



# TEXARKANA COLLEGE

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

**Course Number:** LEAD 1100

**Instructor Information:**

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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- Key behaviors for an effective employee Syllabus Quiz
2	Personality Shapes p. 4 Employment Personality Test Assign Reading due next week pgs. 1-21 – 5 learnings on a separate sheet of paper
3	Homework due at door 10 question quiz over Attitude Attitude: Define/Discuss p. 5 Nothing is Constant but Change scenarios 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 p. 11 Bring Your Whole Self to Work p. 16 Leadership Development Assessment Branding Building (NO HOMEWORK DUE)
5	Quiz over Resume Introduction to Resume Writing Assign Reading due next week pgs. 45-66 - 5 learnings on a separate sheet of paper
6	Homework due at door 10 question quiz over Appearance Appearance: Define/Discuss p.21 Dress Do's and Don'ts p.29 Self-Study: First Impression Case Study: Why Was I Fired? Assign Reading due next week pgs. 67-87 – 5 learnings on a separate sheet of paper
7 	Homework due at door 10 question quiz over Ambition Ambition: Define/Discuss p. 32 Vision Statement p.34 Can You Name? Personal Vision Statement Exercise Vision Statement – Write It Down worksheet (NO HOMEWORK DUE)
8	Quiz over Interview Process How to Answer: "Tell me about yourself" Job Interview Assessment Assign Reading due next week pgs. 89-109 - 5 learnings on a separate sheet of paper

9	<p>Homework due at door</p> <p>10 question quiz over Accountability</p> <p>Accountability: Define/Discuss p.41</p> <p>Want to Do, Need to Do, Should Do p.46</p> <p>Resignation Letter: Before You Quit</p> <p>Eric Thomas: You Owe You video</p> <p>Assign Reading due next week pgs. 111-130 – 5 learnings on a separate sheet of paper</p>
10 ★	<p>SUBMIT COMPLETED RESUME</p> <p>Homework due at door</p> <p>10 question quiz over Acceptance</p> <p>Acceptance: Define/ Discuss pg. 49</p> <p>Generational Differences pg. 56-57</p> <p>Emotional Intelligence Assessment</p> <p>Assign Reading due next class period pg. 131-151- 5 learnings on a separate sheet of paper</p>
11 ★	<p>Homework due at the door</p> <p>Appreciation: Define/ Discuss pg. 59</p> <p>10 question quiz over Appreciation</p> <p>Respect in the Workplace</p> <p>Assign Workforce Final Presentation</p>
12	<p>Workforce Presentations</p> <p>Leadership In Action PART I</p> <p>Moving Forward MC Quiz</p>
13 ★	<p>Captstone LEAD 1100 Review</p> <p>Leadership In Action PART II- WF Presentations</p> <p>•PowerPoint Presentation •Research Paper</p>
14	Thanksgiving Holiday Break- NO CLASS
15	CERTIFICATION EXAM

### EXPECTATIONS

- No cell phone usage allowed in classroom

- **Bring books, paper and writing utensils with you to class**
- **Always show respect for others, and their opinions and beliefs**
- **Adhere to attendance policy**
- **No head down on desk or sleeping**
- *Homework assignments must be completed prior to entering class*
- **Make-up work is at the discretion of the Instructor**
- **Must be in proper program uniform with student ID Badge**
- **Any disruption of class, students will be dismissed from class and sent to the Dean of Students.**

### **(1) 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.

► *Quizzes will be given in the first minutes of each class and there are no make-up quizzes.*

### **(2) 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.

**(3) 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.

A course that meets for the full 16-week semester	
<i>Class or lab meets</i>	Instructor may withdraw student from course if absences exceed
Once a week (night or Friday classes)	<b>2</b> absences

Texarkana College has NO excused absences except those listed in Section 2.

**(4) 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>.

**(5) Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3349, 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.

**(6) 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.