AUBURN UNIVERSITY

SYLLABUS

SPECIAL EDUCATION, REHABILITATION, AND COUNSELING

**Fall Semester 2018**

**Course Number:** RSED 4100 section 002

**Course Title:** Professional Communication in Rehabilitation

**Credit hours**: 3

**Prerequisites:** Junior/Senior classification

**Classroom:** Thursday, 2:00-4:50, Haley Center 2423

**Instructor:** Barclay Bentley, M.Ed., CRC

 1247 Haley Center

 bentlbj@auburn.edu

**I. Course Purpose and Objectives**

The purpose of this course is to provide the rehabilitation student with an opportunity to develop a portfolio that will exemplify the particular abilities and attributes of each person who has completed the Rehabilitation and Disability Studies major. The portfolio may be used in seeking employment, admission to graduate school, and to provide record of your undergraduate experience. The course will allow each student to emphasize the unique competencies that he or she has gained during the baccalaureate education.

The portfolio is a form of written communication. The process used in the creation of a portfolio requires introspection, analysis, and synthesis of the student’s educational, clinical, advocacy, volunteer, and leadership experiences. The course is structured to assist the student in the creation of the portfolio through the achievement of the following objectives:

1. Complete a SWOT Analysis
2. Develop of a professional mission statement
3. Create several professional resumes
4. Obtain job interviewing skills towards employment or graduate programs
5. Develop an e-portfolio that emphasizes the unique attributes of the student’s education, relevant experiences, and accomplishments.
6. Gain an understanding of working with diverse populations and communicating effectively as a human services practitioner.

**II. Texts and Required Instructional Material**

Quintanilla, K.L., Wahl, S.T. (2016) *Business and professional communication: Keys for workplace excellence*. Los Angeles: Sage

Additional materials will be provided in CANVAS to complete assignments.

**III. Instructional Method**

Instructional methodologies employed in this course will be lecture/discussion and class presentations.

**IV. Course Requirements**

***Class Assignments***

* **SWOT Analysis, Core Values, Core Beliefs**

Handouts describing this activity and worksheets to complete the assignment will be provided. **The SWOT is worth 4 points, Core Values is worth 8 points, Core Beliefs is worth 8 points.**

* **Professional/Personal Mission Statement (Strategic Plan)**

This assignment will convey to the reader and you, your vision of what you want to become. This statement crystallizes your view or perspective regarding career direction and provides you with a purpose and identity that is self-reinforcing or motivating. The mission statement rests upon a foundation of core beliefs and values that give meaning and further define and amplify the condition that services are the be provided to stakeholders. **This assignment is worth 10 points.**

* **Cover Letter and Resume**

This assignment requires that each student develop a resume tailored to his or her personal future goals. We will cover the area of cover letters and resume’s extensively. Materials used for this assignment will come from Auburn University Career Development Services office.

**The cover letter and resume will be worth 8 points each (16 total).**

* **Professional Interview**

Each student will complete a professional mock interview. Details will be forthcoming regarding this assignment. **This assignment is worth 5 points.**

* **Test**

There will be one test this semester that will come from the text and lectures. We will review for this test.

**This assignment is worth 20 points.**

* **Portfolio Development and Presentation**

Each student will be required to develop an electronic portfolio that contains: the mission statement, cover letter, resume, a product or presentation from a rehabilitation course, a product from one other class taken at the college level (paper, PowerPoint, something that is an outcome for an assignment), practicum and internship information, and other materials such as letters of recommendation, plans of study, evidence of leadership activities. Please include other information such as your work experiences, volunteerism, college level clubs or organizations, and hobbies and interests, etc. BE CREATIVE ☺ **This portfolio will be worth 24 points. Details will be provided after Labor Day regarding the production of this artifact. We will utilize WIX for our portfolio host for FALL 2018.**

* **Class Participation Points**

There will be various class activities this semester in which you will have the ability to earn up to five (5) class participation points. These will be unannounced.

**V. Evaluation**

This course is calculated out of the total points possible (**100 points)**

92 - 100 = A

84 - 91 = B

76 - 83 = C

68 - 75 = D

Below 68 =F

**SWOT Analysis/Core Values/Beliefs: 15 points**

**Mission Statement: 10**

**Cover Letter/Resume: 16**

**Mock Interview: 10**

**Test: 20**

**Portfolio and Presentation: 24**

**Class Participation Points: 5**

**Total points possible: 100**

**VI. Academic Integrity**

It is each student’s responsibility to become familiar with the provisions contained in Auburn University’s policy regarding academic integrity or honesty.

**VII CLASS POLICY STATEMENTS:**

**Attendance:** It is expected that students will attend ALL scheduled class meetings. If you are to miss class, please e-mail the instructor before the scheduled class meeting.

**Excused absences:** Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the *Tiger Cub* for more information on excused absences.

**Make-up Policy:** Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstance, no make-up exams will be arranged the last three days before the final exam period begins.

**Assignments:** All assignments must be typed and prepared in a professional manner (i.e., neat, correct grammar, spelling), following APA guidelines. Assignments are due on the date noted in the syllabus. For **each day** an assignment is late, **10%** will be deducted from the final earned grade for the assignment.

**Academic Honesty Policy:** All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the provost, which will then refer the case to the Academic Honesty Committee.

**Disability Accommodations:** Students who need special accommodations in class, as provided by the Americans with Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodations Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).

**Course contingency:**  If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials.

**Distance Learning Students:** Unless specific instructions have been given for a designated course, students in distance education courses shall take all closed resource examinations under the supervision of an approved proctor. Examples of approved proctors include a school superintendent, a principal of a high school, a dean or department head of a college, or a work supervisor. Proctors shall be verified and exams shall be sent directly to the proctor who will manage the examination in a secure manner, requiring students to present a picture ID.

**Professionalism:** As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

* Engage in responsible and ethical professional practices
* Contribute to collaborative learning communities
* Demonstrate a commitment to diversity
* Model and nurture intellectual vitality

 **VIII. Tentative Course Schedule**

August 23 Introduction and Course Overview/Introductions

August 30 Chapter 1 Business and Professional Excellence in the Workplace,

Chapter 2 Verbal and Nonverbal Communication, SWOT Analysis

September 6 Mission Statements, Core Values, Core Beliefs

September 13 Chapter 4 Resumes, Interviews, Negotiation

Continue SWOT, Mission statements, Core Values, Core Beliefs

Cover letter and resume development (career services guide) Disability

September 20 Specific Communication: Autism the Musical film

September 27 AU Career Services presentation in class

**SWOT due**

October 4 Components of portfolio, setup WIX accounts in class- Bring laptops or tablet sample portfolios, revisit cover letters and resume

October 11 **NO CLASS FALL BREAK**

October 18 Chapter 5 Getting to Know your Diverse Workplace,

Chapter 6 Interpersonal Communication at Work

**Mission Statement due**

October 25 Communication Exercises in class

November 1 Chapter 8 Technology in the Workplace,

Chapter 10 Leadership and Conflict Management

**CORE Values/Beliefs due**

November 8 Ch 14 Work Life Balance, work on portfolios

 **Cover letter due**

November 15 Portfolio day in class

**Resume due**

November 22 **Thanksgiving Break**

November 29 **TEST TODAY**

December 6 Final class, **portfolio due today**