



COURSE CODE:

TBD

Syllabus Quick Reference

Instructor Contact

Instructor Name:

Telephone:

E-Mail:

Office Hours:

Course Information

Start Date:

Completion Date:

Meeting Schedule:

Meeting Location:

Prerequisites: [None]

Course Contact Hours: [#
Hours]

Course Length: 4-hours]

Lecture: [%]

Laboratory: [0%]

E-Module: [%]

COURSE NUMBER – HYT 319

BUSINESS NETWORKING 2015

Cohort 3 Syllabus

PART 1: COURSE INFORMATION

Course Description

A 4-hour informational and interactive course with in-class experiential practice sessions to guide student in establishing a business networking foundation for professional and personal growth and achievement.

Other Required Course Materials N/A

Required Technology Accounts

To be successful in this course, students must have access to the following technology accounts:

- Owl Mail Email Account
- Blackboard Account

Details on how to setup and access the technology accounts for this course can be found in the Student Handbook for this course.

Instructor Contact –

The best way to reach your instructor is TBD.

Your instructor will respond to email and phone messages within 24 hours except on weekends.

Course Structure

This course is designed to provide a hybrid experience, including a blend of face-to-face and in class activities.

Face-to-face sessions will be held on the Largo campus location TBD) on [course HYT 319 meeting day and time]. Face-to-face activities will consist of

Interactive lecture

- Experiential review and practice sessions

Technology Requirements n/a for students

Assignment Submission – only in class activities

Disability Support Services

Students requesting academic accommodations are required to contact the



	College's Disability Support Services Office (B-124) or call (301) 546-0838 (voice) or (301) 546-0122 (TTY) to establish eligibility for services and accommodations. Students with documented disabilities should discuss the matter privately with their instructors at the beginning of the semester and provide a copy of the completed Student/Faculty Accommodation Form.
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PART 2: COURSE OBJECTIVES

By the end of this course, students who successfully complete classroom learning and activities will be able to:

- Write Personal Vision
- Identify Communication Style
- Create & Practice Self Introduction
- Define Networking (Why)
- Identify Your Network Contacts
- Develop Personal Networking Plan & Write personal strategic planning strategies and action steps that meet their vision goals and objectives
- Understand Networking types and techniques
- Practice business networking scenarios to engage in a Business Networking Process that benefits the job seeking efforts
- Summary of what lessons learned

Part 3: Grading Policy

<p>Teaching Strategies <i>Edit list as appropriate for this course</i></p> <ul style="list-style-type: none"> • Lecture/Discussion/Demonstration/Q & A's • Lab Activities – Practice Experiential Scenarios • Point References • E-Module Assignments 	<p>Homework/Out of Class Time Summary N/A</p>
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Graded Course Activities {N/A}	Graded Point Value {N/A}
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Description of Graded Course Activities {N/A}

Part 4: Course Policies



Classroom Policy

Our goal is to build a respectful learning and work environment that allows for positive communication and teamwork. To promote this all students must abide by academic policies related to attendance, behavior and professional conduct as published in the current institutional catalog.

Online Netiquette Rules

Rules for interacting with others online:

- Unless directed otherwise by your instructor, you should write email and discussion board postings in standard written English (the kind of language you would expect to find in a workplace). Messages should be short and to the point.
- Make sure that you use a meaningful subject line for email and discussion messages so that your readers will have a clear idea of who sent the message and what the message contains.
 - Good example - "Subject: XXX 000, J Smith, My feedback on the Taylor article."
 - Poor example - "Subject: Interesting Stuff."
- Use all capital letters sparingly. Capitalize words only to highlight an important point or to distinguish a title or heading. Capitalizing whole words that are not titles is generally seen as SHOUTING and is often offensive to the reader.
- Be courteous about what you say about others in an electronic format. Never say anything in an email or on a discussion board that you would not want to see printed in the newspaper.
- When reacting to someone else's message, address the ideas, not the person.
- Be careful when using sarcasm and humor. Without face-to-face communications your joke may be viewed as criticism.
- Be respectful of other, diverse opinions. Don't assume that everyone shares the same views or background.
- Don't share copyrighted materials. Most things on the Internet are NOT "fair use." Instead of copying a relevant article or web page, provide a link to the material along with a short description of its significance.

(Netiquette rules based on materials developed by World Campus, Penn State)

Technology Accessibility Statements

Blackboard is fully committed to ensuring that the platform contains no barriers for users with disabilities and is both usable and accessible by everyone, regardless of age, ability, or situation. Blackboard measures and evaluates accessibility using two sets of standards: the WCAG 2.0 standards issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government. For full Blackboard accessibility information, visit https://help.blackboard.com/en-us/Learn/9.1_2014_04/Administrator/030_Accessibility.

Technology Privacy Statements



HYBRID TECHNOLOGY TRAINING

PRINCE GEORGES COMMUNITY COLLEGE

This course requires students to create accounts on external websites. Below are links to the privacy policy for each external website used in this course that requires a username and password. Please read and use the privacy information to safeguard your accounts.

Blackboard Privacy Statement: <http://www.blackboard.com/Footer/Privacy-Policy.aspx>