## Course Syllabus

**Course Name:** Values, Issues, & Perspectives in Social Sciences  
**Course Number:** SOSC 1100

**Course Description:** 1 hour. An interdisciplinary seminar designed to introduce the student to some of the fundamental concepts and issues of the social sciences and to develop the student’s critical thinking skills. Topics, which vary from term to term, include such themes as American values, gender issues, and current political or social issues.

**Course Learning Outcomes for this particular section that will focus on the social issue of generations in the workplace:**

1. Discuss behaviors and societal issues impacting the work environment including professionalism and a specific focus on managing and working with multiple generations within the workplace (GI Generation, Traditionalists, Baby Boomers, Generation X, and the Millennials.)
2. Examine the multi-generational strengths and weaknesses, values and expectations, communication styles, learning styles, and beliefs/ideals within the workplace.
3. Describe the primary work ethic characteristics of each of the generations represented in today’s workplace.
4. Demonstrate knowledge of socially and culturally appropriate workplace behaviors including ethics, boundaries, and professionalism related to interviews, interpersonal interactions, and clothing, etc.
5. Produce a creative project with a team that depicts the role of each generation in the workplace

**Engaged Student Learning Requirements:** The ABAC Credit Hour Policy, in accordance with the Board of Regents of the University System of Georgia and federal regulations that are reflected in SACSCOC’s Credit Hours Policy Statement, require 6750 minutes of engaged student learning for a 3 semester hour course. Engaged Student Learning occurs both in and outside of the classroom at the ratio of 1:2, Two hours of independent student learning for each hour of classroom learning. 15 weeks of 50 minutes of class instruction for 1 credit hour = 750 minutes. For a 3 Hr course, engaged classroom instruction will equal 2250 minutes, the remaining 4500 minutes of engaged learning will be the responsibility of each individual student.

**College Policy on Course Attendance:**

Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. The interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. Therefore to attain maximum success, students should attend all their classes, be on time, and attend all scheduled course activities. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.

Individual instructors will establish attendance policies for each class, will publish the policy in the course syllabus, and keep attendance records. The penalty for absences is at the discretion of the instructor and may include failure of the course. Whenever a student is absent, the student must assume responsibility for making
arrangements for any assignments missed due to the absence. A student who stops attending class without officially withdrawing will still receive a grade for the course. A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC’s college catalog and student handbook.

**INSTITUTIONAL ABSENCE**

A student who serves as an official representative of the college is defined as one who:

1. is authorized to use the college name in public relationships outside the institution;
2. regularly interacts with non-college individuals and groups over an extended period of time (at least one semester);
3. represents the college as a part of a group and not as an individual;
4. represents the college under the direct supervision of a college faculty or staff member; and
5. is authorized in writing, in advance, by the President of the college.

Such a student is in no way released from the obligations and responsibilities of all students, but will not be penalized with unexcused absences when absences result from regularly scheduled activities in which he/she represents the college. Further, it is the responsibility of each student to contact instructors prior to the absence and to make arrangements to make up any work that will be missed, in a manner acceptable to the instructor. Advisors of activities will schedule off-campus activities in a manner that does not unduly disrupt the learning process for a student.

**College Policy on Academic Dishonesty:**

Academic irregularities include, but are not limited to, giving or receiving unauthorized assistance in the preparation of any academic assignment; taking or attempting to take, stealing, or otherwise obtaining in an unauthorized manner any material pertaining to the education process; selling, giving, lending, or otherwise furnishing to any person any question and/or answers to any examination known to be scheduled at any subsequent date; fabricating, forging, or falsifying lab or clinical results; plagiarism in any form related to themes, essays, term papers, tests, and other assignments; breaching any confidentiality regarding patient information

For more information on Disciplinary Procedures associated with Academic Dishonesty, please refer to the Academic Code of Conduct in the Student Handbook.

If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor.

This is a partial syllabus. More detailed information relating to the class and Instructor will be made available to each student.

Revised August 11, 2015
Course Materials:


Course Arrangements: Workplace conduct and being prepared for interactions across multiple generations in the workplace is a societal issue. This seminar course will focus on social and cultural issues in the workplace, professionalism, career exploration, ethics and boundaries. Lectures, discussions, oral presentations, videos, guest speakers, and outside assignments will be used.

Evaluation:

- **Participation & Discussion**: These activities/assignments will be given in class and cannot be made up. These grades include quizzes, video evaluations, guest speaker evaluations, in-class exercises, questions, and responses to other written and oral class assignments both in class and through D2L. **Attendance and class participation are important to achieving all points. If you do not attend class on a regular basis, it will affect your grade. Students must be on time at the beginning of a quiz or other assignment in order to participate and receive credit. Tardiness will result in the inability to participate.**

- **Cover Letter & Resume**: Students will create a cover letter and resume. Guidelines will be given.

- **Group Project**: Groups will create a creative work that depicts the generations in the workplace. This depiction will demonstrate how different generations would work together to solve an issue or tackle a problem or project.

- **Final Exam**: The class will have a cumulative final exam.

Assignments submitted past the deadline will be subject to penalty and may not be accepted.

Course Grading:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Participation/Discussion</td>
<td>50</td>
</tr>
<tr>
<td>Group Project</td>
<td>40</td>
</tr>
<tr>
<td>Cover Letter &amp; Resume</td>
<td>30</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>150 points</strong></td>
</tr>
<tr>
<td>Grade</td>
<td>Points</td>
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<td>-------</td>
<td>------------------</td>
</tr>
<tr>
<td>A</td>
<td>135-150 (90-100%)</td>
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<tr>
<td>B</td>
<td>120-134 (80-89%)</td>
</tr>
<tr>
<td>C</td>
<td>105-119 (70-79%)</td>
</tr>
<tr>
<td>D</td>
<td>90-104 (60-69%)</td>
</tr>
<tr>
<td>F</td>
<td>89 &amp; BELOW (59% &amp; Below)</td>
</tr>
</tbody>
</table>

**Course Policies:**

**Attendance Policy:** You are expected to come to class each time, having already read and/or completed all assignments. I will take attendance each class meeting. I will record all absences not distinguishing between excused and unexcused. As a courtesy, you should make the instructor aware of any planned absences, but know this will not prohibit you from losing participation points awarded on the day of your absence. The participation grades from in-class assignments CANNOT be made up. See the policy on institutional absences. I will follow this policy for students affected.

*More than two (2) absences = the final grade will be deducted by one letter grade for every additional absence. The instructor does NOT distinguish between excused and unexcused absences. If your body is not physically in the class then you are absent. The student is responsible for all work regardless of absences.*

**Tardiness:** Class begins at the time listed on the schedule. I expect students to be in class and ready to begin at that time. Tardiness is distracting to me and other students. If any student is tardy, it is **his/her responsibility** to tell me **after** class that he/she has indeed attended class. If I am not told at the end of the class period, I will count the student as absent. Two tardies equal one absence, and I will begin deducting 10 participation points for each subsequent tardy. If you are late, you will be unable to make up quizzes, tests, or points earned from guest speaker evaluations and assignments awarded during that class period.

**Late Assignments:** Assignments are due at the beginning of class on the due date. Assignments are due on time regardless of computer and printer problems.

**Make-Up Policy:** Considering the assigned value of the assignments, a “zero” for any assignment would be sufficient to drop a student’s grade substantially. It is, therefore, very important that no classes or assignments are missed. There will be no make-ups for participation grades. Therefore, excessive absences will adversely affect the student’s course grade and could result in an F. There are no make ups for the final group project. Groups must present on the day assigned so that all groups stay on schedule and are given ample time to present.

**Instructor Cell Phone Policy**

- Pagers and cell phones will be turned off or not brought to class. All students will be required to put away their headphones and “ear bug” remote devices while in class. Students will not be excused from class to use a phone or answer a page, unless they are sworn police officers or emergency personnel on duty. Text messaging while someone is teaching a lesson is very distracting and, frankly, rude and disrespectful. It is not enough that you put your phones on “private” or “silent” during class – you will be required to put them away, leave them alone, and devote your attention to learning, which is essentially why you are in the class to begin with. **Turn Cell Phones off before class begins. If your cell phone rings in class or a student participates in text messaging during class, the offending student will have 10 participation points deducted.**

**DISABILITY ACCESS:** Students with disabilities who need accommodations in this course must contact the instructor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the instructor, registered with the Office of Student Development, and provided required documentation.
Academic and Classroom Behavior Policies:

- Practice professionalism in all course activities.
- Class will begin on time. Avoid arriving late and leaving early. It is unprofessional to arrive late to class and get up in the middle of class unless it is an emergency. It is also disruptive to the instructor and other students.
- You are expected to attend class on a regular basis and participate in all activities and discussion
  - If a student is not prepared for class or misses an assignment deadline, the student’s grade may be lowered and/or work may not be accepted
- Avoid talking while teacher, classmates or guests speakers are talking or other unprofessional behavior. This is a discussion based class. It is important to be courteous and respectful to other class members. Common courtesy is expected.
- Avoid studying or reading other material, sleeping and not participating in group discussion or activities that are considered disruptive behavior according to the Board of Regents policy on disruptive behavior. Classroom sessions are not for studying for other classes, doing homework, or conducting other business. Sleeping should be done before, or after, but never during the classroom session.
  - Students who engage in such behavior can be asked to leave class.
- Avoid using foul or profane language. It is unprofessional.
- Students should respect all equipment and furniture in the facility.
- Drinks in spill proof containers are permissible.
- Use your breaks between classes to use your cell phone and eat your snacks.
- ABAC is a tobacco free campus and all should abide by this policy

Course Calendar
SOSC 1100
Tentative Plan

Instructor reserves the right to change the course plan. Students will be notified of any changes.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Activity/Assignment</th>
</tr>
</thead>
</table>
| Wednesday | August 12| Class Introduction  
Review of Syllabus  
Discussion on Foreword and Introduction of text  
Introductory Questions |
| Monday    | August 17| Chapter 1:  
Overview of Generations  
Quiz  
Deciding on a Career: Education IQ & Advice from Others |
| Wednesday | August 19| Chapter 2:  
Millennials &  
Chapter 3:  
Expectations & Values  
Quiz  
Researching Careers: Job Benefits  
Finding a Job: Being a Professional |
| Monday    | August 24| Chapter 4:  
Building Relationships &  
Chapter 5:  
Psychological Contracts  
Quiz |
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Chapter</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>August 26</td>
<td>Chapter 6: Organizational Structure, Culture</td>
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<td>and Training Quiz</td>
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<td>Monday</td>
<td>August 31</td>
<td>Chapter 7: Recruitment and Retention Tactics</td>
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<td></td>
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<td>Chapter 8: Managerial Styles Quiz</td>
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<tr>
<td>Wednesday</td>
<td>September 3</td>
<td>Professional Etiquette for the Workplace</td>
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<td></td>
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<td>Resumes</td>
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<td></td>
<td></td>
<td>“W” Deadline for Session A is Tuesday,</td>
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<td>September 8 by 4:30 PM</td>
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<tr>
<td>Monday</td>
<td>September 7</td>
<td>Labor Day Holiday</td>
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<tr>
<td>Wednesday</td>
<td>September 9</td>
<td>Professional Etiquette for the Workplace</td>
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<td></td>
<td></td>
<td>Cover Letters &amp; Interview</td>
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<tr>
<td>Monday</td>
<td>September 14</td>
<td>Continuation of Cover Letters/Resumes</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 16</td>
<td><strong>Cover Letters &amp; Resumes Due</strong></td>
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<td></td>
<td></td>
<td>Group Work Day</td>
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<tr>
<td>Monday</td>
<td>September 21</td>
<td>Group Project Presentations</td>
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<tr>
<td>Wednesday</td>
<td>September 23</td>
<td>Group Project Presentations</td>
</tr>
<tr>
<td>Monday</td>
<td>September 28</td>
<td>Group Project Presentations</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 30</td>
<td>Group Project Presentations</td>
</tr>
<tr>
<td>Monday</td>
<td>October 5</td>
<td>Final Exam</td>
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</tbody>
</table>

Revised August 11, 2015
Name____________________________________
Home Phone_________________
Cell Phone_____________________
Stallions Email Address _______________________________
Alternate Email address________________________________
I have read and understand the classroom rules and policies. I agree to follow the policies.
________________________________________  ____________
Name                                      Date
Other helpful info:
Hometown______________________
Major__________________________
Career goals

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________________________________________ (Please sign in the space provided.)