

Course Syllabus

 Edit

ECO5922 FALL 2023

SYLLABUS



COURSE INFORMATION

- **Course Hours:** 5:30-7:30 PM periodic Mondays (with occasional classes on other business days; specific dates provided in Course Description)
- **Course Meeting Location:** BEL282
- **Credit Hours:** 1 hour
- **Prerequisites:** None



COURSE INSTRUCTOR


 Mrs. Taylor Leverette (Dr. Katie Sherron as Instructor of Record)

 Adjunct Instructor

 taylor.leverette@fsu.edu (<mailto:email@fsu.edu>)

Course Facilitators and Coaches:

- Kyle Baltuch, kbaltuch@flfoundation.org (<mailto:kbaltuch@flfoundation.org>)
- Krista Lape, Krista.Chechanover@gmail.com (<mailto:Krista.Chechanover@gmail.com>)
- Jonathan Guarine, guarine.jonathan@yahoo.com
- Sheridan Meek, slmeek@outlook.com (<mailto:slmeek@outlook.com>)
- Ian Fitton, ian@mathereconomics.com (<mailto:ian@mathereconomics.com>)
- Carly Wagner, carlyh1231@gmail.com (<mailto:carlyh1231@gmail.com>)
- Shana Case, scase@crai.com (<mailto:scase@crai.com>)

 Emails will be responded to within 2-3 business days. Please contact Dr. Katie Sherron, Taylor Leverette, or course facilitators/coaches as necessary.



LEARNING OBJECTIVES

The courses taken in this program teach quantitative skills that are important to employers. To enhance the effectiveness of these quantitative skills, employers also want their employees to have excellent professional behavior and leadership skills. As such, the completion of this course will provide you with the ability to:

- communicate effectively (both verbally and in writing),
- work on and lead teams,
- organize and manage projects,
- give you the know-how for the application and interviewing process, and
- negotiate and resolve conflicts.



COURSE DESCRIPTION

The Professional Development course “teaches” professional behavior and leadership skills through a curriculum based upon a rich and diverse set of experiences for students. Effective learning is grounded in experience, through a pedagogical method based upon experiential learning. We will give you pointers and describe each of the course module’s objectives and methods, and students will then analyze, apply, and practice implementation of their newly acquired skills.

Active learning results in improved synthesis, longer-term recall, and more effective problem-solving skills than learning by hearing, reading, and watching. This course will provide opportunities for students to extrapolate from active learning experiences and see how to apply what they’ve learned through simulated “real-world” challenges and problems. Many of these “real-world” events will be presented by or through case studies contributed by working professionals from both the private and public sectors.



COURSE SUMMARY

All meetings for this class are listed below. Assignments (if any) and their deadlines will be announced during the class meetings. To be successful in this course, be sure to complete all

required assignments by the due date.

- Aug. 28 - Introduction
 - Facilitator: Taylor
- Sep. 11 - Teamwork I: Basics & Dynamics
 - Facilitator: Taylor
- Sep. 18 - Teamwork II: DiSC Assessment (<https://www.123test.com/disc-personality-test/#its123-testAnchor>)
 - Facilitator: Kyle
- Sep. 25 - Teamwork III: Conflict Resolution
 - Facilitator: Ian
- Oct. 2 - Career I: Resume Writing & “Tell me about yourself.”
 - Facilitator: Taylor
 - Coaches: Carly and Sheridan
- No formal class - Career II: Resume Reviewing
 - *Resumes should be submitted to your assigned coach by 11:59pm on Oct. 4. Recommended revisions to your resume will be provided by 11:59pm Oct. 15.*
 - Facilitators: Taylor and Jonathan
- Oct. 16 - Communications I: Written Communication & Virtual Meetings
 - Facilitator: Taylor
- Friday, Oct. 20 - Career III: Career Day
 - *Career Day will consist of presentations from employers, lunch, mock interviews with employers, as well as a reception.*
- Oct. 30 - Communications II: Creating/Updating LinkedIn
 - Facilitator: Krista
- TBD - Teamwork IV: Becoming a Leader
 - Facilitator: Shana



GRADING POLICY

Your course grade is based on attendance, participation, and assignment submissions.

Group	Weight
Attendance and Participation	50%
Assignment Submissions	50%
Total	100%



GRADING SCHEME

The following grading standards will be used in this class:

Grade	Range
S	80% to 100%
U	0% to < 80%



STUDENT RESPONSIBILITIES

- Students should log on to Canvas at least every other day to check for course updates.
- Students are expected to keep up with the class, engage with the course material, and submit assignments by due dates.
- The **Academic Honor Policy** (<https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>) states that each instructor determines whether group work is allowed on assignments, quizzes, and exams. My expectations for assignments in this course are included in the assignment directions. If you are ever in doubt, ask me to clarify, and assume that individual work is the default expectation.
- To receive maximum points for questions, students need to follow the instructions carefully, follow word limits as instructed, and use spell and grammar checking.
- To be successful in this course, students need to complete all required assignments and tests.



COURSE POLICIES

COMMUNICATIONS/IN-PERSON AND ONLINE ETIQUETTE

Behavioral Guidelines for Discussions:

- Please use respectful language when posting your responses to prompts in the Discussion Boards.
- Be mindful of how you express your emotions and humor, and be sensitive to cultural and ability differences of your peers.

- Keep postings to the point, and make sure your comments are relevant to the topic of discussion. Be sure to follow the instructions outlined for each specific discussion.
- Avoid messages such as, "Wow," "Way to go," or "Ditto" and aim for comments that validate other members' ideas through careful explanation of why you agree.
- When replying, give a short description in the subject line of what you are replying to, and use correct punctuation and spelling throughout your post.

For Email Communication:

- For email, please respond to your instructor's and peers' messages promptly.
- Use a brief description in the subject line that outlines the topic of discussion.
- Avoid using slang or profane words.
- Use the title your instructor prefers for communication.
- Avoid using emoticons, such as smiley faces, and maintain a professional demeanor.
- Sign your email messages using your full name.
- AVOID USING ALL CAPS. This makes the message visually difficult to read and is perceived by the reader as "shouting."
- Use correct spelling, grammar, and punctuation, just as you would for any communication.
- Ask yourself whether you would be comfortable if someone other than the intended receiver were to read the message. Remember, email is not a completely secure form of communication.
- Report anything inappropriate considered to be of a serious nature to your instructor, as it may be a violation of University policy.
- Treat others with respect by making messages clear and succinct.

PARTICIPATION & LATENESS POLICY

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

To track attendance for each class meeting, access codes will be provided during each class (these should not be shared with students who did not attend class). Students will use these attendance codes to indicate they attended the class in the corresponding assignment/quiz. Students have until 10am the following day to complete the attendance assignment/quiz.

Late Policy: For students who attended the class but did not complete the assignment/quiz by 10am the following day, half credit will be provided for students who email Taylor Leverette within 24 hours of the assignment/quiz closing. This also applies to assignments.



TECHNOLOGY REQUIREMENTS

Course content is accessible through Canvas. Students will need to be able to view videos, write and upload assignments, post to discussion boards, and take assessments. Students should have access to high-speed internet and updated software. Mobile devices may be used to view course content, upload assignments, and take assessments as determined by the instructor. To view the most current technology requirements, visit the [FSU Canvas support site \(https://support.canvas.fsu.edu/kb/article/899-technology-recommendations-for-learning-online-at-fsu/\)](https://support.canvas.fsu.edu/kb/article/899-technology-recommendations-for-learning-online-at-fsu/).



CANVAS SUPPORT

Need help with Canvas? Contact FSU Canvas Support:

✉ **Email:** canvas@fsu.edu (<mailto:canvas@fsu.edu>)

📞 **Phone:** (850) 644-8004

🌐 **Website:** support.canvas.fsu.edu (<http://support.canvas.fsu.edu>)

🕒 **Hours:** 8am to 5pm, Monday - Friday



UNIVERSITY POLICIES

UNIVERSITY ATTENDANCE POLICY

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a

valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

ACADEMIC HONOR POLICY

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of student's academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "... be honest and truthful and ...[to] strive for personal and institutional integrity at Florida State University." (For more details, see the [FSU Academic Honor Policy and procedures for addressing alleged violations \(http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy\)](http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy).)

ACADEMIC SUCCESS

Your academic success is a top priority for Florida State University. University resources to help you succeed include tutoring centers, computer labs, counseling and health services, and services for designated groups, such as veterans and students with disabilities. The following information is not exhaustive, so please check with your advisor or the [Department of Student Support and Transitions \(https://dsst.fsu.edu/\)](https://dsst.fsu.edu/) to learn more.

PROCESS FOR RESOLVING ACADEMIC PROBLEMS OR GRIEVANCES

Please use the *Resolving Academic Problems: A Step-by-Step Guide for Students* in the Academic Honor Policy and Grievances section of the [Office of Faculty Development & Advancement \(https://fda.fsu.edu/academic-resources\)](https://fda.fsu.edu/academic-resources) website to begin the process of communicating with your instructor to resolve any confusion or difficulty you may be having in the course. Detailed information on FSU's grievance procedure, including special instructions for students enrolled in an FSU branch campus, is maintained on the FSU Undergraduate Bulletin's [Academic Integrity & Grievances \(https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm\)](https://registrar.fsu.edu/bulletin/undergraduate/information/integrity/index.cfm) webpage. Out-of-state distance learning students should review the Office of Distance Learning [Complaint Resolution \(https://distance.fsu.edu/about-us/complaint-resolution\)](https://distance.fsu.edu/about-us/complaint-resolution) webpage for additional procedures.

AMERICANS WITH DISABILITIES ACT

Florida State University (FSU) values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. FSU is committed to providing reasonable accommodations for all persons with disabilities in a manner that is consistent with academic standards of the course while empowering the student to meet integral requirements of the course.

Students with disabilities needing academic accommodation should:

1. register with and provide documentation to the Office of Accessibility Services; and
2. request a letter from the Office of Accessibility Services to be sent to the instructor indicating the need for accommodation and what type; and,
3. meet (in person, via phone, email, teams, zoom, etc...) with each instructor to whom a letter of accommodation was sent to review approved accommodations.

Please note that instructors are not allowed to provide classroom accommodations to a student until appropriate verification from the Office of Accessibility Services has been provided.

This syllabus and other class materials are available in an alternative format upon request.

For the latest version of this statement and more information about services available to FSU students with disabilities, contact the:

[Office of Accessibility Services \(Tallahassee Campus\) \(https://dsst.fsu.edu/oas\)](https://dsst.fsu.edu/oas)

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

[oas@fsu.edu \(mailto:oas@fsu.edu\)](mailto:oas@fsu.edu)

<https://dsst.fsu.edu/oas>

[Student Accessibility Services \(Panama City Campus\) \(https://pc.fsu.edu/students/sas\)](https://pc.fsu.edu/students/sas)

2nd Floor Barron Building (Room 215)

Florida State University Panama City

Panama City, FL 32405

(850) 770-2172 (office)

(866) 693-7872 (toll free)

Email: **[sds@pc.fsu.edu \(mailto:sds@pc.fsu.edu\)](mailto:sds@pc.fsu.edu)**

<https://pc.fsu.edu/students/sas>

FREE TUTORING FROM FSU

On-campus tutoring and writing assistance are available for many courses at Florida State University. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

Tallahassee Campus

For a comprehensive list of on-campus tutoring options, visit the [Academic Center for Excellence \(https://ace.fsu.edu/tutoring\)](https://ace.fsu.edu/tutoring) (ACE) webpage (<http://ace.fsu.edu/tutoring>) or contact tutor@fsu.edu (<mailto:tutor@fsu.edu>).

Panama City Campus

Peer tutoring is available for all undergraduate FSU Panama City students both in-person on campus and remotely through Zoom. If you need tutoring support, please email the peer tutor listed on the [Peer Tutoring \(https://pc.fsu.edu/peer-tutoring\)](https://pc.fsu.edu/peer-tutoring) webpage (<https://pc.fsu.edu/peer-tutoring>). Tutoring will be in-person in the [John and Gail Robbins Center for Academic Excellence and Innovation \(https://pc.fsu.edu/students/student-services/john-gail-robbon-center\)](https://pc.fsu.edu/students/student-services/john-gail-robbon-center) unless you specify with the tutor that you would like to meet via Zoom instead. If you have trouble reaching a peer tutor outside their scheduled availability listed on the [Peer Tutoring \(https://pc.fsu.edu/peer-tutoring\)](https://pc.fsu.edu/peer-tutoring) webpage, you may email [advising@pc.fsu.edu \(mailto:advising@pc.fsu.edu\)](mailto:advising@pc.fsu.edu) or call (850) 770-2263 to be connected with available resources.

CONFIDENTIAL CAMPUS RESOURCES

Various centers and programs are available to assist students with navigating stressors that might impact academic success. These include the following:

Victim Advocate Program (<https://dsst.fsu.edu/vap>)

University Center A

Room 4109

Phone: (850) 644-7161 (24/7)

Text: (850) 756-4320 (24/7)

Email: [Victims-Advocate@fsu.edu \(mailto:Victims-Advocate@fsu.edu\)](mailto:Victims-Advocate@fsu.edu)

Office Hours: Monday-Friday 8am-5pm

<https://dsst.fsu.edu/vap>

Counseling & Psychological Services (Tallahassee Campus) (<https://counseling.fsu.edu/>)

Askew Student Life Center, 2nd Floor

942 Learning Way

Phone: (850) 644-8255 / (850) 644-TALK

<https://counseling.fsu.edu>

[FSU PC Counseling Center \(Panama City Campus\) \(https://pc.fsu.edu/students/student-affairs/counseling-center\)](https://pc.fsu.edu/students/student-affairs/counseling-center)

Michael McLaughlin, LCSW

Coordinator/Therapist

Barron Building, Office 214

Phone: (850) 770-2174

Email: mrm18bg@fsu.edu (<mailto:mrm18bg@fsu.edu>)

Office Hours: Monday-Thursday 9am-4pm; Friday 9am-3pm

<https://pc.fsu.edu/students/student-affairs/counseling-center>

[University Health Services \(https://uhs.fsu.edu/\)](https://uhs.fsu.edu/)

Health and Wellness Center

960 Learning Way

Phone: (850) 644-6230

Office Hours: Monday-Friday 8am-4pm

<https://uhs.fsu.edu>

FSU FOOD PANTRIES

FSU has established food pantries where students in need can pick up nonperishable food items freely and anonymously. Donations for the collection of nonperishable food items are encouraged.

For information about the Tallahassee food pantry, visit the **[Food for Thought Pantry](https://dsst.fsu.edu/resources/food-for-thought-pantry)**

(<https://dsst.fsu.edu/resources/food-for-thought-pantry>)_webpage

(<https://dsst.fsu.edu/resources/food-for-thought-pantry>). The pantry is located at University Center A, Suite 4148. If you have questions or concerns, contact the Department of Student Support and Transitions at foodpantry@fsu.edu (<mailto:foodpantry@fsu.edu>) or (850) 644-2428.

For information about the Panama City Food Pantry, visit the **[Seminole Exchange](https://pc.fsu.edu/students/counseling-center/food)**

(<https://pc.fsu.edu/students/counseling-center/food>)_webpage

(<https://pc.fsu.edu/students/counseling-center/food>) The pantry is located at Barron Building, 2nd floor. If you have questions or concerns, contact Michael McLaughlin, LCSW, at mmclaughlin3@fsu.edu (<mailto:mmclaughlin3@fsu.edu>) or (850) 770-2174.

SYLLABUS CHANGE POLICY

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.



FSU LIBRARIES RESOURCES & SERVICES

Whether on campus or learning online, you can access extensive library resources and support services through the [FSU Libraries website \(https://www.lib.fsu.edu/\)](https://www.lib.fsu.edu/). You'll find links to databases, an orientation, our Strozier Scoop newsletter, and other helpful resources in the [FSU Libraries for Students \(https://canvas.fsu.edu/courses/102\)](https://canvas.fsu.edu/courses/102) Canvas site. For recommended research resources and ways to connect with [your librarians \(https://www.lib.fsu.edu/help/subject-librarians\)](https://www.lib.fsu.edu/help/subject-librarians), look for the "Library Tools" in your course navigation or learn more about [Getting Started \(https://www.lib.fsu.edu/getting-started\)](https://www.lib.fsu.edu/getting-started) at the Libraries.



COURSE RECORDING PERMITTED












In this class, consistent with state law and university policy, students are permitted to make recordings of class lectures for personal use only. As noted, sharing, posting, or publishing classroom recordings may subject you to honor code violations and legal penalties associated with theft of intellectual property and violations of other state law. Moreover, students and educators have expressed concern that recording classroom activities may negatively impact the learning experience for others, especially in classes that involve questions, discussion, or participation. To protect a learning environment in which everyone feels free to experiment with ideas, we ask you refrain from recording in ways that could make others feel reluctant to ask questions, explore new ideas, or otherwise participate in class. Students must monitor their recording so that they do not include participation by other students without permission. Students with disabilities will continue to have appropriate accommodations for recordings as established by the Office of Accessibility Services.







COURSE RECORDING NOT PERMITTED

In this class, consistent with state law and university policy, you may not make recordings of classroom activities without the permission of the instructor. This policy applies to both audio and video recordings.

Course Summary:

Date	Details	Due
Tue Aug 29, 2023	 8/28 Class Attendance https://canvas.fsu.edu/courses/252815/assignments/2050352	due by 10am
Tue Sep 12, 2023	 9/11 Class Attendance https://canvas.fsu.edu/courses/252815/assignments/2050491	due by 10am
Sun Sep 17, 2023	 DISC Assessment https://canvas.fsu.edu/courses/252815/assignments/2050612	due by 11:59pm
Tue Sep 19, 2023	 9/18 Class Attendance https://canvas.fsu.edu/courses/252815/assignments/2050492	due by 10am
Tue Sep 26, 2023	 9/25 Class Attendance https://canvas.fsu.edu/courses/252815/assignments/2050494	due by 10am
Tue Oct 3, 2023	 10/2 Class Attendance https://canvas.fsu.edu/courses/252815/assignments/2050495	due by 10am
Wed Oct 4, 2023	 Resume for Review https://canvas.fsu.edu/courses/252815/assignments/2050617	due by 11:59pm
Tue Oct 17, 2023	 10/16 Class Attendance https://canvas.fsu.edu/courses/252815/assignments/2050497	due by 10am
Tue Oct 17, 2023	 Resume - Final Submission for Career Day https://canvas.fsu.edu/courses/252815/assignments/2050621	due by 11:59pm
Sun Oct 29, 2023	 Email Practice https://canvas.fsu.edu/courses/252815/assignments/2115977	due by 11:59pm
Tue Oct 31, 2023	 10/30 Class Attendance https://canvas.fsu.edu/courses/252815/assignments/2050499	due by 10am

Date	Details	Due
Tue Nov 28, 2023	 <u>TBD Class Attendance</u> (https://canvas.fsu.edu/courses/252815/assignments/2050570)	due by 10am
	 <u>10/20 Career Day</u> (https://canvas.fsu.edu/courses/252815/assignments/2050572)	
	 <u>Class Extra Credit for Completing Evaluations</u> (https://canvas.fsu.edu/courses/252815/assignments/2139655)	
	 <u>Quiz: Four Reasons Feedback Matters Video</u> (https://canvas.fsu.edu/courses/252815/assignments/2139657)	