College of Business and Technology
School of Human Resource Development and Technology
Course Syllabus

TECH 4372/4173, Spring 2014

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Course Description:
An end-of-program review of technical and managerial concepts. Students will complete an electronic portfolio showcasing acquired competencies.

Required Textbook/Materials:

Course Objectives:
At the end of this course, participants will be able to:
2) Prepare a well-written resume, cover letter and separate references list
3) Demonstrate the proper way to dress and interview for a professional position
4) Determine the degree plan/departmental competencies mastered in coursework
5) Develop an electronic portfolio showcasing your virtual professional presence
6) Describe the job opportunities for a chosen career in your field of study
7) Reflect in a scholarly way about your learning in this course and their course of study.

Student-Learner Outcomes:
• Demonstrate how to interview for a job by successfully completing a mock interview (simulated setting) with instructor; and, two mock panel interviews with peers
• Demonstrate how to formulate interview questions in mock interview (simulated setting) for a potential job candidate
• Demonstrate an understanding of job search techniques by successfully completing a resume and cover letter
• Demonstrate learning competencies in program of study by successfully showcasing an electronic portfolio (e-portfolio) online
• Demonstrate iterative reflection on their Capstone Experience as their course of study through a Semester Reflection Paper in APA, Sixth Edition format.

Course Competencies
1. Computer-Based Skills – the student will complete written assignments using the word processor as well as periodic Blackboard assignments via Internet connectivity; will prepare an electronic portfolio utilizing web-based tools.
2. Communication Skills – the student will exhibit a mastery of both written and oral skills in completion and presentation of the assigned projects.
3. Interpersonal Skills – the student will interact in class discussions to clarify thinking regarding job placement; they will be involved in simulations (mock interviews) where they will be both interviewer and interviewee.
4. **Problem Solving (Critical Thinking)** – the student will use conceptual thinking to analyze and make determinations about the benefits and problems of a changing workforce.

5. **Ethical Issues in Decision Making and Behavior**— the student will gain an appreciation of the ethics of interviewing for a job and constructing resume in ethical manner. They will also learn the basics of APA, 6th Edition citing and referencing the ideas of others.

6. **Personal Accountability for Achievement** – the student will complete the projects and activities at the time designated by the instructor and will enter into class discussions.

7. **Competence in Technology Principles**-The student will gain an appreciation of the benefits of social media and internet-based tools through documentation of earned competencies as evidenced by their electronic portfolio system.

**Grading:**

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**Grading Policy for TECH 4372:**

1. **Professional Brand Profile including STAR Examples** (3 iterations of 5% ea) 15%
2. **Final Written Portfolio** (with Resume, Cover Letter and Reference List) 10%
3. **Mock Interviews** (2 Panel=10% each, 1 Final=20%) 30%
4. **Electronic Portfolio** (**100% course grade for TECH 4173**) 5%
5. **Participation:** (Attendance, In-class & online group discussions, In-class quizzes/assignments) 15%
6. **Semester Reflection Paper** 15%
7. **Pre and Post Experience Surveys on Social Media** (LinkedIn, Pathbrite, etc.) 10%

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1. **The A New Brand You© Professional Brand Profile**: Assignment will begin in class with Mrs. Gail Johnson, MBA, who is a co-author of our textbook and materials. Students will complete the majority of these materials outside of our regular class session. This profile assignment includes the Professional Brand Profile list of “10” Value Statements and then you will create at least “10” examples to support using, S.T.A.R. method. It is suggested that you meet with Dr. McWhorter in person or a virtual conference to go over these materials prior to the due date.

2. **Final Written Portfolio**: This UT Tyler or similar 2 pocket folder will contain 3 copies of your 1-page Resume, 1-page Cover Letter, and 1-page Reference List. Each of these will be printed on resume paper. If you add a business card, this is extra credit. This portfolio will be graded in your last class meeting (Due in class, 4/22/14) prior to the Final Mock Interview held April 25, 2014 Details:
   - A draft résumé and associated cover letter. The resume and cover letter must be submitted reviewed and approved by the UT Tyler Career Services department.
     - Career Services Resume Information Link: [http://www.uttyler.edu/careerservices/resumes.php](http://www.uttyler.edu/careerservices/resumes.php)
     - Career Services Cover Letter Information Link: [http://www.uttyler.edu/careerservices/coverletters.php](http://www.uttyler.edu/careerservices/coverletters.php)
   - References list of professional and business contacts (3 to 5), on separate sheet of paper; not at the bottom of the resume.

3. **Mock Interviews**: In the Business World, you will be expected to network with others and present yourself professionally. Communication Skills become better when practiced. Business professionals need to be prepared to clearly and concisely communicate: Who You Are. What You Do. Why Anyone Should Care to Remember You.
   - So, you will have 3 opportunities in this course to practice your interviewing skills in front of instructor and your peers.
     - The first will be either a telephone interview, career fair interview, or video conference interview where you will be expected to answer the “tell me about
ii. The second will be a mock panel interview within a group of classmates as panelists and instructor serving as the HR Director in your chosen company.

iii. The final mock interview will be a mandatory on April 25, 2014 (2:30-5:00pm) at the Orneals Activity Center. You will be assigned to a table of 1-4 East Texas business professionals and several students who will be observers during your interview. You will bring your Final Written Portfolio at that time and will hand copies of your Resume and Cover Letter to business professionals at your table (40%)

- Students must come dressed for success & bring final portfolio.
- During each interview, the students must present him/herself as an ideal candidate for a targeted position and demonstrate the ability to answer challenging behavioral-based questions candidly, succinctly and accurately.
- **Students must arrive before the session begins. Arriving late or not attending will result in failing grade.**
- Students will be asked to give feedback in the form of an online post-experience survey and a Reflection paper (detailed later in syllabus). This feedback is mandatory but you can choose whether or not you would like your unidentifiable data be used in an ongoing UT Tyler research study on professional branding for business students.

4. **Electronic Portfolio (5% for 4372, 100% for 4173)** This ePortfolio system is comprised of a LinkedIn (LinkedIn.com) account and a Pathbrite (pathbrite.com) visual ePortfolio is designed as the final project for this course and for your degree. Each student will incorporate professional social media networking by creating a LinkedIn profile, and connecting to the instructor, classmates, faculty/staff at UT Tyler and professionals in the community, etc. Your Pathbrite account that will include your resume information, contact information **(NOT your birthdate)**, your degree plan, and examples of coursework that you have completed while working on your degree. Both scheduled and release time will be designated for completing this e-portfolio during class time. Since confidentiality is always a consideration when posting information online, students have the right to make the information unavailable through the platform settings (except for grading window which will be announced by instructor/ePortfolio will require URL and password for grading purposes only). Also, because some student work in their degree has required students to interview employees in organizations (i.e. Job Analysis course) students will need to carefully screen their projects to remove proprietary information before posting. Also, students who wish to post any group work will require written permission from each group member PRIOR to posting. **In addition, you will be asked to participate in ongoing research studies involving the use of ePortfolios for career development. You may choose to “opt out” of this research study without any penalty on your course grade.**

5. **Participation:** Your class participation grade will be based upon a combination of:
   - Class preparation (reading and gathering assigned materials before coming to class)
   - In-class and online discussions as well as your efforts in teamwork
   - Attendance
   - In-class quizzes and mock interviews will be a zero if you are absent without medical or official university business excuse.

6. **Semester Reflection Paper**
   You will write a 5-6 double-spaced page paper (plus cover sheet, references and job announcement) detailing a specific career that you are interested in pursuing. You should include research on the current field the career is in, salary expectations, history of the career, documenting at least one conversation with a person that holds or supervises that position [via in-person, phone or email], at least one job posting for the position or similar or entry-level positions that would transition to the desired position, and a reflection of this
course and your course of study as a whole while here at UT-Tyler. Your paper should be written in APA 6th edition format and include a Reference section at the end of the paper. This report will be screened by SafeAssign in Blackboard. You will be given release time for this project.

**Make-Up Work and Late Work**
Make-Up work will be allowed with a doctor or official university business excuse. Otherwise, there will be a 20% per calendar day penalty (includes weekends) for all late work not otherwise authorized. Please email instructor ahead of time if you have extenuating circumstances. If you are participating in school-sponsored activity (i.e. athletic or school event), a letter is required from the Coach or University personnel ahead of time. NOTE: THERE IS NO MAKE UP OF MOCK INTERVIEWS AS THEY CANNOT BE REPLICATED OUTSIDE OF THE TIME SCHEDULED.

**Writing Expectations**
This course has numerous written assignments including Discussion Board postings in Blackboard, Resume, Cover Letter, e-Portfolio and a Semester Reflection Paper. Each should be free of spelling and grammatical errors as well as sufficient organization, and the citing of sources and references according to APA 6 guidelines. If a student needs assistance with proofreading or basic skills, they should contact UT-Tyler Writing Center, BUS 202, (903) 565-5995, email: utwritingcenter@gmail.com

**Laptops and Tablets are highly encouraged so that students can work on in-class assignments.** However, Laptops MUST used for legitimate classroom use (i.e. taking notes, social media class assignments, searching for group information, Blackboard, etc.). This is not a time for returning your emails, Facebook™ text or instant messages that are distracting to me and your classmates and will keep you from learning. INSTRUCTOR RESERVES THE RIGHT TO REMOVE THIS PRIVILEGE IF DEEMED NECESSARY.

**Cell Phone & Laptop Use**
This is a senior level university course and your professionalism is expected! For this reason, students should not have cell phones out and in-use in the classroom at any time except for break time as designated by the instructor. If you need to text or call, do so on breaks or excuse yourself to outside the classroom.

**Important Dates:**
- Census Date = January 27, 2014
- Last Day to Withdraw from Classes = March 26, 2014

**College of Business Statement of Ethics:**
The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.
**Academic Dishonesty Statement**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students' official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor. See: [http://www.uttyler.edu/catalog/12-14/](http://www.uttyler.edu/catalog/12-14/) [http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php](http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php)

**PLEASE NOTE:** Academic honesty is expected in all work submitted in the course. Plagiarism and dishonesty will not be tolerated and learners should be aware that all work is subject to full investigation by instructor including the examination of computer reports for suspicious patterns and the use of plagiarism detection software.

**Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www2.uttyler.edu/wellness/rightsresponsibilities.php](http://www2.uttyler.edu/wellness/rightsresponsibilities.php)

**Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttyler.edu/registrar](http://www.uttyler.edu/registrar)

Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid
**State-Mandated Course Drop Policy**
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability Services**
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

*Note: If you require accommodations for my class, please notify me ASAP!*

**Student Absence due to Religious Observance**
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement:**
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation:**
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services

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