ANGELO STATE UNIVERSITY

Department of Kinesiology

KIN 2340
Marketable Skills
Spring 2021
Dr. Susan E. Keith
COURSE NUMBER
KIN 2340

COURSE TITLE
 Marketable Skills

COURSE MEETING TIMES
 Tuesdays & Thursdays 9:30 to 10:45

CREDITS
 Three Semester Credit Hours (3-0-0)

PREREQUISITE COURSES
 None

CO-REQUISITES
 Freshman/Sophomore Status

PRE-REQUISITE SKILLS
 Accessing internet web sites, use of ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are minimum requirements for this course. Computer access requirements are further delineated in the Undergraduate Handbook. Tutorials for ASU Library and for Blackboard are available through RamPort. The ASU Undergraduate Student Handbook should be reviewed before taking this course. http://www.angelo.edu/student-handbook/

COURSE DELIVERY
 This is a classroom course offering. The course will be delivered via face-to-face classroom meetings and the Blackboard Learning Management System. The Blackboard course site can be accessed at http://blackboard.angelo.edu

**Required Use of Masks/Facial Coverings by Students in Class at Angelo State University**

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.
BROWSER COMPATIBILITY CHECK

It is the student’s responsibility to ensure that the browser used to access course material on his/her computer is compatible with ASU’s Blackboard Learning System. The course instructor reserves the right to deny additional access to course assignments lost due to compatibility issues. Students are responsible for reviewing the guidelines posted in this course regarding accessing Blackboard assignments. Problems in this area need to be discussed with faculty at the time of occurrence, either via a phone call (preferred) during posted acceptable hours for calling, or via email notification during times outside those posted for calls.

Be sure to perform a browser test. Select the “Support” tab from the Blackboard homepage (http://www.blackboard.angelo.edu) Select “Test your Browser” option.

FACULTY
Dr. Susan E. Keith
Office: CHP 201B
Work Phone: (325) 486-6483
Email: susan.keith@angelo.edu

OFFICE HOURS
By appointment only

COURSE DESCRIPTION
The purpose of this course is to equip students with: (a) soft skills, (b) marketable skills, and (c) behavior that improve academic performance that are necessary for college success and that increase employment opportunities upon graduation.

COURSE STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit competency in written communication skills</td>
<td>Written assignments</td>
</tr>
<tr>
<td>Demonstrate competency in oral communication skills</td>
<td>Presentations</td>
</tr>
<tr>
<td>Demonstrate the ability to listen intently and respectfully</td>
<td>Debates</td>
</tr>
<tr>
<td>Exhibit the ability to be confident in an interview setting</td>
<td>Interview process</td>
</tr>
</tbody>
</table>
Exhibit the necessary attitude to enhance academic success

Exhibit the necessary marketable skills that will enhance employment opportunities upon graduation

Observation

Time management, work ethic, punctuality, professionalism, maturity, course, attitude, participation, common courtesies, respect

**REQUIRED MATERIALS**

- Appropriate Face Coverings
- Computer with MAC or Windows Operating System compatible with Blackboard
- Internet Access
- **Print** off 60x30tx Career Readiness Handbook
  

**GRADING SYSTEM**

Course grades will be dependent upon completing course requirements and meeting the following grading scale point system is in use for this course:

- A = 710 - 639
- B = 638 - 568
- C = 567 - 497
- D = 496 - 426
- F = Below 425

*Failure to bring requested material will result in a 5-point deduction from attendance grade. All written assignments including self-reflections must be typed, double-spaced, with one inch margins.

Graded assignments, activities and points of the overall course grade:

<table>
<thead>
<tr>
<th>ASSESSMENT</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (10 points deducted for each absence 100)</td>
<td>100</td>
</tr>
<tr>
<td>Résumé</td>
<td>100</td>
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<tr>
<td>Cover Letter</td>
<td>100</td>
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<tr>
<td>Career Exploration</td>
<td>50</td>
</tr>
<tr>
<td>Article Critique #1</td>
<td>50</td>
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<tr>
<td>Article Critique #2</td>
<td>50</td>
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<tr>
<td>Presentation #1: All About Me</td>
<td>50</td>
</tr>
<tr>
<td>Presentation #2: Panel Interview</td>
<td>50</td>
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<tr>
<td>Presentation #3: Article Critique #1</td>
<td>50</td>
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<tr>
<td>Presentation #4: Stress Management Technique</td>
<td>50</td>
</tr>
<tr>
<td>Reflection #1</td>
<td>30</td>
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<tr>
<td>Reflection #2</td>
<td>30</td>
</tr>
<tr>
<td>Reflection #3</td>
<td>30</td>
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</tbody>
</table>

**Total Points** 710
TEACHING STRATEGIES

- Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved discovering, processing, and applying the course information at a level that contributes to the learning environment.
- Class discussions, presentations, written assignments, peer interaction

MISSED ASSIGNMENT POLICY

Failure to submit assignments that have due dates will result in a zero. Additional assignments that are not graded, will result in a five-point deduction from your attendance grade if not submitted on the day requested. These assignments are necessary to enhance class discussion and to enhance peer interaction.

ACADEMIC HONESTY

Academic honesty is expected on all work. Students are expected to maintain complete honesty and integrity in their educational experiences. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The Kinesiology Department adheres to the academic honesty statement as set forth in the Angelo State University Student Handbook (2018-2019) http://www.angelo.edu/student-handbook/code-of-student-conduct/misconduct.php. The University “faculty expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experience both in and out of the classroom setting and may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.”

PLAGIARISM

Plagiarism at ASU is a serious topic. The Angelo State University’s Honor Code gives specific details on plagiarism and what it encompasses. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word for word without quotation marks and the source of the quotation. The Department of Kinesiology use the APA Style Manual of the American Psychological Association as a guide for all writing assignments. Quotes should be used sparingly. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list. Papers are subject to be evaluated for originality via Bb Safe Assignment or Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center http://www.angelo.edu/dept/writing_center/academic_honesty.php.

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.
Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website. The employee charged with the responsibility of reviewing and authorizing accommodation requests is: Dallas Swafford, Director of Student Disability Services Office of Student Affairs, 325-942-2047, dallas.swafford@angelo.edu, Houston Harte University Center, Room 112.

INCOMPLETE GRADE POLICY (OP 10.11 Grading Procedures)
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required.

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STUDENT ABSENCE FOR OBSERVANCE OF RELIGIOUS HOLY DAYS
“A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.” Please see ASU Operating Policy 10.19.

COPYRIGHT POLICY
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

SYLLABUS CHANGES
Dr. Keith reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the Dr. Keith will notify students of such changes by email. It is the student’s responsibility to look for such communications about the course on a daily basis.
<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessment Due</th>
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</table>
| **Jan 26 Tuesday** | **Bring:** Course syllabus and hard copy daily planner/calendar/Folder or Binder for KIN 2340  
**Discuss:** Course, expectations  
**Complete:** THECB Career Readiness 60x30TX Handbook                                                                 |
| **Jan 28 Thursday** | **Discuss:** What are your expectations of Dr. Keith? What makes a good student? What makes for a good employee  
**Discuss:** Your results of the THECB Career Readiness 60x30TX Handbook                                                                                         |
| **Feb 2 Tuesday**  | **Bring:** Calendar with all your courses due dates inputted. Information/examples of cover letters and résumés  
**Discuss:** Discuss cover letters and résumé                                                                                                                   |
| **Feb 4 Thursday** | **Lab Day:** Bring laptop and your information to class to start your cover letter and résumé. Mandatory attendance.                                                                                                           |
| **Feb 9 Tuesday**  | **Due:** Final cover letter and résumé  
**Bring:** Information about what makes a good speaker. Examples of introduction, delivery styles, how to engage the audience. Be prepared to present.  
**Bring:** Research and watch a person who you think is a good speaker. Type a short summary about why you thought this person is a good speaker. Be prepared to present information.  
**Begin:** Researching and finding pictures you will use to create your “All About Me” presentation.                                                                 |
| **Feb 11 Thursday** | **Lab Day:** Bring laptop with pictures you will use to create your “All About Me” presentation. (You cannot use “All About Me” as your title.) Be creative.  
**Discuss:** The 7/7 rule for PowerPoint presentation  
**Discuss:** “All About Me” presentation  
**Discuss:** Self-Reflections (Due the next class period after your Presentation)                                                                                   |
| **Feb 16 Tuesday**  | **Due:** Group 1 “All About Me” Presentation #1  
**Due:** Hard copy of presentation slides, both groups                                                                                                              |
| **Feb 18 Thursday** | **Due:** Group 2 “All About me” Presentation #1  
**Discuss:** Outcome of Presentation #1                                                                                                                           |
| **Feb 23 Tuesday** | **Bring:** Information on test taking skills and preparation  
**Discuss:** Test taking tips and preparation                                                                                                                     |
| **Feb 25 Thursday** | **Bring:** Information about interview preparation and professional attire  
**Discuss:** Information about interview preparation and professional attire. Role of greeter, interviewer, interviewee.                                                                 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Assignment</th>
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<tbody>
<tr>
<td>Mar 2 Tuesday</td>
<td><strong>Due:</strong> Presentation #2: Panel Interview (Group 2), Hard copy of PowerPoint slides (both groups)</td>
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<tr>
<td>Mar 4 Thursday</td>
<td><strong>Due:</strong> Presentation #2: Panel Interview (Group 1) <strong>Discuss:</strong> Outcome of Presentation #2</td>
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<td>Mar 9 Tuesday</td>
<td><strong>Bring:</strong> Appropriate peer-reviewed journal article that is related to your field <strong>Discuss:</strong> How to develop an article critique/finding peer reviewed journal articles/discuss presentation #3 Article Critique</td>
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<tr>
<td>Mar 11 Thursday</td>
<td><strong>Lab Day:</strong> Bring laptop and article to begin the development of your article.</td>
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<tr>
<td>Mar 18 Thursday</td>
<td><strong>Due:</strong> Career exploration assignment <strong>Discuss:</strong> Now what happens after you are hired?</td>
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<tr>
<td>Mar 23 Tuesday</td>
<td><strong>Due:</strong> Article critique #1 <strong>Discuss:</strong> Grade point averages, degree evaluation, developing class schedule, advising procedures, holds</td>
</tr>
<tr>
<td>Mar 25 Thursday</td>
<td><strong>Lab Day:</strong> Bring laptop to complete class schedule and questions you have about the registration process. Bring article #2 to begin article critique #2 assignment. <strong>Discuss:</strong> Graded article critique</td>
</tr>
<tr>
<td>Mar 30 Tuesday</td>
<td><strong>Due:</strong> Teaching a stress management technique summary. <strong>Due:</strong> Presentation #3 (Group2)</td>
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<tr>
<td>Apr 1 Thursday</td>
<td><strong>Due:</strong> Presentation #3: (Group 1) <strong>Discuss:</strong> Outcome of Presentation #3</td>
</tr>
<tr>
<td>Apr 6 Tuesday</td>
<td><strong>Bring:</strong> Information about how to listen <strong>Bring:</strong> Information about the negative and positive aspects of legalized marijuana <strong>Bring:</strong> Information about how to debate <strong>Divide:</strong> Class into two teams</td>
</tr>
<tr>
<td>Apr 8 Thursday</td>
<td><strong>Due:</strong> Debate legalized marijuana/Typed facts to support your perspective <strong>Discuss:</strong> Outcome of Debate</td>
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<tr>
<td>Date</td>
<td>Event</td>
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| Apr 13 Tues | **Due:** Article Critique #2  
**Due:** Presentation #4 Article critique  
(Group 2) |
| Apr 15 Thursday | **Due:** Presentation #4 (Group 1)  
**Discuss:** Outcome of presentation #4 |
| Apr 20 Tuesday | **Bring:** Information about Random Acts of Kindness, Typed  
**summary about Random Acts of Kindness**  
**Discuss:** Random Acts of Kindness  
**Discuss:** Emotional Intelligence |
| Apr 22 Thursday | **Due:** Random Acts of Kindness  
**Discuss:** Your random acts of kindness |
| Apr 27 Tuesday | **Due:** Icebreakers for work |
| Apr 29 Thursday | **Due:** Icebreakers for work |
| May 4 Tuesday | **Debate:** Online versus In-person classes  
**Discuss:** Outcome of Debate |
| May 6 Thursday | **Lab:** Bring Laptop to class to complete IDEA survey  
**Discuss:** Changes to course |
| May 11 Tuesday | **Due:** Electronically (via email attachment) submit a  
summary of what you gained from the course |

End of syllabus