

KIN 2340 Marketable Skills

Spring Semester 2022



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:

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
Demonstrate competency in oral communication skills	Presentations
Exhibit the ability to be confident in an interview setting	Interview process
Demonstrate the ability to listen intently and respectfully	Debates
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	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	50
Presentation #4 Stress Management Teaching	50
Reflection #1	20
Reflection #2	20
Reflection #3	20
Debates (2@20 points each)	40
Final Presentation/Task Analysis	50
Total Points	850

*Five-point deduction from attendance grade if late to class

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 = 765 - 850 points

B = 680 - 764 points

C = 595 - 679 points

D = 510 - 594 points

F = Below 486 (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 with peers.

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
- No head gear allowed

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

Week/Date	Topic/Assignments/Assessments DUE
Tuesday, Jan. 18	Bring: Hard copy of course syllabus and hard copy daily planner/calendar/Folder or Binder for KIN 2340 Discuss: Course, expectations Complete: THECB Career Readiness 60x30TX Handbook
Thursday, Jan. 20	Develop: Class motto and logo Discuss: Your results from the THECB Career Readiness 60x30TX Handbook, What makes a good student? What makes a good employee? What are your expectations of Dr. Keith?
Tuesday, Jan. 25	Bring: Hard copy calendar with all your courses due dates inputted. Information about cover letters and résumés. Hard copy of job description related to your career profession. Discuss: Cover letters and résumés
Thursday, Jan. 27	Lab Day: Bring laptop and your information to start your cover letter and résumé. Mandatory attendance
Tuesday, Feb. 1	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.

Week/Date	Topic/Assignments/Assessments DUE
Thursday, Feb. 3	<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>
Tuesday, Feb. 8	<p>Due: Group 1 "All About Me" Presentation #1</p> <p>Due: Hard copy of presentation slides, both groups</p>
Thursday, Feb. 10	<p>Due: Group 2 "All About me" Presentation #1</p> <p>Discuss: Outcome of Presentation #1</p>
Tuesday, Feb. 15	<p>Discuss: Grade point averages, degree evaluation, developing class schedule, advising procedures, holds, Grad School and You</p>
Thursday, Feb. 17	<p>Bring: Information on test taking skills and preparation</p> <p>Discuss: Test taking tips and preparation</p>
Tuesday, Feb. 22	<p>Bring: Information about interview preparation and professional attire.</p> <p>Discuss: Information about interview preparation and professional attire. Role of greeter, interviewer, interviewee.</p>
Thursday, Feb. 24	<p>Due: Presentation #2: Panel Interview (Group 2), Hard copy of PowerPoint slides (both groups)</p>
Tuesday, Mar. 1	<p>Due: Presentation #2: Panel Interview (Group 1)</p> <p>Discuss: Outcome of Presentation #2</p>
Thursday, Mar. 3	<p>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</p> <p>Discuss: Career exploration assignment</p>
Tuesday, Mar. 8	<p>Due: Career exploration assignment</p> <p>Discuss: Discuss your career exploration findings</p>

Week/Date	Topic/Assignments/Assessments DUE
Thursday, Mar. 10	<p>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.</p> <p>Discuss: Graded article critique</p>
Tuesday, Mar. 22	<p>Bring: Appropriate peer-reviewed journal article that is related to your field</p> <p>Discuss: How to develop an article critique/finding peer reviewed journal articles/discuss presentation #3 Article Critique</p>
Thursday, Mar. 24	<p>Lab Day: Bring laptop and article to begin the development of your article critique. Mandatory attendance.</p>
Tuesday, Mar. 29	<p>Due: Article Critique #1</p> <p>Due: Presentation #3 (Group1)</p>
Thursday, Mar. 31	<p>Due: Presentation #3 Article critique (Group 2)</p> <p>Discuss: Outcome of presentation #3</p>
Tuesday, Apr. 5	<p>Bring: Information about the Four Agreement, Emotional Intelligence</p> <p>Discuss: Four Agreements and Emotional Intelligence</p>
Thursday, Apr. 7	<p>Lab: Bring peer-reviewed article related to career. Bring laptop and develop article critique #2.</p> <p>Discuss: Stress Management Teaching Presentation #4</p>
Tuesday, Apr. 12	<p>Bring: Random acts of kindness information and dealing with conflict within the workplace.</p> <p>Discuss: Random acts of kindness, conflict resolution,</p>
Thursday, Apr. 14	<p>Due: Article critique #2</p> <p>Due: Presentation #4 Article critique (Group 2)</p>
Tuesday, Apr. 19	<p>Due: Presentation #4 (Group1)</p> <p>Discuss: Outcome of presentation #4</p>
Thursday, Apr. 21	<p>Bring: Information about humor/laughter and its impact on our well-being. Be prepared to tell an appropriate joke. Attitude check.</p>
Tuesday, Apr. 26	<p>Debate: To be determine by students</p>

Week/Date	Topic/Assignments/Assessments DUE
Thursday, Apr. 28	Debate: To be determined by students
Tuesday, May 3	Due: Final presentation
Thursday, May 5	Due: Final presentation Bring: Laptop
Tuesday, May 10	Due: 1:00 p.m. Final: Task Analysis (electronic submission)

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 use the following objectives to complete the evaluation:

1. Learning how to find, evaluate, and use resources to explore a topic in depth
2. Developing skill in expressing oneself orally or in writing

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>