

EDU3971 ETIQUETTE EDUCATION III

Course Syllabus

COURSE REQUIREMENTS

Etiquette Education III course is an introductory course and is open to all students.

COURSE DESCRIPTION

In this course, we will explore, discuss, and evaluate the science of social psychology. We will examine a variety of topics pertaining to the myriad ways in which people behave within various social contexts.

In this course you will become familiar with basic principles in social psychology. It will introduce you to the empirical literature on the science of social behavior. This course will enable you to better apply what you learn, to actual examples, both in psychological research and in everyday life.

LEARNING OBJECTIVES

The goal of this course is for you to understand the ideas and methods that form the foundation of the field, and to apply these ideas during this course. Social psychology is the scientific study of the way individuals think, feel, and behave in social situations. Beyond learning the content of the course material, an important goal of the class is to help you think critically about the nature of human behavior and how to apply the information you learn in this course in your daily lives.

By the end of this course all students should:

- Understand affect, behavior and cognition
- Know how to utilize critical thinking skills in social psychology
- Understand Initial impression forming
- Understand Social cognition and attitudes
- Have knowledge in use of expectations
- Examined Individual and cultural differences
- Examined reduction in discrimination

ATTENDANCE

Attendance is mandatory for all students. Excellent attendance is imperative for mastery and application of the information dispensed. Whether you are sitting at a desk in a classroom or attending via Skype, your attendance is vital to your success. Late arrivals are distracting and disrespectful. Please refrain from being tardy.

Grades will be affected by absences and tardiness. Participation in class is a prerequisite. You learn from lectures, discussions and presentations.

CLASSROOM BEHAVIOR

Students are expected to treat all persons with respect. We should all conduct ourselves in a courteous and responsible manner. Be considerate, you can disagree, don't insult.

Please set all your electronic devices to silent during class so as not to be a disturbance to others in the class.

TUTORIAL ASSISTANCE

We maintain an open-door policy for our students. We are absolutely willing to discuss any matter that may arise during the course. If you have any questions, problems, or need help with the course material, we urge you to reach out as soon as the issue arises. If you want to contest a grade, you must do so within 48 hours and put it in writing. Please ask your student advocate for help. If you do not have a student advocate send an email to: tutordept@usilacs.org.

NON-DISCRIMINATORY STATEMENT

All students regardless of age, race, gender, religion, physical disability, class, etc., shall have equal opportunity without harassment in this course. Any problems with or questions about harassment can be discussed confidentially via email at: hr@usilacs.org.

DRESS CODE

For students enrolled who are attending in a classroom or via Skype, please be sure you are dressed modestly and respectfully. Please refer to www.merriam-webster.com/dictionary/business%20casual. NO short shorts or skirts. Avoid low-cut tops. We want to present ourselves in a dignified manner at all times.

NETIQUETTE

- Always read through all the comments of the class before responding. This will avoid duplicating comments or questions asked.
- Avoid language that could be offensive. All profanity is strictly prohibited. Remember that using all caps when replying online signifies shouting. This would be rude and combative.
- Be sensitive to the fact that there will be fellow students from all parts of the world with many differing backgrounds and languages. Remember that slang and idioms will most likely be misconceived and/or misinterpreted. These should be avoided.
- Respect others views or opinions.
- Be thoughtful of the privacy of others. Ask permission before sharing email addresses or other personal information.
- Do not forward inappropriate material such as: virus warnings, chain letters, jokes, etc. The sharing of pornographic material is strictly prohibited.
- Use good spelling and grammar. Avoid using texting shortcuts.
- Strive to compose your comments in a positive, supportive and constructive manner at all times.

Any of these offenses will be dealt with by the school disciplinary committee.

ADA ACCOMMODATIONS

All reasonable accommodations will be provided for students with disabilities. Any student attending USILACS who needs an accommodation due to a chronic challenge (i.e. blindness, deaf or hard of hearing, mobility issues, psychological, or learning disability), register with:

USILACS Registrar's Office
1221 Brickell Ave.
Miami, FL 33131
1-305-330-2202
registrarsoffice@usilacs.org

ACADEMIC DISHONESTY/CHEATING

We encourage collaborating with others, either in person or online, to study and learn. When you complete your assignments or your exams, however, the wording must be your own.

Plagiarism is the theft of someone else's work and ideas. You are permitted to cite or even quote someone else, however, you must properly cite them. There are two accepted ways of doing this. They are known as Modern Language Association (MLA) or American Psychological Association (APA). You can visit www.citationmachine.net for help in correctly citing information.

As a school that strives to maintain high moral standards, we strongly caution our students to be ethical and honest. Endeavor to be honest in conducting yourself in regard to any coursework you accomplish or exams you may take. Cheating is a dishonest practice.

REFERENCE MATERIALS

The vast majority of textbooks are outdated by the time they are published. USILACS education programs are not based upon outdated printed textbooks. USILACS programs are based on the most accurate and reliable knowledge available; specifically, up-to-date vetted internet-based information.

For those who would like some reference or Internet search recommendations, we would recommend the following.

2016) Etiquette Lesson for Kids and Teens by Camilla Carter
(2016) Workplace Etiquette by Brendan Ng
(2015) Principles of Social Psychology. The University of Minnesota.
Covering Business Credit. Office Etiquette. Joanne Dunn, Joanne Dunn & Associates and Michael C. Dennis.
Houston Chronicle. Golden Rule in Business Etiquette. Eric Feigenbaum, Demand Media.
(2013) Good Manners: What to Say and Do by Rebecca Ezekiel

MINIMUM REQUIRED SUPPLIES

All students will need the following:

- Computer with camera, microphone, and speakers.
- Skype installed on the computer with an active Skype account.
- Internet
- Printer
- Notebook paper
- Pens/pencils

If the student does not have a computer or internet, there will be some available for use at the school in the computer lab.

GRADING SYSTEM

There will be three tests throughout the course. Each test will count for 33.3% of the final grade.

Grade	Percentage	Grade Point
A+	99	4.0
A	97	3.8
A-	94	3.7
B+	89	3.3
B	85	3.0
B-	81	2.7
C+	77	2.3
C	73	2.0
C-	69	1.7
D	66	1.0
F	59	0.0

All students must earn at least a “D” in order to pass the class.

ASSIGNMENTS

Public Etiquette Paper-

Go to a public place and observe people interacting with one another. Write down all appropriate and inappropriate forms of etiquette you observe. When you observe inappropriate or lack of etiquette, write down what you would have done different and why.

Etiquette Journal-

Journal an ordinary day in your life, as you go about the day try to use many forms of etiquette write down the different forms of etiquette you used. Explain how you feel this etiquette affected the situation. For example, “I made a point to shake the gentlemen's hand. I feel this helped break the ice and he responded favorably.”

Short Essay-

Write a short essay (few paragraphs) telling what you have learned or appreciated most from this course and any suggestions you might have as well.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework Workplace etiquette
Week 2	Different Cultures have Different Norms
Week 3	Affect, Behavior and Cognition
Week 4	<i>Public etiquette paper</i>
Week 5	How We Use Our Expectations Video review and Exam
Week 6	Initial Impression Forming
Week 7	Individual and cultural differences
Week 8	<i>Etiquette journal</i>
Week 9	Video review and Exam
Week 10	Office etiquette Golden Rule
Week 11	Good Manners Bad Manners
Week 12	<i>Short essay</i>
Week 13	Video review and Final exam