related to job hunting
- Build your network through a LinkedIn Profile
- Create a cover letter for a potential job
- Develop or update your resume
- Practice responding to behavioral and traditional interview questions
- Determine how to interpret employee benefits to get started with your new job
- Discover elements to dress for success
- Identify professional and effective verbal and written communication skills for the workplace
- Discover your company culture and the importance of diversity in the workplace
- Develop effective time and stress management skills
- Create an individual development plan
- Determine how to find and work with a mentor
- Discover appropriate accreditations, certifications, and advanced degrees to move to the next step in your career

INSTRUCTOR EXPECTATIONS

Writing Skills

Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent matter. No outlines will be accepted in this course. **Every assignment must include student name, course and SECTION, module number and assignment title**. **Every assignment should include the student name in the file name/document name/document title** (e.g., PasquiniL_Resume). Submissions must have complete sentences, correct punctuation, and capitalization. Avoid using abbreviations and acronyms without appropriate clarification.

Discussions Board Postings

Each student must submit an **original discussion posting** (20 points) and **respond to THREE (3) other students'** discussion posts (30 points). This means that each student will have at least four discussion entries.   Postings **ONLY** containing responses such as "I agree", "I disagree", etc. will not receive any credit. Your postings must actually add value to the discussion and provide insight or help move the topic forward. Responses will be graded on quality. If a student submits an original discussion posting but fails to respond to three students or more, he or she may only receive up to 20 points for this discussion module (Please refer to the Discussion Postings Guidelines document). Do **NOT** put attachments in the discussion board area. **Do NOT submit**

assignments to the discussion board. The instructor will not grade assignments posted in the discussion area.

The discussion area is not the venue to ask the instructor questions of a personal nature (i.e., grades, missed assignments, etc.). Please send the instructor an email with these types of questions. A special discussion thread entitled *"Instructor's corner"* has been created for general questions related to the course and assignments. **The instructor will answer any questions posted there within 24-48 hours.** You are also encouraged to answer each other's questions; the instructor will clarify discrepancies as necessary.

Student Support

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130
Regular hours are maintained to provide support to students. Please refer to the Helpdesk website for updated hours.

COURSE POLICIES
Honesty and Academic Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term "cheating" includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term "plagiarism" includes but is not limited to the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Students must complete all assignments independently unless otherwise instructed. Failure to do so will result in a grade of 0. Other possible consequences of breaching academic integrity include a failing grade on the assignment, a full letter grade drop for the course, or a failing grade in the course. If a student engages in academic dishonesty related to this class, the case will be referred to the Dean of Students for appropriate disciplinary action.

Online Etiquette

Students should be cognizant of the limitations of an online environment and exercise caution when interacting with others through the discussion board and/or messages. The purpose of our interactions is the exchange of knowledge and best practices as well as clarification of concepts. In an online environment, comments can be unintentionally misinterpreted or misrepresented. Students should observe the following guidelines:

- Students should be respectful of peers' opinions.
- Students should avoid using language that may be viewed as offensive.
- Students should avoid writing in all capital letters.
- Students should reread messages/postings as necessary before responding to avoid misunderstanding and should seek clarification as necessary.

Late Work

Late work is not accepted and will receive a 0 grade. It is suggested that you plan on completing your work the day prior to the due date. Then unexpected problems will not result in your work being late.

ALL assignments must be submitted by 11:59 pm CST on the date is it due via Blackboard. Do NOT submit assignments via e-mail or to the discussion board.

It is the student's responsibility to see that work is submitted. It is not fair to other students to allow a student to submit late work and receive credit; therefore, the late policy is strictly enforced. Any student missing assignments from 3 modules will be dropped from the class with a WF.

MEDICAL EMERGENCIES:

If you have a medical emergency that will prevent you from completing the course as scheduled, you MUST notify your instructor at the time of your medical problem. Requests for an INC or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician and must specifically state that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled. Requests for an INC or to DROP this course based on a medical emergency CAN NOT be granted after the medical emergency. Of course all requests must meet standard university policy.

Doctor's notes must be received during week 1 or 2 of the medical emergency. Those submitted at the end or once it is over will not be accepted.

ASSIGNMENTS AND DUE DATES

Mod. #	Assignment	My Points	Possible Points	DUE
	Student Introduction Complete the "Start Here with the Course Orientation" and the "required Tasks to Gain Access to Course Content." Assignment specifics are within the course materials. A discussion area is provided in the Blackboard (Bb) Discussion Tool for each module. Introduce yourself on Bb Learn Discussion Tool.		10	8/31 11:59 pm
1	**Study assigned readings.**			
	Submit **Writing a Personal Mission Statement** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	9/14 11:59 pm
	Participate in the group discussion on Learn Discussion Tool. NOTE: You must make FOUR posts, one original (by 9-7) and THREE responses to your peers (by 9-14).		50	9/7 & 9/14 11:59 pm
2	**Study assigned readings.**			
	Submit **Creating or Updating Your LinkedIn Profile** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	9/21 11:59 pm
	Participate in the group discussion on Learn Discussion Tool. NOTE: You must make FOUR posts, one original (by 9/21) and THREE responses to your peers (by 9/28).		50	9/21 & 9/28 11:59 pm
3	**Study assigned readings.**			
	Submit **Creating a Cover Letter** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	9/28 11:59 pm
	Submit **Developing or Updating your Resume** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	10/5 11:59 pm
	Submit **Interview Practice** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	10/12 11:59 pm
	Participate in the group discussion on Learn Discussion Tool. NOTE: You must make FOUR posts, one original (by 10/5) and THREE responses to your peers (by 10/12).		50	10/5 & 10/12 11:59 pm
4	**Study assigned readings.**			
	Submit **1st Selected Activity** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	10/19 11:59 pm
	Submit **2nd Selected Activity** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	10/26 11:59 pm
	Submit **3rd Selected Activity** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	11/2 11:59 pm
	Participate in the group discussion on Learn Discussion Tool. NOTE: You must make FOUR posts, one original (by 10/19) and THREE responses to your peers (by 11/2).		50	10/19 & 11/2 11:59 pm
5	**Study assigned readings**			
	Submit **Individual Development Plan** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	11/9 11:59 pm
	Submit **Mentorship** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	11/16 11:59 pm
	Submit **Moving to the Next Step in your Career** Module Assignment. (Submit assignment using the Learn Assignment Tool.)		100	11/23 11:59 pm
	Participate in the group discussion on Learn Discussion Tool. NOTE: You must make FOUR posts, one original (by 11/9) and THREE responses to your peers (by 11/23).		50	11/9 & 11/23 11:59 pm
	TOTAL		**1360**	

Grading Scale: A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = 59% and below

Information for LTEC Web-based Courses

Required Software and Hardware:

Knowledge of personal computer operation is prerequisite to registering for and successfully completing this online course. Students taking the course should be proficient in the following software as well:

• Microsoft Word

• Microsoft PowerPoint

• Microsoft Excel

• Microsoft Access

The acquisition of these skills is the responsibility of student and can be obtained through prior coursework and/or personal experience. A student who is not proficient in these programs should not register for this course.

Blackboard is fully supported for both computers using Windows and Apple computers. This includes the programs noted above. Purchase and installation of the programs in a current and compatible version is the responsibility of the student. For personally owned computers, the UNT bookstore offers software for both systems with student pricing.

In addition, upon starting this or any LTEC Blackboard course, students should review the "Check Browser" link in Blackboard and install the appropriate browser and plug-ins and update their browser to the appropriate settings.

Communication Parameters:

Students should contact the instructor via the instructor's preferred communication (see above). Instructors will attempt to respond to student emails within five working days. Working days do not include weekends or holidays. Students should not expect the communication parameters in a web-based class to significantly differ from the parameters in traditional campus-based classes.

Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Blackboard Learn email, bulletin board, and/or chat. Students should consider the communication parameters with regard to assignment due dates.

Please be aware that instructors will not be able to respond to "last minute" requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware.

Student Responsibilities for Distributed Learning Courses:

- Access course web page and initiate contact with instructor within the first week of the semester.
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non-traditional.
- Verify appropriate hardware and software as described in the course description.
- Provide instructor with access to a working email account.
- Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat).
- Complete **UNT Student Tutorial** prior to taking the first Blackboard course.
- Comply with appropriate electronic etiquette and abbreviations.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines.

Students should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the "Sequence of Tests, Papers, and Activities" section of this syllabus. It is the responsibility of the student to verify that all messages AND attachments are sent to the course instructor. See "*Course Attendance and Participation*" section for more information.

"All students should activate and regularly check their e-mail account used for official communication from the University to students. Many important announcements for the University and College are sent to students via the assigned e-mail account.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at https://deanofstudents.unt.edu/conduct.

Information for ALL LTEC Courses

Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes web-based activities.

University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Professionalism

At all times, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules and assignments.

Honesty and Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

Cheating and Plagiarism

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities for further penalty.

According to the UNT catalog, the term **"cheating"** includes, but is not limited to:
a. use of any unauthorized assistance in taking quizzes, tests, or examinations;

b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;
d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or
e. any other act designed to give a student an unfair advantage.

The term "**plagiarism**" includes, but is not limited to:
a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and
b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

Classroom Disability Accommodations

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. *It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications.* For additional information see the Office of Disability Accommodation website at http://disability.unt.edu/. You may also contact them by phone at 940.565.4323 or in person (SAGE 167).

University Policy of Disability Accommodations

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability

from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living or for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.

ADA Statement: The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Student Evaluation of Teacher Effectiveness: An expectation of this class will be to complete the end-of-semester evaluation of the instructor known as the SETE, Student Evaluation of Teacher Effectiveness.