

North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised: May 2008

DIVISION/AREA: Liberal Arts **DEPARTMENT:** Student Development
ASSOCIATE DEAN: Sam McLin **ORIGINATOR:** Randy Evans, Ph.D.
DEAN OF INSTRUCTION: Tim Dykstra

HOURS OF INSTRUCTION:

Credit hours: 1
Lecture: 1
Lab: 0
Contact hours: 17.6

COURSE TITLE: Professional Development Skills
COURSE ALPHA: SD **COURSE NUMBER: 107**

CATALOG DESCRIPTION:

Focuses on the following: understanding the requirements of the professional work environment; integrating both the personal and professional self; learning how to identify, analyze, and resolve specific ethical issues; learning how to understand various organizational codes and policies; the importance of quality, customer satisfaction, and social responsibility. This course will also increase students' understanding of professional networking and interpersonal communication. It will also foster an approach that will teach students how to identify and prioritize developmental needs that will help them set specific developmental objectives to satisfy those needs.

PREREQUISITE(S): None

COREQUISITE(S): None

GENERAL EDUCATION DISTRIBUTION AREA:
(example: Social Science Group B)

GENERAL EDUCATION/PROGRAM OUTCOMES:

- Write and speak effectively
- Think critically and analytically

COURSE OBJECTIVES AND OUTCOMES:

Upon successful completion of this course, students will be able to:
* be prepared for the demands of today's and tomorrow's workplace
* be prepared for working in a professional environment
* be aware of employer expectations
* use their strengths and skills to be successful within a professional environment

METHODS OF INSTRUCTION:

Lecture, writing, in-class discussions, collaborative work.

METHODS OF EVALUATION:

Writing, attendance, participation, preparedness, homework.

REQUIRED TEXT AT TIME OF COURSE ADOPTION/REVISION:

OPTIONAL TEXTS:

Working by L. Bailey

OPTIONAL SUPPLEMENTARY MATERIALS: Handouts

Reasonable accommodations can be provided to students with documented disabilities. Please contact Learning Support Services at 348-6817 to arrange these.

SUGGESTED TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

(List general content description of what is being covered each week)

| | |
|--------|--|
| WEEK 1 | Understanding personal histories – work experience and career intentions |
| WEEK 2 | Understanding personal histories – family background-- academic work |
| WEEK 3 | Professional perspectives and ethical conduct |
| WEEK 4 | Building effective relationships |
| WEEK 5 | Recognizing and Responding to Diversity |
| WEEK 6 | Life-long learning skills |
| WEEK 7 | Professional development across the lifespan |
| WEEK 8 | Professional development plan |

APPROVED FOR ADOPTION/REVISION BY THE CRD/AP COMMITTEE ON 9/17/08