LTEC 3010: Personal Development

UNT, Dept. of Learning Technologies, Discovery Park
3940 N. Elm St., Office G150, Denton, TX 76207-7102

Note: THIS SYLLABUS IS Three (3) PAGES LONG. PLEASE PRINT IT OUT AND REVIEW IN DETAIL

COURSE INFORMATION

- LTEC 3010.022/ Personal Development
- Spring / 2014
- Class meetings: There are NO mandatory online class meetings for this course

INSTRUCTOR CONTACT INFORMATION

Rebecca How

Email Address: Rebecca.How@unt.edu

REQUIRED MATERIALS AND SUPPLEMENTAL READINGS

Information may be obtained at www.unt.bncollege.com
The following books are required for the course:

1. **What Color is Your Parachute? 2014**
   Author: Richard N. Bolles
2. **When the Little Things Count… And They Always Count**
   Author: 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 matter. No outlines will be accepted in this course. **Every assignment must include student name, course and SECTION, module number and assignment title**. Submissions must have complete sentences, correct punctuation, and capitalization. Avoid using abbreviations and acronyms.

Discussions Board Postings:

Each student must submit an **original discussion posting** and **respond to three other students'** discussion posts. 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 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 assignments, attendance, etc). Please send the instructor an email 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

answered by the instructor within 24 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: ISB Rm. 119
Regular hours are maintained to provide support to students.

COURSE POLICIES

Late Work

Late work (after the due date and time) will have a reduction in point value of 20% and late work that is more than **5 days** late will not be accepted and the student will receive no points. Absolutely no assignments will be accepted after the final day of the course. A final version of your assignment is due on the due date in the course calendar. If your paper is sent back to you for revisions and you resubmit after the due date, then you risk a 20% lower grade. So it is best to **submit work early**. An exception to the above may be made if you provide documentation substantiating a valid personal emergency, on a case by case basis. If you are overwhelmed or feeling behind, please contact the instructor before the assignment is due to discuss options. Students are strongly encouraged to submit assignments early. This also supposes that any questions or inquiries about assignment instructions must have already been clarified in advance; a student should not have a reasonable expectation that the instructor will be clarifying assignment questions 2 hours before the due date and time. There are a lot of assignments in the class so it is critical that you keep up with the work. This late work policy will be strictly enforced!