



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** BUSN 1290 Profess Develop and Bus Ethics

**Section ID:** 80417.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 3

**Start Date:** August 21, 2023

**End Date:** December 08, 2023

**Course Format:** WEB - Web Classes

**Catalog Course Description:** A course organized around the premise that the techniques and personal qualities students need to find the best possible job in a particular field are identical to those, which they must develop as employees. Areas to be covered include: planning for success, goal setting, time management and personal money management; adjusting and growing on the job; communicating - personal effectiveness and group dynamics; nutrition, health and exercise; wardrobe engineering. The course will also heavily emphasize appropriate development of business ethics through simulation exercises and case studies. **S**

**Meeting Details:** TBD

**Course Drop Deadline:** October 27, 2023

### Instructor Information

**Name:** Ryan McMillan, J.D.

**Office Location:** Tech 240

**Office Hours:** Office hours are posted on the instructor's office door. Drop-ins are welcome, but please make an appointment for an extended conference.

**Office Phone:** 423-585-6975

**Email:** Ryan.McMillan@ws.edu

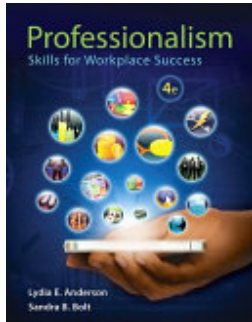
**Supervisor Name:** Dr. Tera Howerton

**Supervisor Phone:** (423) 585-6961

**Secretary Name:** Tammy Jones/Kathy McFarling

**Secretary Phone:** 423-585-2644/423-585-6972

## Required Textbook(s) and Materials



### **Professionalism**

**Subtitle:** Skills for Workplace Success

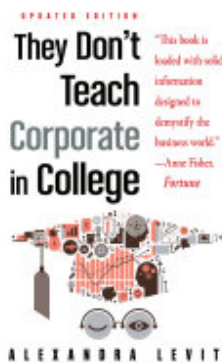
**ISBN:** 9780321959447

**Authors:** Lydia E. Anderson, Sandra B. Bolt

**Publisher:** Prentice Hall

**Publication Date:** 2015-01-08

**Edition:** 4th Edition



### **They Don't Teach Corporate in College, Updated Edition**

**ISBN:** 9781632651600

**Authors:** Alexandra Levit

**Publication Date:** 2019-01-01

**Edition:** 4th Edition

## Student Learning Outcomes/Objectives

- 1. Students will demonstrate the ability to make informed career decisions based on a thorough assessment of their skills, interests, and values and on their employer and industry research matching students' strengths to the best possible job and career targets.
- 2. Students will demonstrate the ability to identify and implement effective job search and interviewing strategies. This includes an understanding of how to prepare a professional resume, cover letter, and employment applications.
- 3. Students will identify how to succeed in and adjust to the workplace, including the importance of networking.
- 4. Students will demonstrate the ability to recognize and consider ethical issues that arise business organizations, including an awareness of social responsibility.

## Instructional Approach and Methods

1. Instructional methods will include, but are not limited to, assigned readings, videos, web-based materials, and discussion forums.
2. Evaluation methods will include written submissions, quizzes, and discussion forums.

## Assessment, Evaluation and Testing Procedures

### Testing Procedures:

There are no comprehensive exams in this course.

## Grading Scale

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

## Assignments

Interview Assignment. Students will interview a business person with supervisory responsibilities and submit a written summary discussing what they learned from the interview. Specific requirements for the paper are posted in eLearn. This assignment accounts for 20% of the student's final grade.

Reflection Papers: *They Don't Teach Corporate in College*. Students are responsible for reading the book *They Don't Teach Corporate in College* and writing five two-page reflection papers (one paper for every two chapters). Specific requirements for the reflection papers are posted in eLearn. Each submission is worth ten points. The total of these submissions are worth 20% of the student's final grade.

Discussion Boards. Throughout the course there will be five discussions. Topics will include issues related to the topics being studied that week. Specific guidelines for the discussions are available in eLearn. Each discussion is worth 20 points, and the total of the discussions account for 20% of the students' final grade.

Quizzes. There will be 16 quizzes, one for each textbook chapter. Each quiz has 10 questions worth 1 point each. Together, these quizzes account for 15% of the student's final grade.

Career Portfolio. Each student will compile a portfolio showcasing his or her accomplishments. The portfolios are designed to aid students in their career aspirations and to begin preparation for their job search. Specific requirements for the career portfolio are available in eLearn. The portfolio accounts for 25% of the student's final grade.

## Class Participation

This is a fully online course. All information needed for this course can be found under the Content section of eLearn. It is important to keep up with the reading and assignments.

Policy Regarding Late Assignments: Discussion posts will not be accepted late. For other assignments (quizzes, reflection papers, interview assignment, and career portfolio), students are allowed a total of two late submissions during the course of the semester. Points may be deducted for late submissions.

## Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	<p>The instructor may be contacted as follows:</p> <ol style="list-style-type: none"><li>1. By e-mail at any time through eLearn or at Ryan.McMillan@ws.edu. The instructor will respond within 24 to 48 hours.</li><li>2. By phone at (423) 585-6975. If the instructor does not answer, leave a message. If you want the instructor to call you back, be sure to leave your name and phone number and a good time to call back.</li><li>3. In the office: By appointment</li></ol>
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Library Information	n/a
Technical Support	See below regarding the HelpDesk.
Web Addresses/Resources	Announcements, assignments, and all course-related materials will be posed in eLearn. Check eLearn regularly for updates.
Guidelines for Communication: Email, Discussion Posts, Chat	<p>When participating in the Discussion board, students should observe the following guidelines:</p> <ul style="list-style-type: none"> <li>• Do not use all capital letters.</li> <li>• Avoid sarcasm and subtleties. Be clear and straightforward.</li> <li>• Be truthful.</li> <li>• Use appropriate language. Avoid any use of jargon or offensive language (do not use comments that might be construed as racist or sexist).</li> <li>• Do not commit or joke about committing illegal acts, such as libeling or slandering others.</li> <li>• Do not post messages that are irrelevant to the assignment.</li> <li>• Don't post, display, or otherwise provide access to materials belonging to others.</li> <li>• Cite references as appropriate.</li> <li>• Be positive. It's good to express your opinions in discussions, but don't make disagreements personal. Agree to disagree in your exchanges of information and opinions.</li> <li>• Be aware of cultural differences. Avoid posts and responses that have references to people in other cultures.</li> <li>• Spell it out. Trendy abbreviated spellings (i.e. "texting" language) is best left outside of online classrooms.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Remember everything you post is recorded.</li></ul> |
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## Additional Course Requirements/Details/Information

Due to the time involved in grading written projects, reflection papers and the interview project, it may take up to two weeks to return a grade for those assignments.

## Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).  
Plagiarism includes, but is not limited to the following:
  - a. Using cut/paste tool from original document with no references given.
  - b. Copying another student's work and submitting it as one's own.
  - c. Forging or otherwise altering signatures.
  - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
  - a. Utilizing old tests, projects, notes or written papers.
  - b. Providing unauthorized information to a fellow student about exam content.
  - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
  - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
  - e. Consulting with a classmate or others when taking a computerized test.
  - f. Disregarding other specific policies and procedures outlined for a particular class.

- g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
  - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

## Student Resources

### TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

### TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](#)  
[helpdesk.ws.edu](http://helpdesk.ws.edu)

## **STUDENTS WITH DISABILITIES SUPPORT SERVICES**

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](#)  
[ws.edu/student-services/disability/](http://ws.edu/student-services/disability/)

## **SUICIDE PREVENTION STATEMENT**

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

# **College Policies**

## **STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT**

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](#)  
[catalog.ws.edu/](http://catalog.ws.edu/)

[Walters State Timetable of Classes \(opens in new window\)](#)  
[ws.edu/admissions/registration/](http://ws.edu/admissions/registration/)

## **PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS**



This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

## **COURSE GROUND RULES**

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

## **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a

student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

## **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

[ws.edu/home/](http://ws.edu/home/)

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)

[ws.edu/set/](http://ws.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

## **LEARNING MANAGEMENT SYSTEM**

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy](#) ([opens in new window](#)).