



Texas State
Technical College
Marshall

COURSE SYLLABUS

Psychology of Personal Adjustment

Title

PSYT 1313

Number

2 2 3

Lecture - Lab - Credit

DMTH 0100, READ 0100, WRIT 0100

Prerequisite

Dr. Larry Liles

Department Chair

11/2/04

Date

This syllabus has been reviewed and is current on the date indicated.

Reviewed By

Date

Dr. Larry Liles

Prepared By

Department Chair/Designee

I. COURSE DESCRIPTION

Development of personal, social, and work adjustment skills.

II. COURSE OBJECTIVE

Demonstrate skills in decision making, goal setting, assertiveness, career development and enhancement, and conflict resolution for personal social adjustment; and integrate overall knowledge by evaluating his/her own behavior and applying strategies of adjustment to his/her life.

- A. Given the textbook, website and lecture in the classroom the student will complete the Myers-Briggs personality inventory.
- B. Using the textbook and self awareness questionnaires the student will determine their self awareness profile.
- C. With the information listed in Chapter 3 of the text the students will list the skills for Increasing Clarity of Messages.
- D. Given the text and lecture the student will explain the importance of listening listing 12 of 14 characteristics of listening.
- E. Given the text and lecture the student will list five clear expectations using the information in chapters 6 and 7 of the text.
- F. Given the text and lecture the student will explain empowerment through delegation as it appears in the text.
- G. Given the text and lecture the student will demonstrate the skills of effective persuasion as it appears on Chapter 10 of the text.
- H. Given the text and lecture the student will explain the styles of leadership as defined in Chapter 11.
- I. Given the text and lecture the student will list the skills for overcoming change as defined in chapter 12.
- J. Given the text and lecture the student will define the roles of team members as explained in chapter 13.
- K. Given the text and lecture the student will demonstrate the skills in resolving conflict as explained in chapters 15 and 16.
- L. Given the text and lecture the student will develop a personal action plan to utilize the skills developed in the study of this course as described in chapter 17.
- M. Given the Myers-Briggs personality inventory and results the student will discuss the ways their personality types works with other personality types in class.
- N. Given resume samples the student will develop a personal resume that may be used in future job searches.
- O. Given an introduction to the library and study skills the student will demonstrate his/r abilities to conduct research by finding the assigned topics on a library data base.
- P. Given time management techniques the student will demonstrate effective use of time by developing and maintaining class management schedules.
- Q. Given discussion and description of a job the student will demonstrate appropriate interview behavior and dress.
- R. Given the information about ethics, harassment and diversity in the workplace the student well explain how each affects his/r job.
- S. Given the options from class the student will develop a personal and professional development plan.
- T. Given the lecture on customer service the student will explain the need for effective customer service for his/r area of study.

- U. Given information from class the student will explain the importance of having a plan to control stress/anger and impulse.

III. COURSE OUTLINE

A. Lecture:

1. Introduction - Myers-Briggs
2. Self Awareness
3. Sending Personal Messages
4. Listening/Providing Feedback
5. Goal Setting/Clarify Expectations
6. Empowerment through Delegation
7. Politics/Persuading
8. Leadership
9. Change
10. Teams & Meetings
11. Conflict & Negotiation
12. Integration

B. Laboratory:

1. Resume/Cover Letter
2. Research & Study Skills
3. Interview Skills
4. Time Management
5. Personal/Professional Development
6. Customer Service
7. Stress/Anger/Impulse

IV. REFERENCE MATERIAL:

Robbins, Stephen P. and Hunsaker, Phillip L. 2003. "Training in interpersonal skills." Prentice Hall Publishers.

V. SUPPLIES (To be provided by the student):

- A. Pens/Pencils
- B. Notebook
- C. Paper

VI. GRADING STRUCTURE:

- A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = <60

VII. CLASS PARTICIPATION:

- A. Texas State Technical College challenges students to be learners who assume responsibility for being a part of a community of scholars. Student presence and participation in the classroom is an important component of this challenge. Furthermore, as part of its mission, TSTC offers an education that prepares students for professional employment.
- B. Each student is encouraged to develop a professional work ethic that reflects responsibility, initiative, and teamwork.
- C. Students are expected to attend all classes. Students who are absent from class miss opportunities to contribute to the learning environment of the classroom and are developing patterns that will not be tolerated in the professional workplace.
- D. In light of the above, the student is responsible for all assigned course work and cannot be absolved of this responsibility.
- E. When enrolled in a particular course, the student is obligated to do all the work assigned. Punctual and regular attendance is vital to the discharge of this obligation and absences, excused or not, do not alter this responsibility.
- F. Students whose absences exceed 15 percent of the scheduled classes and laboratories may receive an "F" for the course.

VIII. SAFETY:

- A. Students will follow standard safety rules as discussed in class as well as those posted in each laboratory.
- B. Violations will be dealt with on an individual basis.

IX. SPECIAL NEEDS:

If you have a condition, such as a physical or mental disability, which will make it difficult for you to carry out the work as outlined, or will require extra time on examinations, please notify the Office of Disable Student Services in the first two weeks of the course so that appropriate arrangements can be made.

X. OTHER:

Expected Behavior

- A. Show up for class on time and stay until the instructor dismisses the class.
- B. Let the instructor know if they need to leave the class for a few minutes.
- C. Remain quiet during class when others are speaking and participate as appropriate.
- D. Refrain from disturbing other students.
- E. Refrain from using profanities and vulgarities during time spent in class or in the instructor's office.
- F. Refrain from using tobacco products in class.

XI. INSTRUCTOR INFORMATION:

- A. Instructor Name: Andrew Bozylinski
- B. Office Number: Room # 213
- C. Phone Number: 903-923-3356
 - 1. School: 903-935-1010
 - 2. Extension: 3356
- D. Instructor's E-Mail Address: agbozylinski@marshall.tstc.edu
- E. Office Hours: As Posted on Office Door

XII. SCANS ANALYSIS FOR THE COURSE:

SCANS MATRIX

Program: Enterprise Systems **Degree:** X Associate X Certificate

List Of All Identified Competencies

Competencies

1	2	3	4	5	6	7	8	Course Number	Course Title
X	X		X	X	X	X		PSYT 1313	Psychology of Interpersonal Adjustment
								Competency References	
							8	Basic Use of Computers	
						7		Workplace Competencies	
					6			Personal Qualities	
				5				Thinking Skills	
			4					Speaking and Listening	
		3						Arithmetic or Mathematics	
	2							Writing	
1								Reading	