

1. **COURSE TITLE*:** Professionalism
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION*:** CSCI 2275
3. **PREREQUISITE(S)*:** None **COREQUISITE(S)*:** None
4. **COURSE TIME/LOCATION:** (Course Syllabus – Individual Instructor Specific)
5. **CREDIT HOURS*:** 1 **LECTURE HOURS*:** 1
LABORATORY HOURS*: (contact hours) **OBSERVATION HOURS*:**
6. **FACULTY CONTACT INFORMATION:** (Course Syllabus – Individual Instructor Specific)
7. **COURSE DESCRIPTION*:**

This course will better prepare students on how to conduct themselves in a professional work setting. Topics include: career planning and exploration, self-assessment, career research, resume development, interview skills, Cooperative Education policies and procedures and other skills that bolster professional success.

8. **LEARNING OBJECTIVES*:**
 1. Recognize who they are as a professional
 2. Develop goals
 3. Recognize opportunities
 4. Make good ethical choices in a business setting
 5. Develop time management skills
 6. Develop stress management skills
 7. Understand professional etiquette
 8. Understand dress code expectations
 9. Conduct themselves in a professional manner

9. **ADOPTED TEXT(S)*:**

Professionalism - Soft Skills for a Digital Workplace: Illustrated Course Guides 2nd edition

Course Technology | Cengage Learning

Author: Jeff Butterfield

ISBN for Follett Inclusive Access: 978-1-337-34210-0

ISBN for students who do not want Inclusive Access: 978-1337119269

9a: SUPPLEMENTAL TEXTS APPROVED BY FULL TIME DEPARTMENTAL FACULTY (INSTRUCTOR MUST NOTIFY THE BOOKSTORE BEFORE THE TEXTBOOK ORDERING DEADLINE DATE PRIOR TO ADOPTION) *.**

10. OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)**

Dress Code: A dress code promotes safety and a comfortable learning environment for all students. Dressing in a professional manner is critical in the workplace thus it is critical to this class. The instructor will communicate specific requirements during the first week of class.

11. GRADING SCALE*:**

Grading will follow the policy in the catalog. The scale is as follows:

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69
- F: 0 – 59

12. GRADING PROCEDURES OR ASSESSMENTS:

Instructor will specify which criteria will apply to a particular assignment. Students will be expected to complete work utilizing course material covered. Other assignments, projects and reports may be assigned and graded at the discretion of the instructor.

Course Sample Evaluation:

Assignments:	35%
Dress Code	15%
Final Exam Interview	20%
Final Exam	<u>25%</u>
	95%
Class Participation	<u>5%</u>

100% Total**13. COURSE METHODOLOGY OR COURSE FORMAT:**

May include but not limited to: Lectures, independent and group projects, in-class and home assignments, tests, quizzes and lab exercises. This course must be offered on campus. Attendance is required.

14. COURSE OUTLINE:

Week	Topics	Chapters	Learning Objectives
1	Presenting Yourself Professionally	Week 1	1, 7, 8, 9
2	Dressing like a Professional	Week 2	7, 8, 9
3	Developing a Professional Work Ethic	Week 3	5, 6, 9
4	Developing Your Interpersonal Skills	Week 4	3, 4
5	Understanding Office Protocols and Politics	Week 5	3, 4
6	Planning and Managing Your Career	Week 6	2, 4
7	Prep for Interview	Week 7	1, 2, 3, 7, 9
8	Final Exam Interview	Week 8	

15. SPECIFIC MANAGEMENT REQUIREMENTS*: None**

16. FERPA: Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

17. ACCOMMODATIONS: *

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio's Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431 X 2604.

18. OTHER INFORMATION*:**

SYLLABUS TEMPLATE KEY

* Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

** Any alteration or addition must be approved by the Curriculum Committee

*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.