

## Introduction to Professional Leadership Skills

ETEC 1010.02 CRN 20577

SPRING 2018 Syllabus

### Part 1: Course Information

#### Instructor Information

**Instructor:** Dr. Doug Ullrich

**Face-to-face Office Hours:** By appointment only

**Office Location:** Pirkle Building. #440K

**Email:** dullrich@shsu.edu

**Office Telephone:** (936)294-1188

#### Course Information

**Time:** ETEC 1010.01 Thursday 5:00 – 5:50 AM

**Location:** Pirkle Building, Room 300 A, B & C

#### Course Description

This course provides an explanation of the career options available to professionals in various areas of agricultural sciences, education, and business. Specific requirements for the various professions are discussed by a series of guest speakers. Course is intended for beginning students. [1 credit hour].

#### Textbook & Course Materials

No required text. Supplemental Materials will be posted in Blackboard

#### Course Structure

This course will be delivered in a face-to-face format and supported with the course management system Blackboard™. You will use your SHSU account to login to the course from the Blackboard login page (<http://shsu.blackboard.edu>) Class announcements, grades, and various resources will be shared through Bb.

#### Technical Requirements

To gain full working performance to Blackboard, you must have access to a personal computer or a computer in which you have administrative rights so that you may install necessary plugins. See the [Technical Requirements](#) website for recommended system and browser requirements.

#### Technical Assistance

The team at SHSU Online provides technical support for Blackboard through a variety of methods.

**Website:** [Technical Support](http://distance.shsu.edu/tech-support) <http://distance.shsu.edu/tech-support>

**Phone:** 936-294-2780 – or – toll free 1-877-759-2232

**Email:** [blackboard@shsu.edu](mailto:blackboard@shsu.edu) or you can chat with a technician while inside your Blackboard course.

## Part 2: Course Objectives

This course will provide an exploration of career options, personal skills, and current trends within the agricultural industry.

1. Examine personal skills and attitudes necessary to be a successful college student.
2. Create a resume and list of references.
3. Analyze educational, leadership and work experiences to determine strengths and weaknesses.
4. Discuss financial planning issues.
5. Compare and contrast majors and minors as well as career options for each.
6. Assess a variety of career options and entry level skill requirements.
7. Prepare for a leadership or career development event by assisting your major advisor or organization leaders with community service activities.
8. Appraise the habits of successful individuals.
9. Evaluate various benefits offered to employees.

## Part 3: Tentative Topic Schedule

\*topics and dates may need to be amended due to unforeseen events

Class #	0.1	Topic	Speaker	Assignment Due
1	1/18	Assign – Student Profile Assign - Attend 3 Club Meetings Assign – Mock Interview BONUS Assign – Linkedin Profile Assign – Career Fair Introduction / Syllabus Review / <b>PPT – Rules for Success</b>	Ullrich	
2	1/25	<b>GET TO KNOW ACTIVITY</b>	Ullrich	Student Profile – DUE Email to: dullrich@shsu.edu
3	2/1	<b>PPT – Student Career Planning</b> Assign Advisement for Spring 18 Quanta Guest Speaker	Quanta Rep	Short Job Assignment – DUE Submit in Class
4	2/8	Assign – Job Search Paper/PPT #1 & #2 Job Research Discussion <b>PPT – Resumes / References</b>	Ullrich	
5	2/15	Quick Pace Discussion Degrees and Declaring a Major / Minor	Ullrich	Club Meeting #1 DUE Submit in class
6	2/22	<b>PPT Applying &amp; Interviewing</b>	Ullrich	Job Search & PPT #1 – DUE Email to: dullrich@shsu.edu
	2/28	Ag & ET Career Fair – BE THERE	LSC Ballroom 10:00 AM – 2:00 PM	
7	3/1	PPT Applying & Interviewing cont. ETDD Guest Speaker	ET Faculty	Job Search & PPT #2 – DUE Email to: dullrich@shsu.edu
8	3/8	ETCM Guest Speaker	ET Faculty	Club Meeting #2 – DUE Submit in class
3/12-16		SPRING BREAK		
9	3/22	ECET Guest Speaker ETEC Guest Speaker	Yildiz	
10	3/29	ETSM Guest Speaker	Ullrich	
11	4/5	AGET Guest Speaker	Ullrich	
12	4/12	PPT Department History	Ullrich	Sp18 Semester Schedule – DUE Email to: dullrich@shsu.edu
13	4/19	PPT – Dealing with Credit & Debt	Ullrich	Mock Interview Bonus Due Submit signed form in class
14	4/26	PPT Etiquette in the Workplace	Ullrich	
15	5/3	PPT Review of Job Benefits		
4/7-10		<b>FINAL EXAM</b>		

## Part 4: Grading Policy

### Graded Course Activities

The course will consist of a variety of assignments and student engagement activities. Attendance to class is vital! Some activities may be assigned throughout the semester as an opportunity to gain bonus points. Grades will be determined upon the total of all items outlines below.

Points	Item Description
350	Attendance (14 x 25 pts)
50	Student Profile
100	Resume
50	References Page
25	Club Meeting #1
25	Club Meeting #2
50	Career Fair 2/28
50	Short Job Search – 5 Jobs Review
50	Job Search #1 – Job Review Paper & PPT
50	Job Search #2 – Job Review Paper & PPT
50	Advisement – See Departmental Advisor
50	Next Semester Schedule
200	ETEC 1010.02 Project
100	Final EXAM
1000	<b>Total Grade</b>
50	<b>BONUS – Mock Interview</b>

**Late Work Policy** - Be sure to pay close attention to deadlines.

***Late assignments will be assessed a 10% DEDUCTION PER DAY LATE.***

### Viewing Grades in Blackboard

Points you receive for graded activities will be posted to the Blackboard Grade Center. Your instructor will update the online grades each time a grading session has been complete—typically 7 days following the completion of an assignment. Click on the My Grades link in the left navigation pane to view your points.

### Letter Grade Assignment

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance Level
A	90-100%	Excellent Work
B	80-89%	Good Work
C	70-79%	Average Work
D	60-69%	Poor Work

F	Below 60%	Failing Work
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## Part 5: Course Policies

### Attendance

Regular and punctual class attendance is expected of each student at Sam Houston State University. Class attendance is essential to both learning and student performance. SHSU expects students to attend every scheduled class meeting. As a leadership skill, attendance and punctuality is an essential trait of a professional worker involved in any aspect of agriculture. Your attendance is important because much of the material will be absorbed through discussion and group interaction. If you miss class it is your responsibility to get notes and assignments.

### Participate

Students are expected to participate in all activities as listed on the course schedule. Active participation is a vital component to the course and is necessary to meet learning objectives.

### Build Rapport

You will find that your overall success in courses can come from building a strong rapport with your classmates and instructor (networking). This starts with demonstrating a personal code of conduct by respecting others' opinions, perspectives, and values through all the course communication.

### Code of Conduct

As a member of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of our university live by principles that require all members to be conscientious, respectful, and honest. Students should also understand that honest conduct reaches far beyond just academic honesty.

### Completing Assignments

**All assignments for this course will be submitted in class.**

### Understand When You May Drop This Course

It is the student's responsibility to understand when he/she may need to consider unrolling from a course. Refer to the SHSU Course Schedule for dates and deadlines concerning registration.

## Required Policies at SHSU

The following are mandatory policies and procedures practiced by Sam Houston State University and can also be found at <http://www.shsu.edu/syllabus/>.

### Academic Dishonesty

The University expects students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Accusations of academic dishonesty, proceedings, and subsequent disciplinary actions are addressed in The Texas State University System, Board of Regents policy on [Academic Honesty, Chapter VI, Subsection 5.3, "Academic Honesty"](#) and in the University's [Academic Policy Statement 810213](#).

### Student Absences on Religious Holy Days Policy

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examination, for the observance of a religious holy day, including travel for the purpose. Section 51.911(a)(2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20..." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University Policy 861001 provide the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe a religious holy day shall present to each instructor involved a written statement concerning the religious holy day. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. This policy is fully addressed in [Academic Policy Statement 861001](#).

### Students with Disabilities Policy

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the [Services for Students with Disabilities](#) office located in the Lee Drain North Annex (telephone 936-294-3412, TDD 936-294-

3786, and email at [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see: [Academic Policy Statement 811006](http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf), (<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>)

## Visitors in the Classroom

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar Office.

### CELL PHONES:

As members of the classroom community, all students have a responsibility to others who are a part of that community. The goal is to produce an environment that is conducive to learning. Students are to treat faculty and other students with respect. Cell phones, laptop computers, pagers, and similar devices have become increasingly a part of everyday life in our society; however, when used in the classroom environment they can become disruptive. Students are to turn off all cell phones and other electronic equipment while in the classroom. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the use by students of cell phones, pagers, or similar communication devices during scheduled class-time is prohibited. All such devices should be turned off or put in a silent (vibrate) mode and ordinarily should not be taken out during class. If there is an emergency situation for a student, that student should inform the instructor and place himself/herself in a seat near the door where an exit for a phone call would be only minimally disruptive. With instructor approval, students may record lectures, take notes via laptop computer, etc., provided that they do not disturb other students in the process. Other exceptions to this policy may be granted at the discretion of the instructor. Any use of cell phones or other electronic devices during a test period is prohibited. Even the visible presence of a cell phone or other device during the test period may result in a zero for that test. Use of a cell phone during a test could result in a charge of academic dishonesty. During the test these instruments should be left at home or stored securely in such a way that they cannot be seen or used by the student.

For a complete copy of Student Guidelines, see:

[http://www.shsu.edu/students/StudentGuidelines2007\\_2008.pdf](http://www.shsu.edu/students/StudentGuidelines2007_2008.pdf)

## Grades – Brief Explanation

Attendance – For each class you attend you will submit at the conclusion of class, a Signed Attendance Form from your course packet. Make sure you write your name clearly and neatly.

Student Profile – Complete the Student Profile form. An example is in your course packet and it can be downloaded from Blackboard. This assignment must have your picture and be fully completed on ONE PAGE.

Resume – Create a personal resume following ONE OF THE EXAMPLE in your course packet following the example in your course packet. The Resume MUST follow the example format.

References – Create a reference page following THE EXAMPLE in your course packet following the example in your course packet. The References Page MUST follow the example format.

Club Meeting #1 & #2 – You must attend TWO Club Meeting aligned with your major area of study. **Non-departmental clubs or activities WILL NOT COUNT.**

Career Fair – You must attend a career fair sponsored by SHSU Career Services – preferably the Agricultural Sciences & Engineering Technology Career.

Short Job Searches – You will research and document [follow instructions in your course packet] FIVE jobs you can apply for with your major/minor area of study. This is to be submitted at the beginning of class on the due date.

Job Search #1 AND #2 – You will research in great detail TWO jobs that you can apply for with your major/minor area of study. For EACH Job Searches Submit a ONE PAGE paper [follow the instructions in your course packet] AND a Power Point [see example on Blackboard]. Both the paper and the PPT should be emailed to dullrich@shsu.edu, in the same email.

Advisement – You must be advised by an advisor in your Major area of study. Seeing a general advisor WILL NOT WORK. If you are changing majors OR transferring visit with Ullrich to make arrangements for your advisement assignment.

Next Semester Schedule – Once you are advised and you register for your next semester classes you should email dullrich@shsu.edu with a message including your name, major/minor and SHSU ID#. Your schedule will be reviewed to make sure you are taking classes that are appropriate for the degree you are seeking.

BONUS – Mock Interview – You will contact SHSU Career Services and schedule an in-person Mock Interview. Once you complete the interview submit the evaluation document during class.