OFFICE HOURS: Times listed are for every week of the semester unless notified in Desire2Learn to the contrary. For other times please make an appointment by contacting Dr. Jennings by email in Desire2Learn and checking on her availability. Generally, allow at least 24 hours in advance to schedule times other than listed in the office hours.

Monday 5:30 pm – 8:30 pm Online Tuesday 9:45 – 11:55 am On Campus Wednesday 9:10 – 11:40 am On Campus

Thursday 5:10 – 6:30 pm On Campus

Thursday 7:30 am – 8:30 am Online Friday By Appointment

Exams: NOTE – Exam Proctoring is required for the final exam in SAM

Class meeting time and place: Online Class - This is NOT a self-paced course – There are definitive deadlines for each and every assignment which are NON-NEGOTIABLE!

Dr. Jennings’ Class Schedule

GBU 310 – 500/501 Business Communication Technology – ONLINE

GBU 461 – 500 Professional Development and Integration - ONLINE

The time to worry about your grade in this class is at the BEGINNING of the course, not at the end. If you are as concerned about your grade every day of the semester as most students are on the last couple of days, you will not need to be concerned those last couple of days. The grades you receive throughout the semester will determine your final grade in the course. I will not change the grade you earn. Please do not contact me at the end of the semester with the “story” of why you need me to GIVE you extra points or how you will “do anything” to get more points. I don’t give points—you earn points through quality work throughout the semester. If you keep up with the work and do your best throughout the semester, you will earn the points you need for the class.

COURSE INFORMATION

Course Description: Information Management – Theories, issues, and strategies related to the management of information as a corporate asset. Emphasis on strategic information planning, information access, computer-human interaction, data security, and electronic privacy.

There will be a focus on clarification and application of acquired knowledge and skill sets for managing business information and relationships. Completion of self-assessment process designed to assist in the development of a professional persona through determining preferences, values, and aspirations for launching a successful career through personal information management.
REQUIRED SOFTWARE, TEXTBOOK, & EQUIPMENT:

There are three textbooks REQUIRED for this class. Required Course Texts:

<table>
<thead>
<tr>
<th></th>
<th>Required Course Texts</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://mosaiceye-publishing.com/product/exceeding-expectations/">http://mosaiceye-publishing.com/product/exceeding-expectations/</a> ($12.95 from the publisher)</td>
<td></td>
</tr>
<tr>
<td><a href="https://students.flatworldknowledge.com/course/2552901">https://students.flatworldknowledge.com/course/2552901</a></td>
<td></td>
</tr>
</tbody>
</table>
| 3. | Six Steps to Job Search Success, v. 1.0 by Caroline Ceniza-Kevine and Connie Thanasoulis-Cerrachio  
   | https://students.flatworldknowledge.com/course/2552902                                      |

- Personal High Speed Internet Access and Personal Computer (not campus computers – you will be required to participate using options that will not be available on university computers) DO NOT TAKE THIS CLASS IF YOU DO NOT HAVE A COMPUTER, INTERNET ACCESS, AND OFFICE 2007 OR NEWER.
- Adobe Reader - Documents will be posted in .docx and .pdf format, and you will need Adobe Reader to read the .pdf files.
- Online Video Viewing program that will play .wmv files (chapter lectures are provided in this format)

Class meeting time and place: Online Class – This is NOT a self-paced course – Though there are no required on campus meetings, there are definitive deadlines for each and every assignment which are NON NEGOTIABLE!

Facebook Group for GBU 461 Spring Semester  
https://www.facebook.com/groups/GBU461Spring/  
GBU461 Spring Semester is the name of the group and the link above should get you there. I have different groups for different semesters so please be sure to get the right one. Since this is a closed group you must ask to join on the page.

OFFICE HOURS
Please note office hours listed above. You are welcomed to stop by my office during my on-campus office hours. Appointments are not required. However, those with an appointment will take precedence over those without an appointment. For the online office hours, you will find me online in Desire2Learn. I also take telephone calls during my on-campus office hours. Please DO NOT call and leave a message for me to return your call. If you cannot reach me on my phone during my office hours you need to email me or call back during my office hours. Another contact is to message in the class Facebook group: https://www.facebook.com/groups/GBU461Spr/

STUDENT LEARNING OBJECTIVES
This course should enable you to:

1. Demonstrate knowledge of the concepts of information as an asset in personal and company environments.
2. Complete a self-study of personal preferences and prepare a strategy for applying this information to personal and work communication.
3. Increase awareness of legal, ethical, and societal issues associated with information and its uses.
4. Exhibit competence in communicating information orally, visually, and in writing.

COURSE POLICIES

PROJECTS, EXAMS (PROFICIENCY AND OBJECTIVE) – See Schedule at end of syllabus for a list of all assignments, due dates, and points. The final exam must be proctored. You will be provided the information for that in D2L once all arrangements are made. You will have the option of online or on campus proctoring.
**FINAL PORTFOLIO PROJECT:** Throughout the semester you will be required to both turn in assignments and retain copies of the assignments for an electronic portfolio you will turn in at the end of the semester. This Final Portfolio will count as a portion of your final exam for the course. You will have had the opportunity to make revisions and improvements to the original submissions to improve the score for the final presentation of portfolio. The final portfolio is graded on whether you made the changes.

**PARTICIATION:** READ THIS SECTION VERY CAREFULLY – IN ORDER TO MAKE THIS COURSE FAIR TO ALL STUDENTS, THESE PROCEDURES MUST BE ADHERED TO. THERE ARE NO EXCEPTIONS TO THESE COURSE POLICIES. THIS IS NOT A SELF-PACED COURSE.

**CLASS PROCEDURES**

**Communication**

This is an online course; therefore, the primary contact method will be electronic communication through Desire2Learn. You should check your email for this class at least once every day. I make every attempt to respond to students in a reasonable amount of time. Just as I tell you that you should check your email at least once a day -- I will do likewise.

When you send an email, if you would like a reply, please ask a specific question. If you send me a message that does not ask a question, I will not be responding as I will assume it was for informational purposes only – not for soliciting a response.

All emails need to occur in the “Desire2Learn” Email program in order to maintain a record of all messages. You can expect me to answer emails during my office hours. This does not mean I will not answer at other times. **My policy is to answer emails within 48 hours if outside my office hours. You can usually expect to receive a response within 24 hours; however, please remember that I am not on 24-hr call. I hold regular office hours (6 hours on campus and 4 hours online) and those are listed on this syllabus. You should attempt to see that your messages that concern questions pertaining to this course are available at that time for me to answer. This is not to say I will not answer at other times, but you should not expect it or count on it. If you wait until shortly before assignments are due to address questions to me on the assignment, you may or may not get an answer before the deadline arrives.**

One of the early assignments is to go to Facebook and join the **Facebook** group for this class. This is not the same as becoming as “friend.” I will not be added to your list of friends nor you to mine. It is my policy not to “friend” any student in Facebook until after he or she graduates. You will simply receive on your page the listing if I, or any of your classmates, post on the course Facebook page. You will be studying about social networks in this class as they are used in a business setting. This page is intended to be used in a similar manner – providing the “customer” with “value added” information.

If you do not use Facebook, and have a strong objection to using it, you have two choices. Start a Facebook account, “like” the page, wait until the grade is posted for this assignment, and then close the Facebook account or choice number two is just do not do that assignment. The purpose of the class page is for me to post articles and announcements that have to do with the class. There will be nothing required posted on the Facebook page that cannot be found in the course. It is just an “extra” provided to those who choose to participate. The value of the assignment is the additional communication channel for the course. It is up to you.

**What to do if My SFA or Desire2Learn is down** – Continue working – don’t think of it as an excuse

**With technology, there is always a chance for a technology glitch.** All assignments are due Thursday at 11:30 pm, but can be turned in until 11 am the next day if special circumstances exist. Outages will be handled on an incident by incident basis. **You will not get extended time for any of the work that can be completed outside of Desire2Learn if missed because Desire2Learn was down.** Also, you will not get an extension on the work if the system is simply down for a relatively short period of time. The only time I have ever extended the deadline is if the system is down at the time the work is due, or if it has been down for more than 24 hours. Don’t let yourself get into a position that you are trying to beat the clock to submit your work. Again – work ahead, not behind.
You do not have to use MySFA to get to Desire2Learn. You should bookmark http://d2l.sfasu.edu on your computer so that even if MySFA is down, you can still access Desire2Learn. If you go directly to D2L you will not get “kicked out” nearly as quickly as going through MySFA. I personally never go through MySFA to use D2L.

Graded Assignments/Exams/Projects Question Policy
Every effort is made by both me and/or my grading assistant to provide fair and accurate assessment of all assignments. However, mistakes can happen. If you do not understand the grade you receive, please go to the marked paper or grading rubric in order to see where you missed out on points. If you have a question, or think perhaps I overlooked something that was actually in the assignment but no grade given, or an assignment or question on a test is mismarked, please send an email that includes the following:

Subject Line of Email – Grade Question on _______________ Assignment
Body of Email Provide: Name of Assignment; Where it was submitted (Dropbox Section, Discussion Board, Wiki, Blog, Email)
Date it was submitted; Which specific item you are questioning (do not simply say, I don’t understand my grade) – telling me which part of the grade you do not agree with and why you think it is incorrect.

You are always welcome to stop by my office; however, for a grade question, you must follow the procedure outlined above prior to discussing it in my office. The reason for this is that I want a record of the question, time for me to give sufficient consideration to your question, and a record of my answer. Once the request is properly received, I will go in and look at the item in question. If you email questioning a grade without following these instructions, I will refer you to page 4 of the syllabus so you can then submit your request correctly. All questions about posted grades must be made by the Friday prior to the final exam date or within two days of the grade posting, whichever is later.

Late Work Policy -- All Assignments are OFFICALLY DUE on THURSDAYS at 11:30 PM

In order to move quickly and successfully through the semester, specific deadlines for all assignments are clearly stated in the course syllabus schedule found on the last six pages of the syllabus. **No late work is accepted - No Exceptions. Once closed, no assignments will be reopened for an individual student.** For weekly assignments, the due dates for all assignments are on Thursdays at 11:30 pm; however, the assignments will stay open until Friday at 11 am -- That is 11 in the morning. However, a deduction may occur for any work turned in after 11:30 pm on Thursday. The purpose of leaving the assignment open until 11 am is not for you to turn it in late (which it will be noted on the assignment). It is so that you can still contact OIT at 936.468.1919 if you have problems uploading while they can help you. With the 11:30 PM Thursday deadline assignment closing, this option would not be available. Over my 25+ years of teaching I have heard every excuse in the book. I decided some time ago that in order to be fair to all students, I will not play judge and jury. Therefore, the no late work policy is strictly enforced. As long as you work a little ahead, you will not find this policy to be a problem. In fact, it may actually help reduce your stress level of waiting until the last minute to do your work.

No Makeup Exams will be given and No Late Work is accepted. All documents uploaded and submitted, whether by Dropbox Section or email, must be submitted in the .docx format and should be named with the student’s last name as part of the document title.

Example: JenningsProject1.docx

All assignments are due at 11:30 PM on Thursday. The assignment will be considered late after that time. The assignments will not close until Friday morning at 11 am. (NOTE: 11 am – that is in the morning). A 50% reduction in grade may be assessed on all work turned in after the 11:30 pm Thursday due date. See listing in syllabus for each week’s assignments. OIT is open on Friday, so if you are having trouble uploading call 936.468.1919. They can help. Again – there is no excuse for late work!

Exams MAY NOT BE COMPLETED at times other than the scheduled times.
Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

**DEFINITION OF ACADEMIC DISHONESTY**

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when it is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at [http://www.sfasu.edu/policies/student_academic_dishonesty.pdf](http://www.sfasu.edu/policies/student_academic_dishonesty.pdf).

**COURSE GRADES (UNIVERSITY POLICY 5.5)**

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at [http://www.sfasu.edu/policies/course-grades.pdf](http://www.sfasu.edu/policies/course-grades.pdf).

**STUDENTS WITH DISABILITIES**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**STUDENT CONDUCT (UNIVERSITY POLICY 10.4)**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at [http://www.sfasu.edu/policies/student-conduct-code.pdf](http://www.sfasu.edu/policies/student-conduct-code.pdf)). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**ATTENDANCE POLICY**

This is an online course. There are, however, specific deadlines. Students are expected to log into the course on a regular basis.
COURSE OUTLINE

Following is an outline/schedule of the course. This outline/schedule included at the end of the syllabus shows due dates, assignments, exams, projects, and points associated with each module.

---

GRADING POLICY - TOTAL POINTS FOR SEMESTER = 2750 INCLUDING FINAL PROJECT

To receive an A you will need between 2461 points and 2750 points
To receive a B you will need between 2186 points and 2460 points
To receive a C you will need between 1911 points and 2185 points
To receive a D you will need between 1636 points and 1910 points

CLASS SCHEDULE

The following pages contain the schedule for the Spring semester. An interactive copy is available in the checklist in D2L. Each page contains the work assigned for that week to be completed. Each assignment has a due date assigned. The instructor reserves the right to adjust this schedule as she deems necessary for the benefit of best material coverage for this course should there be extenuating circumstances that prevent the effective coverage of material. For detailed information on each Assignment, see the Assignment or Assessment Page listings in Desire2Learn. It is HIGHLY recommended that each student print out the next pages and keep them in a convenient location so as not to miss any of the deadlines. Again – deadlines are not negotiable. Work ahead. Worry about your grade now – not after it is too late!

GETTING STARTED CHECKLIST

- Read Syllabus.
- Purchase the books!
- Join the Facebook Group (any bonus opportunities will be given through the Facebook page)
- Print a copy of the schedule from the syllabus.
- Begin work immediately on the schedule. Don’t get behind!

All assignments are due on Thursday evenings at 11:30 pm. Any assignment turned in after that time will receive a deduction of up to 50% unless confirmation is received from OIT that a technical problem caused the late submission

NOTE: The dates listed are the LAST day you can turn them in. You do not have to wait until that week to complete the work. YES there is work due every Thursday except Spring Break. Work ahead not behind.
Assignment List

Week 1 - Tuesday, Jan 16 - Thursday, January 18 - 70 points
☐ Read the Syllabus! Study the Course Information – Join the Facebook Group (See announcements on Course Home Page)
☐ Watch How to Overcome Mingle Phobia Video/Quiz (Go to Other Resources/Links) - 40 Points
☐ Keys to Success #1 - Read Pages 1-24 - Owning Responsibility and Assignment. #1 Discussion Posting - 30 Points (This chapter is posted in D2L in Week 1 content in case your book hasn’t arrived yet)

Week 2 - Friday, January 19 - Thursday, January 25 - 155 points
☐ Human Relations Chapter 1 WHAT IS HUMAN RELATIONS? Read Chapter and Take Quiz and Exam 60 points
☐ Perception Video/Exercise - Monkey Business - 15 points
☐ Read Chapter 1 - Six Steps Study Questions and Exam - 50 Points
☐ Myers Briggs PowerPoint and Survey (REQUIRED) - 30 Points

Week 3 - Friday, January 26 - Thursday, February 1 - 135 points
☐ Human Relations Chapter 2 ACHIEVE PERSONAL SUCCESS - Read Chapter and Take Quiz and Exam 60 Points
☐ Read Chapter 2 - Six Steps - Overview of the Six-Step Job Search Process/Questions and Exam - 50 Points
☐ Myers Briggs Verification (REQUIRED) - 25 Points

Week 4 - Friday, February 2 - Thursday, February 8 - 140 points
☐ Keys to Success #2 - Staying Positive - Read Pages 25-45 and Assignment #2 - Discussion Posting - 30 Points
☐ Human Relations Chapter 3 - MANAGE YOUR STRESS - Read Chapter and Take Quiz and Exam - 60 Points
☐ Read Chapter 3 - Six Steps - Identify Your Job Search Targets /Study Questions and Exam - 50 Points

Week 5 - Friday, February 9 - Thursday, February 15 - 160 Points
☐ Human Relations Chapter 4 - COMMUNICATE EFFECTIVELY - Read Chapter and Take Quiz and Exam - 60 Points
☐ Read Chapter 4 - Six Steps - Create a Compelling Marketing Campaign /Study Questions and Exam - 50 Points
☐ Letter Requesting Reference - 50 Points

Week 6 - Friday, February 16 - Thursday, February 22 - 200 Points
☐ Read Chapter 5 - Six Steps - Part 2: Cover Letter, Pitch, and Online Profile /Study Questions and Exam - 50 Points
☐ Cover Letter - 150 points - This is a VERY important assignment SEE MARKED COPY IN DROPBOX WHEN RETURNED

Week 7 - Friday, February 23 - Thursday, March 1 - 295 Points
☐ Keys to Success Read Pages. 47 - 70 /Assignment #3 - Discussion Posting - 30 Points
☐ Resume - 1 to 2 pages - 200 points SEE MARKED COPY IN DROPBOX WHEN RETURNED
Week 8 - Friday, March 2 - Thursday, March 8 - 160 Points
- Human Relations - Chapter 5 - BE ETHICAL AT WORK - Read Chapter and Take Quiz and Exam - 60 Points
- Read Chapter 6 - Step 3: Conduct Research/Study Quest and Exam - 50 Points
- Human Relations Chapter 6 - UNDERSTANDING YOUR MOTIVATIONS - Read Chapter and Take Quiz and Exam - 60 Points
- Thank You for Interview Letter - 50 Points – SEE MARKED COPY IN DROPBOX WHEN RETURNED

Week 9 - Friday, March 9 - Thursday, March 22 - 140 Points
- Human Relations Chapter 7 - WORK EFFECTIVELY IN GROUPS - Read Chapter and Take Quiz and Exam - 60 Points
- Read Chapter 7 - Six Steps - Step 4- Network/Study Questions and Exam - 50 Points
- Keys to Success #4 - Read Pages 71-94 - Do the Right Thing and Assignment #4 - Discussion Posting - 30 Points

Week 10 - Friday, March 23 - Thursday, March 29 - 140 Points
- Read Keys to Success #5 - Read Pages 95-127 - See the Big Picture and Assignment #5 Discussion Posting – 30 Points
- Human Relations Chapter 8 - MAKE GOOD DECISIONS - Read Chapter and Take Quiz and Exam - 60 Points
- Read Chapter 8 - Six Steps - Step 4 (Continued) Master the Interview/Study Questions and Exam - 50 Points

Week 11 - Friday, March 30 - Thursday, April 5 - 110 Points
- HUMAN RELATIONS - Chapter 9 - HANDLE CONFLICT AND NEGOTIATION - Read Chapter and Take Quiz and Exam - 60 Points
- Read Chapter 9 - Six Steps - Stay Motivated and Organized and Troubleshoot Your Search/Study Questions and Exam - 50 Points

Week 12 - Friday, April 6 - Thursday, April 12 - 140 Points
- Keys to Success #6 - Read Pages 129-162 - Control What You Can and Assignment #6 - Discussion Posting - 30 Points
- Human Relations - Chapter 10 - MANAGE DIVERSITY AT WORK - Read Chapter and Take Quiz and Exam - 60 Points
- Read Chapter 10 - Six Steps - Negotiate and Close Your Offer /Study Questions and Exam - 50 Points

Week 13 - Friday, April 13 - Thursday, April 19 - 150 points
- Human Resources Chapter 11 - BE A LEADER - Read Chapter and Take Quiz and Exam - 60 Points
- Read Chapter 11 - Six Steps - Social Media and Job Search /Study Questions and Exam - 50 Points
- Watch Dining Etiquette Video/Quiz - 40 Points

Week 14 - Friday, April 20 - Thursday, April 26 - 150 Points
- Human Relations Chapter 12 - MANAGE YOUR CAREER - Read Chapter and Take Quiz and Exam - 60 Points
- Read Chapter 12 - Six Steps - From Job Search Success to Career/Study Questions and Exam - 50 Points
- Watch Gaining the Competitive Edge Video/Quiz - 40 Points

Week 15 - Friday, April 27 - Thursday, May 3 - 305 Points
- Keys to Success #7 - Read Pages 163-184 - Build Relationships and Assignment #7 - Discussion Posting - 30 Points
NOTE: THE FINAL PROJECT IS MANDATORY! Not turning in the final portfolio project results in an automatic F in the class.

- **FINAL PROJECT -- Employment Document Portfolio Revisions - 150 Points**
  The points from the final project come from whether you made the corrections and changes. You should have a marked copy of each paper.

- **LinkedIn Assignment – Go to Dropbox for Assignment - 50 Points**
  Myers Briggs Reflection Survey—75 Points

---

**Finals Week - Friday, May 4 - Tuesday, May 8 - 300 Points**

- **MANDATORY TO PASS THE CLASS! Failure to complete either of the items below which are part of the final project will result in a failure of the class**

Due at 11:30 PM on Tuesday, May 8

**Final Exam – 300 Points – MUST BE PROCTORED**

---

*A Personal Note from the Instructor:*

Welcome to the class. It is my hope that you will leave this class with knowledge that will serve you well as you travel through your professional career. I respect you too much to accept anything less than your best. Though the expectations and requirements of this class are high, they are obtainable. You can do anything you want to do if you want to do it badly enough and you are willing to pay the price. The price for doing well may be spending more hours than you like studying or completing assignments, but the reward will be in the knowledge gained and the grade earned.

There are set deadlines in this class, and as clearly stated in this syllabus, there are no excuses for late work. You may work ahead as far as you like. If you will start the semester by working ahead, should some issue arise, you will have some time “padding” built in for yourself. In the “real” world, responsibilities abound and time constraints are a fact of life. I am doing you no favors by reinforcing any bad time management skills you may have developed.

There is no one, including you, who is more interested in your success in this class than I am. To me, success is not the grade you earn, but the knowledge you gain in order to obtain that grade. I am available to you during my office hours either online, by phone, by email, or in person. If you are having problems the time to get help is before the assignment or exam is due. I cannot know you are having difficulties unless you let me know. Let’s make it a great semester. In this game of life, you are one who will ultimately decide your success!

“\’You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You’re on your own. And you know what you know. And YOU are the one who’ll decide where to go...’”

*Dr. Seuss, Oh, the Places You’ll Go!*