



LTEC 3010: Personal Development – Spring 2016

Department of Learning Technologies, Discovery Park
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Instructor Contact Info

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Preferred Communication: **EMAIL**. Please **identify your name, student ID & the class information** (e.g. LTEC 3010-021) when contacting the instructor. You should receive a **response within 24-48 hours**. Please keep these messages professional and courteous. [[Hint from PhD Comics.](#)]

COURSE DESCRIPTION

LTEC 3010 (Personal Development) provides opportunities for students to develop themselves professionally. Special emphasis is placed:

- Charting your course through goal setting
- Discovering and launching your career in today's environment
- Preparing for success in the workforce
- Moving up the ladder in your career.

Topics in this course will cover:

- Determining avenues to find a job
- Creating a career portfolio
- 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 and time effectively
- Selecting and working with a mentor

Supplemental Course Reading – NOT REQUIRED TO PURCHASE

Information may be obtained from the UNT Bookstore (<http://unt.bnccollege.com/>) or [Amazon.com](#) for **course books are OPTIONAL and NOT REQUIRED textbooks**:

[What Color is Your Parachute? 2016](#) (Paperback \$11.99)

Author: Richard N. Bolles ISBN: 160774662X [[2012 Edition PDF](#)] and [2016 Ed. Online](#)]

[When the Little Things Count... And They Always Count 2006](#) (Paperback \$9.67)

Author: Barbara Pachter ISBN: 1569242909

[What Happens on Campus Stays on YouTube 2015](#) (Paperback \$14.99)

Author: Erik Qualman; Contributing Authors: Paul Gordon Brown, Jason L. Meriwether, Courtney O'Connell, Dr. Laura Pasquini ISBN: 0991183525 [[Preview pre-print](#)]

COURSE OBJECTIVES

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

- Develop a personal mission statement that will reflect your values, goals, and career goals
- 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

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. If there is an issue, questions, or concern about participation in the LTEC course, it is the students' responsibility to contact the instructor and communicate these issues directly with the instructor of the LTEC course. **If a student has not participated in a discussion or submitted an assignment before the Census Day (February 1, 2016) outlined by the [UNT Academic Calendar](#), they may be dropped for non-attendance.** Additionally, if assignments are missed for two or more modules without contacting the instructor, the student will be dropped for non-participation.

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.

Professional Learning Organizations' and/or Training & Development resources:

- The Society for Human Resource Management: www.shrm.org
- The Society for Industrial and Organizational Psychology: www.siop.org
- Academy of Human Resource Development: www.ahrd.org
- The Society for Organizational Learning: www.solonline.org
- Association for Talent Development (Formerly ASTD) www.td.org
- International Society for Performance Improvement: www.ispi.org
- Online Learning Consortium (OLC): www.onlinelearningconsortium.org
- Training Magazine: www.trainingmag.com
- Centre for Learning & Performance Technologies <http://c4lpt.co.uk/>
- Training Industry Associations: www.trainingindustry.com

COURSE ASSIGNMENTS

There are **NO mandatory online class meetings** for this course for Spring 2016. Optional, online course meetings might be scheduled; however all meetings will be recorded and posted to the course site. All course information and materials will be maintained in UNT Blackboard Learn. **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 title** (e.g., PasquiniL_Resume). The UNT Blackboard system attempts to include the dates and deadlines for the LTEC 3010 class in the Calendar section. Please review this calendar, each module assignment AND the course syllabus when verifying dates and deadlines for required work.

Submit all work as specified by on the course calendar and as specified by the instructor. Organize your calendar with the **course calendar and syllabus deadlines so you are always aware when an assignment is due**. *Students are responsible for all course deadlines and must keep a copy of all assignments*. All assignments must be turned in by or before the “designated due dates” which can be found on the Blackboard Learn calendar and on the assignment tool.

NOTE: The **syllabus and course due dates are subject to revision** by the instructor throughout the semester. Students will be notified promptly of any changes, or contact the instructor if you have questions about a deadline **IN ADVANCE**.

Late Assignment Policy

Late work is not accepted and will receive a zero (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 the Blackboard Learn Assignment Tool. Do NOT submit assignments via e-mail or to the discussion board. ALWAYS be sure to check the course syllabus for deadlines – please let me know if there are any discrepancies between the Learning Modules deadlines on the syllabus.

Discussions Board Postings

Discussion posts will be provided for EACH learning module. Based on the course purpose and size, these will all be OPTIONAL and taken in consideration for active participation in the LTEC 3010 course ONLY if there are questions about student active enrollment. The course discussion topics are in parallel to each learning module topic and directly related to the assignments. It would be a great space for students to ask questions, seek support, and share resources for the topics and areas. The other option would be posting general questions to the Peer-To-Peer Help Discussion Forum. None of these discussion threads will be evaluated for a final grade; however they have been known to increase students progress and success in online courses through peer support and interaction.

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 "**Peer-to-Peer Help Forum**" has been created for general questions related to the course and assignments for ALL in the class to review and respond to. The instructor and TAs will infrequently check this discussion forum; however if you have any urgent questions, **please send these inquiries BY EMAIL directly to the instructor.**

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 [Incomplete \(I\) 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 online or prevent you from submitting assignments as scheduled**. Requests for an Incomplete 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.

Student Support Online

If there is a student technical support team dedicated to deal with issues or technical needs (e.g. Blackboard Learn) if you should encounter any issues or needs at ANY point during the duration of this course.

Please be sure to CONTACT the [UNT UIT Helpdesk](#) support team for **any student technical support issues and questions:**

<https://www.unt.edu/helpdesk/>

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

LTEC 3010: Assignment and Deadlines – Spring 2016

Module	Assignment	Points	Due Dates
Orientation	Orientation Module: Complete the following items: Post your introduction to the Discussion board. Complete: LTEC 3010 Student Information Form.	10	1/26 11:59 pm
1	Module 1: Goals, Values, and Personal Mission Statements		2/2 11:59 pm
	Readings in module.		
	Complete: Identify your Leadership Core Values Assignment	20	
	Reflect: Bucket List – 10 Big Goals – Journal Reflection	20	
1	Module 1: Goals, Values, and Personal Mission Statements		2/9 11:59 pm
	Assignment: Personal Mission Statement from Core Values	25	
	Discuss: Your Big 10 Goals & Challenges You Face (Optional)	0	
2	Module 2: Digital Identity Development for Your Career		2/16 11:59 pm
	Readings in module + What Happens on Campus Stays on YouTube – Sneak Preview		
	Participate in Discussion Module 2 (Optional)	0	
2	Module 2: Digital Identity Development for Your Career		2/23 11:59 pm
	Complete: LinkedIn Profile Assignment – Part 1 and Submit your profile URL: http://bit.ly/ltec3010linkedin	30	
	Bonus: Social Media Share – Tweet using #LTEC3010 hashtag	(5)	
3	Module 3: Researching & Applying in Your Career Field		3/1 11:59 pm
	Complete: Identify Your Industry–MyNextMove.org Assessment	10	
	Reflect: Share your thoughts on the MyNextMove options	10	
	Draft of Resume – works experiences and key points	25	
	Draft of Cover Letter – identify characteristics and key points	15	
	Draft of 3-5 References – list 5 individuals, role, and why	6	
Participate in Discussion Module 3 (Optional)	0		
3	Module 3: Researching & Applying in Your Career Field		3/8 11:59 pm
	Include a job description/profile for the following items:		
	Complete: Resume	50	
	Complete: Cover Letter	30	
	Complete: Reference List	9	
BONUS: Elevator Pitch Video	(10)		
SPRING BREAK – No Learning Modules (March 14-18)			
4	Module 4: Job Interviews & Presentation Skills		3/29

	DRAFT: Mock Interviews in Teams (Wiki) – Questions	5	11:59 pm
	PLAN: Presentation Skills– Prepare for Ignite Talk: Focus, Title, and Research Topic	10	
	Participate in Discussion Module 4 (Optional)	0	
4	Module 4: Job Interviews & Presentation Skills		4/5 11:59 pm
	COMPLETE: Ignite Talk – Job Success Topics: PPT with Notes	100	
	Bonus: Record your Talk & Upload Video via YouTube	(15)	
	REFLECT: Mock Interviews Questions – Journal Responses	30	
5	Module 5: Strategies for Success in the Workplace		4/12 11:59 pm
	REFLECT: Journal Post – Time Management Assessment	20	
	Participate in Discussion Module 5 (Optional)	0	
5	Module 5: Strategies for Success in the Workplace		4/19 11:59 pm
	COMPLETE: Professional Development Plan: Find a professional association & identify how to get involved in the field	60	
6	Module 6: Mentoring & Professional Development		4/26 11:59 pm
	Participate in Discussion Module 6 (Optional)	0	
	RESEARCH/OUTREACH: Mentors from your field/industry	15	
my.unt.edu	UNT SPOT Course Evaluations Available in your myUNT portal	(5)	4/18-5/1
6	Module 6: Mentoring & Professional Development		5/3 11:59 pm
	COMPLETE: Informational Interview – Transcript	100	
	COMPLETE: LinkedIn Profile Assignment – Part 2	100	
Orientation	LTEC 3010 Course Feedback Form	(5)	5/5 11:59 pm
	UNT Final Exam Week – No Exam for LTEC 3010		May 7-13
	TOTAL		

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

UNT Academic Deadlines posted on the website of [UNT Office of the Registrar](http://registrar.unt.edu), specifically the Fall 2015 Registration Guide: <http://registrar.unt.edu/registration/fall-registration-guide>

Academic Advising and Personal Support

There are a number of academic resources and support areas at UNT to support your academic success. Please be sure to seek our or ask for the support you need **IN ADVANCE, and/or IMMEDIATELY after any medical, personal, or academic situation.**

Writing Skills

Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent matter. Submissions must have complete sentences, correct punctuation, and capitalization. Avoid using abbreviations and acronyms without appropriate clarification. Consider getting support for this course with your writing at the

UNT Writing Lab (<http://writinglab.unt.edu/>) and/or UNT Career Center (<http://studentaffairs.unt.edu/career-center>).

For students who have questions about academic planning, need to drop one or all courses, or learn more about academic dates and deadlines, please be sure to speak with your [academic advisor/counselor](#) and consult the following UNT resources for planning and guidance:

- Advising @ UNT: <http://advising.unt.edu/>
- Counseling Services: <http://studentaffairs.unt.edu/counseling-testing-services>
- Dropping a class: <http://advising.unt.edu/dropping-class>
- How to drop a class <http://registrar.unt.edu/registration/dropping-class>
- Incomplete (I) grades: <http://registrar.unt.edu/grades/incompletes>
- Withdrawals: <https://deanofstudents.unt.edu/withdrawals>
- Dean of Students Policies <https://deanofstudents.unt.edu/policies>

Student Course Evaluations

All students are expected to complete the end-of-semester evaluation for this course.

Netiquette & Discussion Expectations

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.

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.

Students must complete all assignments independently unless otherwise instructed. ***Failure to do so will result in a grade of zero (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.

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:

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;
3. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university;
4. 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); and/or
5. any other act designed to give a student an unfair advantage.

The term "**plagiarism**" includes, but is not limited to:

1. the knowing or negligent use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement; and/or
2. 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.

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>.

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, and 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

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. Please Contact the UNT Office of Disability Accommodation (<https://disability.unt.edu/>) for questions, concerns, or support you may contact the ODA office by phone at 940.565.4323 or in person (SAGE 167).*