



# TEXARKANA COLLEGE

**Course Name:** Bring Your "A" Game to Work

**Course Number:** LEAD 1100

**Instructor Information:**

**Name:** Phillip Parrish, Th.M

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**OFFICE HOURS: BY APPOINTMENT ONLY**

Textbook Information: Bring Your "A" Game to Work ISBN: 978-0-9847528-0-5  
Bring Your "A" Game to Work (Participant Workbook) ISBN: 978-0-9651447-7-3

**Student Learning Outcomes:**

- discuss the concepts of the seven work ethics
- understand the connection between mastering work ethics and employability
- understand the appropriate application of work ethic principles in daily life
- to engage in creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (creative thinking)
- to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities (social responsibility)
- demonstrate effective development, interpretation and expression of ideas through written, oral and visual communication (communication skills)

**Student Requirements for Completion of the Course:**

Students will complete all workbook activities, reading assignments, quizzes, and certification exam.

**Student Assessment:**

Students are assessed using participation, completion of workbook activities, , homework assignments, quizzes, certification exam, and attendance.

Week	Topic
1	Introduction: Syllabus overview, expectations, workload, attendance policy Introduce behaviors (pg. 2-3 in Instructor Manual) Icebreaker – Why Are You Here?
2	Personality Shapes Assign Reading due next week pgs. 1-21 – 5 learnings on a separate sheet of paper Announce quiz at the beginning of next week
3	Homework due at door 10 question quiz over Attitude Attitude: Define/Discuss Nothing is Constant but Change Assign Reading due next week pgs. 22-43 – 5 learnings on a separate sheet of paper
4	Homework due at door 10 question quiz over Attendance Attendance: Define/Discuss Bring Your Whole Self to Work Assign Reading due next week pgs. 45-66 – 5 learnings on a separate sheet of paper
5	Homework due at door 10 question quiz over Appearance Appearance: Define/Discuss Dress Do's and Don'ts Assign Reading due next week pgs. 67-87 – 5 learnings on a separate sheet of paper
6	Homework due at door 10 question quiz over Ambition Ambition: Define/Discuss Vision Statement Assign Reading due next week pgs. 89-101 - 5 learnings on a separate sheet of paper
7	Homework due at door 10 question quiz over Accountability Accountability: Define/Discuss Want to Do, Need to Do, Should Do Assign Reading due next week pgs. 111-130 – 5 learnings on a separate sheet of paper
8	Homework due at door 10 question quiz over Acceptance Acceptance: Define/Discuss Generational Differences Assign Reading due next week pgs. 131-151 – 5 learnings on a separate sheet of paper
9	Homework due at door 10 question quiz of Appreciation Appreciation: Define/Discuss Showing Respect Assign Reading due next week pgs. 153-160 – Nickname activity (pg. 157) on a separate sheet of paper
10	Spring Break – No class
11	Attitude 2: Change Your Outlook, Change Your Outcome Taking Action

12	Attendance 2: Brand builder Taking Action
13	Appearance 2: Matching Employer's Expectations Taking Action
14	Ambition 2: Lifelong Learner Taking Action Acceptance 2: Taking Action
15	Accountability 2: Why Do We Need Rules? Taking Action Appreciation 2: Taking Action
16	Capstone Moving Forward Putting it All Together Return to Why Are You Here?
17	Certification Exam

**(1) EXPECTATIONS**

- **No cell phone usage allowed in classroom**
- **Bring books, paper and writing utensils with you class**
- **Always show respect for others, and their opinions and beliefs**
- **Adhere to attendance policy**
- **Homework assignments must be completed prior to entering class**
- **Make-up work is at the discretion of the Instructor**

## **(2) ABSENTEE POLICY**

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

## **(3) EXCUSED ABSENCES**

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College.

Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures.

Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

#### **(4) MAXIMUM ALLOWABLE ABSENCES**

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class.

**Workforce Classes: You are allowed 5 absences per semester. Once the 6<sup>th</sup> absence is reached, you will be dropped from the program.  
Three tardies equal one absence.**

Texarkana College has NO excused absences except those listed in Section 3.

#### **(5) Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

#### **(6) Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Library for personal assistance. If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

#### **Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.