

LTEC 3010: Personal Development

Instructor Contact Information

Contact: messaging within the course

REQUIRED MATERIALS AND SUPPLEMENTAL READINGS

Information may be obtained at www.unt.bnccollege.com

The following books are required for the course:

1. ***What Color Is Your Parachute?*** 2013 by Richard N. Bolles
2. ***When the Little Things Count...And They always Count*** by Barbara Pachter

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, email etiquette, diversity in the workforce, stress management, business etiquette, time management, 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 manner. No outlines will be accepted in this course. Every assignment must include student name, course and section, module number and assignment title. Submission must have complete sentences, correct punctuation, capitalization, and spelling. Any spelling mistakes on the resume will prevent the student from receiving an A on that assignment. Avoid using abbreviations and acronyms.

Discussion Board Postings:

Each student must submit an original discussion posting and respond to three (3) other students' discussion postings. This means that each student will have at least four (4) 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 student submits an original discussion posting but fails to respond to three students or more, he or she may only receive up to 25 points for this discussion module (half of the total points assigned). 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 related to personal issues (i.e. grades, missed assignment, etc.) Please send the instructor a message within the course with these types of questions. A special discussion thread entitled "Course Discussion Area" has been created for general questions related to the course and assignments. Questions posted here will be promptly answered by the instructor. You are also encouraged to answer each other's questions; the instructor will clarify discrepancies as necessary.

Student Support

UNT provides student technical support in the use of Blackboard and supported resources. The student help desk can be reached at:

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person ISB Rm 119

COURSE POLICIES

Late Work

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

It must be received by 11:59 p.m. on the due date and must be submitted via Blackboard. Do not submit to the instructor's personal email.

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.