

KIN 2340 Marketable Skills

Fall Semester 2021



Instructor:

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Office: CHP 201B

Office Hours: By appointment

Course Information

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 Credits

Three (3) credit hours

Prerequisite and Co-requisite Courses

Freshman/Sophomore status

Prerequisite Skills

Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of this course: KIN 2340 Marketable Skills

Program Outcomes

Upon completion of the program of study for the Kinesiology and Exercise minor/major, the graduate will be prepared to:

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:
Exhibit competency in written communication skills	Written assignments

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:
Demonstrate competency in oral communication skills	Presentations
Demonstrate the ability to listen intently and respectfully	Debates
Exhibit the ability to be confident in an interview setting	Interview process
Exhibit the necessary attitude to enhance academic success	Observation
Exhibit the necessary marketable skills that will enhance employment opportunities upon graduation	Time management, work ethic, punctuality, professionalism, maturity, attitude, participation, common courtesies, respect

Course Delivery

This is a face-to-face course with learning resources and supplemental materials posted in Blackboard.

Required Texts and Materials

- Computer with MAC or Windows Operating System compatible with Blackboard
- Internet Access
- **Print** off 60x30tx Career Readiness Handbook
http://www.60x30tx.com/media/1409/the_cb-career-readiness-handbook.pdf

Communication

Dr. Keith will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to me, include the course name and section number in your subject line.

Grading

Evaluation and Grades

Course grades will be determined as indicated in the table below.

Assessment	Percent/Points of Total Grade
Attendance (10 points deducted for each absence)	100
Résumé	100
Cover Letter	100
Career Exploration	100
Article Critique #1	50
Article Critique #2	50
Presentation #1 All About Me	50
Presentation #2 Panel Interview	50
Presentation #3 Article Critique #2	50
Presentation #4 Stress Management Technique	50
Reflection #1	20
Reflection #2	20
Reflection #3	20
Total Points	760

Grading System

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

A = 760-684 points

B = 683-608 points

C = 607-532 points

D = 531-456 points

F = Below 456 (Grades are not rounded up)

Teaching Strategies

Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (**beyond the materials and lectures presented in the course**) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material.

Late Work or Missed Assignments 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.

General Policies Related to This Course

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)¹
- [Angelo State University Catalog](#)²

Academic Integrity

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

The College of Health and Human Services adheres to the university's [Statement of Academic Integrity](#).³

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](#).⁴ 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

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. See ASU Operating Policy 10.11 [Grading Procedures](#)⁵ for more information.

Plagiarism

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)⁶ in the Student Handbook. 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. 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. Resources to help you understand this policy better are available at the [ASU Writing Center](#).⁷

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. See ASU Operating Policy 10.19 Student Absence for [Observance of Religious Holy Day](#)⁸ for more information.

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

The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student's responsibility to look for such communications about the course on a daily basis.

Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form

Face to face: Mayer Administration Building, Room 210

Phone: 325-942-2022

Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State's policy please visit: www.angelo.edu/title-ix.

Course Schedule

Date	Topic/Assignments/Discussions/Assessments DUE
Tuesday, August 24	<p>Bring: Course syllabus and hard copy daily planner/calendar/Folder or Binder for KIN 2340/Hard Copy Four Agreements Info</p> <p>Discuss: Course, expectations</p> <p>Complete: THECB Career Readiness 60x30TX Handbook</p>
Thursday, August 26	<p>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</p>
Tuesday, August 31	<p>Bring: Calendar with all your courses due dates inputted. Information/examples of cover letters and résumés</p> <p>Discuss: Discuss cover letters and résumé</p>
Thursday, September 2	<p>Lab Day: Bring laptop and your information to class to start your cover letter and résumé. Mandatory attendance.</p>
Tuesday, September 7	<p>Due: Final cover letter and résumé</p> <p>Bring: Information about what makes a good speaker. Examples of introduction, delivery styles, how to engage the audience. Be prepared to present.</p> <p>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.</p> <p>Begin: Researching and finding pictures you will use to create your "All About Me" presentation.</p>
Thursday, September 9	<p>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. Develop outline of presentation. Mandatory attendance.</p> <p>Discuss: The 7/7 rule for PowerPoint presentation</p> <p>Discuss: "All About Me" presentation</p> <p>Discuss: Self-Reflections (Due the next class period after your Presentation)</p>

Date	Topic/Assignments/Discussions/Assessments DUE
Tuesday, September 14	Due: Group 1 “All About Me” Presentation #1 Due: Hard copy of presentation slides, both groups
Thursday, September 16	Due: Group 2 “All About me” Presentation #1 Discuss: Outcome of Presentation #1
Tuesday, September 21	Bring: Information on test taking skills and preparation Discuss: Test taking tips and preparation
Thursday, September 23	Bring: Information about interview preparation and professional attire Discuss: Information about interview preparation and professional attire. Role of greeter, interviewer, interviewee.
Tuesday, September 28	Due: Presentation #2: Panel Interview (Group 2), Hard copy of PowerPoint slides (both groups)
Thursday, September 30	Due: Presentation #2: Panel Interview (Group 1) Discuss: Outcome of Presentation #2
Tuesday, October 5	Bring: Appropriate peer-reviewed journal article that is related to your field Discuss: How to develop an article critique/finding peer reviewed journal articles/discuss presentation #3 Article Critique
Thursday, October 7	Lab Day: Bring laptop and article to begin the development of your article critique. Mandatory attendance.
Tuesday, October 12	Bring: Career exploration: Where do you want to work? Entry level salary? Health benefits? Commute time? Transferability? Advancement? Professional development opportunities? Cost of living? Income taxes? Property taxes? Cost of houses/rent? Crime rate? Miscellaneous Discuss: Career exploration assignment
Thursday, October 14	Due: Career exploration assignment Discuss: Discuss your career exploration findings
Tuesday, October 19	Due: Article critique #1 Discuss: Grade point averages, degree evaluation, developing class schedule, advising procedures, holds
Thursday, October 21	Lab Day: Bring laptop to complete class schedule and questions you have about the registration process. Bring article #2 to begin article critique #2 assignment. Mandatory attendance. Discuss: Graded article critique

Date	Topic/Assignments/Discussions/Assessments DUE
Tuesday, October 26	Due: Teaching a stress management technique summary. Due: Presentation#3(Group2)
Thursday, October 28	Due: Presentation#3:(Group 1) Discuss: Outcome of Presentation #3
Tuesday, November 2	Bring: Information about how to listen Bring: Information about the negative and positive aspects of legalized marijuana Bring: Information about how to debate Divide: Class into two teams
Thursday, November 4	Due: Debate legalized marijuana/Typed facts to support your perspective Discuss: Outcome of Debate
Tuesday, November 9	Due: Article Critique#2 Due: Presentation#4 Article critique (Group2)
Thursday, November 11	Due: Presentation#4 (Group1) Discuss: Outcome of presentation #4
Tuesday, November 16	Bring: Information about Random Acts of Kindness, Typed summary about Random Acts of Kindness Discuss: Random Acts of Kindness Discuss: Emotional Intelligence
Thursday, November 18	Due: Random Acts of Kindness Discuss: Your random acts of kindness
Tuesday, November 23	Bring: Information about topic you want to share with class.
Thursday, November 25	No Class - Holiday
Tuesday, November 30	Debate: To be determined by students Discuss: Outcome of Debate
Thursday, December 2	Lab: Bring Laptop to class to complete IDEA survey. Mandatory attendance. Discuss changes to course.
Tuesday, December 7	Due: Electronically (via email attachment) submit a summary of what skills you gained from the course and how you will use those skills in the future. Also, provide topics that should be included in this course.

Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion. Please base your responses on the IDEA using the following student learning outcomes.

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
2. Learning to apply course material (to improve thinking, problem solving, and decisions)
3. Acquiring skills in working with others as a member of a team
4. Developing skill in expressing oneself orally or in writing
5. Learning how to find, evaluate, and use resources to explore a topic in depth

End of Syllabus

1 <https://www.angelo.edu/student-handbook/>

2 <https://www.angelo.edu/catalogs/>

3 <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

4 <https://www.angelo.edu/services/disability-services/>

5 <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

6 <https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php>

7 https://www.angelo.edu/dept/writing_center/academic_honesty.php

8 <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>