

ACED 4050
Workforce Development and Management – 3 Semester Hours
Section: A Days: T/TH Time: 2:00 – 3:15 p.m.
SPRING 2012

College of Education
Valdosta State University
Department of Adult and Career Education
Conceptual Framework: Guiding Principles
(Adapted From the Georgia Systematic Teacher Education Program Accomplished Teacher Framework)

Dispositions Principle: Productive dispositions positively affect learners, professional growth, and the learning environment.

Equity Principle: All learners deserve high expectations and support.

Process Principle: Learning is a life-long process of development and growth.

Ownership Principle: Professionals are committed to, and assume responsibility for, the future of their disciplines.

Support Principle: Successful engagement in the process of learning requires collaboration among multiple partners.

Impact Principle: Effective practice yields evidence of learning.

Technology Principle: Technology facilitates teaching, learning, community building, and resource acquisition.

Standards Principle: Evidence-based standards systematically guide professional preparation and development.

Course Description:

Fundamentals of organizational behavior and management applied to the administration of the modern office. Topics include techniques of supervision, personnel problems, office productivity, ethics, and current legislation. Use of the case method in solving problems encountered in the office.

General Education Outcome:

#1: Students will demonstrate understanding of the society of the United States and its ideals. They will possess the requisite knowledge of the society of the United States, its ideals, and its functions to enable them to become informed and responsible citizens. They will understand the connections between the individual and society and the roles of social institutions. They will understand the structure and operational principles of the United States government and economic system. They will understand United States history and both the historical and present role of the United States in the world.

8 Students will demonstrate knowledge of principles of ethics and their employment in the analysis and resolution of moral problems. They will recognize and understand issues in applied ethics. They will understand their own value systems in relation to other value systems. They will judge values and practices in a variety of disciplines.

College of Education Conceptual Framework Standard (CFS):

1. CONTENT AND CURRICULUM: Teachers demonstrate a strong content knowledge of content area(s) appropriate for their certification levels.

Textbooks/Course Requirements:

REQUIRED: Odgers, P. (2004). *Administrative Office Management – Short Course version* (13th ed.). Cincinnati, OH: South-Western Educational Publishing.

Supplemental Reading (Book Purchase Not Required but material will be included on test): Johnson, S. (1998). *Who Moved My Cheese*. New York: G.P. Putnam's Sons

Course Objectives:

Upon completion of this course, the student will be able to:

1. Identify fundamental principles and successful practices utilized in the modern office. (I)
2. Suggest solutions to office management problems based on management theory and current laws. (I)
3. Detail essential management functions that comprise the management process. (I)
4. Demonstrate an understanding of office management vocabulary and concepts. (I)
5. Compare and contrast different recruitment and orientation techniques. (I)
6. Function literately in office management by reading contemporary articles on the subject and analyzing case studies. (I)
7. Differentiate among various ethical situations and discuss how they relate to the business environment. (I)

Course Activities:

1. There will be four theory (written) examinations in this course. The examinations will be based upon material covered in the textbook, handouts, videos, lectures, and class discussions. (1-7)
2. Each student will complete homework assignments and class projects. These assignments and projects will be based upon the material in the textbook, handouts, videos, lectures, articles, and class discussions and presentations. (1-7)

NOTE: This is a 4000-level course. Your written work should demonstrate the quality of work that is representative of an impending college graduate. **Your writing skills will play an important part in the grade assigned to your written projects.**

Because reading comprehension is a highly essential employability skill, you will be expected to read and follow instructions in the printed text; you will also be required to proofread your assignments before submission. Omissions (such as partially answering a discussion question) and errors will reduce the grade you receive on your class assignments. Points will be deducted from assignments for major formatting errors, minor formatting errors, spelling/typographical/grammar/word choice errors. Remember: The computer spell checker will not identify all errors.

3. Each student will actively participate in class discussions related to business concepts. (1-7)

Course Evaluation:

Examinations (4 exams including Final)	50 percent	<u>FINAL EXAM IS WED. MAY 2 FROM 2:45-4:45 P.M.</u>
Papers, & projects)	25 percent	
Homework/Cases	20 percent	
Work Ethic/Participation/Dress Code	5 percent	

Grading Scale: A=90-100 B=80-89 C=70-79 D=60-69 F=<60

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). **YOUR FINAL COURSE GRADE WILL NOT BE SUBMITTED UNTIL THE SOI HAS BEEN COMPLETED.** Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

The date and time for the final exam, (4th examination), is Wednesday, 12/7/11 from 2:45-4:45 p.m. No exams will be given early unless you have requested and have been granted permission from the dean of the College of Education. This date also will be published in your ACED 4050 BLAZEVIEW account.

Course Work Submission Policy:

ALL EXAM DATES & ASSIGNMENT SUBMISSION DATES AND TIMES WILL BE PUBLISHED IN THE ACED 4050 COURSE CONTENT FOLDER AS A SCHEDULE IN BLAZEVIEW.

- Your on-time assignments will be due in BLAZEVIEW by midnight **BEFORE** our class meeting days.
- The late submission portal **will close at 1:45 p.m.** on the days that our class meets.
- Late assignment submissions will be penalized.
- Assignments submitted (by any method) after the late submission time has expired will not be accepted except in the case of serious, documented, extenuating circumstances.
- Please do not send assignments to my email account unless given permission to do so.

To assist in locating your emails in my box, please use the following subject line when you write to me:

SUBJECT: ACED4050A YOUR NAME

PLEASE NOTE the Blazeview Downtimes Schedule and plan your coursework accordingly:

Scheduled Maintenance

Regular weekly BlazeVIEW Maintenance Window occurs every Friday night at 11:45 p.m. until Saturday Morning at 2:00 a.m. The BlazeVIEW Server will be unavailable during the scheduled maintenance windows.

<http://www.valdosta.edu/vista/students.shtml>

<http://www.valdosta.edu/vista/fag/submitassignment.shtml>

<http://www.valdosta.edu/it/portal.shtml>

Students- How to Get Help with BlazeVIEW

Contact IT Helpdesk - Your First Level of Support

Course instructors are not responsible for troubleshooting BlazeVIEW technical issues. The Helpdesk is ready to support your needs. The [IT Helpdesk](#) is the first level of support for BlazeVIEW and can answer most basic questions. They resolve technical issues such as popups, browser, [java](#), and security software. Should they need to escalate the call to a more senior administrator then they will do so. The Helpdesk is located on the second floor of the Odum Library (Main entrance). In person. * Please review the [Helpdesk website](#) for hours of operation.

There are several ways to contact the Help Desk:

1. Phone: 229-245-4357
2. [Submit a Help Request](#)
3. Email: helpdesk@valdosta.edu

Attendance Policy:

Regular attendance is a positive employability skill, and because this is job training, as a student/employee you are expected to attend all regularly scheduled class meetings. The unexcused absence or “cut” is not regarded as a student/employee privilege.

Absences, for whatever reason (excused OR unexcused), will be handled according to school policy as set forth in the Valdosta State University catalog. A student who misses more than 20 percent of the class time (6 HOURS) will receive a failing grade for the course. This class meets for 1 hour and 15 minutes. That means you have only 4 absences—use them judiciously. If you are late to class by more than 15 minutes or leave class more than 15 minutes early, the time counts as absentee time (each 15 minute increment = ½ hour of absence). Assignments will be expected on the posted due dates even when you are absent (excused OR unexcused).

Course withdrawal must be done by midterm. Late withdrawal process for medical or hardship situations after midterm withdrawal requires withdrawal from ALL classes.

Complete process is available at <http://www.valdosta.edu/academic/WithdrawalPolicy.shtml>

General Policies:

There will be no makeup for missed assignments and examinations unless a student has made prior arrangements with the professor or if there is a provable medical or other **emergency**. In cases of emergency, you should contact the Office of the Vice President for Student Affairs (333-5359), who will in turn contact your instructors. If a student misses an assignment or an examination and permission has not been granted by the professor or requested by the VP for Student Affairs, the grade for that student's missed assignment or examination will be ZERO (0).

When allowed, make- up work or alternative assignments will be **determined by the professor and at the sole discretion of the professor. These assignments may or may not exactly duplicate the** original and will not entitle other students to the same alternatives since they may not have experienced the same situations.

You should be aware that I do not give extra credit assignments, so you should plan on doing your best work on the required assignments.

Dewar College of Education POLICY STATEMENT ON PLAGIARISM

Information below is directly quoted from the Academic Honesty Policies and Procedures:

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity Policy as set forth in the Student Code of Conduct and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics.

The full text of Academic Honesty Policies and Procedures is available in the on the Academic Affairs website (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>).

The consequences for acts of academic dishonesty in the Dewar College of Education are:

FIRST OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).
2. The faculty member will complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>).
3. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>).

SECOND OFFENSE:

1. The faculty member will administer an academic response (e.g. resubmit / retake assignment, failure of the assignment, failure of the course).

The faculty member will complete a Level Two Dewar College of Education Concern form (<http://www.valdosta.edu/coe/studentsinfo.shtml>). According to the Dewar College of Education Concern Form Policy, “a second level two concern form will result in the student being dismissed from his/her program of study. This dismissal will result in an automatic review by the COE Undergraduate Policies Committee.”

2. The faculty member will complete a Valdosta State University Report of Academic Dishonesty (<http://www.valdosta.edu/academic/AcademicHonestyatVSU.shtml>). According to the Academic Honesty Policies and Procedures document, “after a second (or subsequent) Report of Academic Dishonesty has been submitted to the Student Conduct Office in the Dean of Students Office, official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee.”

DRESS CODE POLICY

You should put some thought into your wardrobe selection on the days that this class meets. It is our goal to assist you in developing a more professional mindset about your dress and appearance. Therefore, **males** and **females** should remove hoods, hats, baseball or skull caps, bandanas, and doo-rags upon entry into the classroom. Yes ladies, you will have to remove your scarf, hat, or cap even if you’re having a “bad hair day”, so plan ahead. Sagging pants, oversized athletic shorts, jeans with holes or cutouts, tank tops, spaghetti straps, tube tops (strapless garments), undershirts (“wifebeaters”), blouses which show cleavage or stomach, T-shirts with obscene messages, and pajamas should not be worn to this class by either males or females. You will lose work ethic points for each violation of this code.

Business Tips by Burleson Consulting http://www.dba-oracle.com/dress_code.htm

“With today’s young people going into ‘Body Art’, the question arises about how these people can advance within American professional careers. Some corporations maintain a strict policy against visible tattoos, especially companies that must make a good impression on the general public.”

Dress Codes Are Protected By Law. Remember, employers in the USA have a legal right to ask you to adhere to dress codes:

“A person can be fired because the company doesn’t like your shoes,” explains Robert D. Lipman, who manages the New York employment firm Lipman & Plesur, LLP . . .

“People say ‘This is America. We should be able to do what we want.’ But once you walk into a private employer’s workplace, your rights are limited.”

Special Needs Statement:

Valdosta State University is an equal opportunity educational institution. It is not the intent of the institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or handicap of the individual. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title XI in Section 504 of the Rehabilitation Act of 1973.

Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications because of a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (voice) and 219-1348 (tty).

Instructor Contact Information:

Dr. Mary S. Willis, Ph.D.
 Professor, Dept. Adult and Career Education
 Education Center, RM 1121

Office: 229-333-5631
mwillis@valdosta.edu

Final Grading Scale

90 —100 = A	80 — 89 = B	70 — 79 = C	60 —69 = D	Below 60 = F
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ABSENCES AND TARDIES

SEMESTER EVALUATION METHOD FOR ACED 4050

50% of Final Grade	EXAMINATIONS			
EXAM #1	EXAM #2	EXAM #3	EXAM #4	
				=Average*50%
25% of Final Grade	PAPERS & PROJECTS			
				=Average*25%
20% of Final Grade	HOMEWORK/CASES			
				=Average*25%
5% of Final Grade	CLASS PARTICIPATION/DISCUSSIONS			
CHEATING ON ASSIGNMENT	DRESS CODE VIOLATIONS			
1_____ = -100%	1__ 2__ 3__ = - 100%			=Average*5%
Excessive Absences >3 = -100%				
		Overall Grade	=D5+D8+D12+D16	

At the end of the term, all students will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available on BANNER. Students will receive an email notification through their VSU email address when the SOI is available (generally at least one week before the end of the term). Your final course grade will not be submitted until the SOI has been completed. Complete information about the SOIs, including how to access the survey and a timetable for this term is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

The date and time for the final exam is Friday, 5/2/12 from 2:45-4:45 p.m.

No exams will be given early unless you have requested and have been granted permission from the dean of the College of Education. This date also will be published in your ACED 4050 BLAZEVIEW account.

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Students requesting classroom accommodations or modifications because of a documented disability must contact the Access Office for Students with Disabilities located in Room 1115 Nevins Hall. The phone numbers are (229) 245-2498 (V/VP) and (229) 219-1348 (TTY).

INSTRUCTOR

Dr. Mary S. Willis
Office: Room 1124 Dewar Education Center
E-mail: mwillis@valdosta.edu

Telephone: 333-5631 (office)

FAX: (229) 219-1354

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NOTES

FILE COPY - COMPLETE PAGE 10 (ON BACK), DETACH, AND RETURN THIS PAGE TO DR. WILLIS

POLICY ON PLAGIARISM AND CHEATING AND STUDENT MISCONDUCT

There will be **NO TOLERANCE** for student misconduct in class or for plagiarism, cheating on assignments and other forms of academic dishonesty. **NO CREDIT WILL BE GIVEN FOR DUPLICATE OR SHARED WORK.** If you share a computer with another ACED 4050 student, you must each make a folder for your work. Do not turn in someone else's work as your own or allow someone else to copy your work or your disk!

A. Academic Integrity Violations

Cheating and plagiarism are academic integrity violations. Additional violations may be added as deemed appropriate. The following academic integrity violations are not to be considered all-inclusive:

1. No student shall use or attempt to use unauthorized materials or devices to aid in achieving a better grade on a component of a class.
2. No student shall receive or give or attempt to receive or give assistance not authorized by the instructor in the preparation of an essay, laboratory report, examination or other assignment included in any academic course.
3. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including but not limited to tests, examinations, laboratory equipment, and roll books.
4. No student shall sell, give, lend, or otherwise furnish to any unauthorized person material which can be shown to contain the questions or answers to any examinations scheduled to be given at any subsequent date in any course of study offered by the University, without authorization from the University.
5. **No student shall engage in plagiarism, which is presenting the words or ideas of another person as if they were the student's own.** Essays, term papers, laboratory reports, tests, online writing assignments, and other similar requirements must be the work of the student submitting them. Some typical examples of plagiarism are:
 - Submitting an assignment as if it were one's own work when, in fact, it is at least partly or entirely the work of another.
 - Incorporating the words or ideas of an author into one's paper without giving the author due credit, e.g., when direct quotations are used, they must be indicated, and **when the ideas of another are incorporated in the paper (INCLUDING PARAPHRASING)**, they must be appropriately acknowledged.
6. Offenses such as buying and selling papers or stealing an exam will result in immediate dismissal from the program with a grade of "F" and referral to the VSU judicial Committee).

From VSU's Academic Integrity Code (the full code is available at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>)

In instances of student misconduct, plagiarism, cheating (or aiding in cheating):

- ✓FIRST OFFENSE: The student will earn a “0” on the assignment, test, project, etc. and will lose all Work Ethic Points. Further, a Concern Form will be completed and sent to the student’s advisor, the Head of the Department, and to the Vice President for Student Affairs. (First time serious offenses such as buying and selling papers or stealing an exam will result in immediate dismissal (with a grade of “F”) from the course and referral to the VSU judicial Committee).
- ✓SECOND OFFENSE: Official charges will be drawn up and the disciplinary matter will be referred to the Valdosta State University Judicial Committee.

DRESS CODE POLICY

ACED 4050 is a senior-level professional course. You are an impending graduate in training to become an office professional. Therefore, no hoodies or baseball caps, bandanas, doo-rags, sagging pants, tank tops, undershirts (“wifebeaters”) or pajamas are to be worn in this class by either males or females. Hair should be neatly groomed.

The rules and policies for ACED 4050 have been discussed with me, and I understand them as presented.

Print Last Name: _____ **First Name:** _____

Signature: _____ **(RETURN TO DR. WILLIS)**

ABSENCES AND TARDIES

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CHEATING ON ASSIGNMENT	DRESS CODE VIOLATIONS		
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Excessive Absences >3 = -100%			=Average*5%