# Professional & Personal Development

## Course Syllabus

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>VA-0485</th>
<th>OHLAP Credit:</th>
<th>No</th>
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<tbody>
<tr>
<td>OCAS Code:</td>
<td>None</td>
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<tr>
<td>Course Length:</td>
<td>15 Hours</td>
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<td>Career Cluster:</td>
<td>Arts, A/V Technology &amp; Communications</td>
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<td>Career Pathway:</td>
<td>Visual Arts</td>
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<td>Career Major(s):</td>
<td>Visual Graphic Design</td>
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### Pre-requisite(s): Students gain human relations skills for successful employment. Time management, self-motivation, problem solving, communication and leadership techniques are stressed. Student organization activities are included.

### Textbooks:
- Instructor-determined materials as appropriate for specific Career Major

### Course Objectives: **Objectives A. Through D. Are Core Objectives Required of All Career Majors.**

#### A. Demonstrate Employability Skills.

1. Apply human relations skills for successful employment.
2. Set self-development and career goals.
3. Apply organizational and time management principles.
5. Develop and apply written and verbal communications.
6. Develop resume and complete job application.
7. Practice job interviewing skills.
8. Demonstrate appropriate business dress for interviewing.
9. Use problem-solving techniques to make decisions.
10. Organize and participate in community service projects and fund raising activities.
11. Participate in leadership activities.
12. Demonstrate personal presentation skills.
13. Participate in critiques, giving and receiving constructive criticism.
PROFESSIONAL & PERSONAL DEVELOPMENT

B. Participate in Career and Technology Student Organization (CTSO)/Skills USA.
   1. Discuss the purpose of a CTSO organization/Skills USA.
   2. Form a CTSO organization/Skills USA.
   3. Participate in CTSO meetings.
   4. List characteristics and responsibilities of leaders and effective group members.
   5. Participate in CTSO activities.
   6. Discuss citizenship.
   7. Participate in a service project.

C. Appreciate Visual Art as a Vehicle of Human Expression.
   1. Demonstrate appropriate behavior while attending a visual art exhibition in a museum or art gallery.
   2. Demonstrate respect for your own work and the work of others.
   3. Demonstrate thoughtfulness and care in completion of artworks.

D. Identify Career Options Related to the Visual Arts.
   1. Identify the use of visual art in business and industry, advertising, television, and film.
   2. Document and create a visual art career plan based on portfolio, and an investigation of educational possibilities.

Objectives E. through I. for Visual Arts Career Majors.

E. Prepare for Employment.
   1. Know and follow proper dress code.
   2. Wear school ID at all times.
   3. Come to class prepared to work.
   4. Keep work areas clean.
   5. Stay on task at all times.
   6. Have a positive attitude.

F. Perform Employability Skills.
   1. Exhibit promptness to school, work and appointments
   2. Keep absences to a minimum.
   3. List characteristics of a dependable worker.
   4. Discuss employers’ expectations.
   5. Complete a job application.
   6. Discuss the purpose of a resume.
   7. Complete a resume.
   8. Discuss job interviewing.
   9. List possible interviewing questions.
  10. Practice a job interview.

G. Practice Teamwork.
   1. Discuss the principles of teamwork.
   2. List factors that make teamwork successful.
   3. Discuss how competition can be productive teamwork.
   4. Discuss why production improves when people work in teams.
   5. Practice teamwork on a common goal.
   6. Participate in group discussions and keep comments positive.
H. Exhibit Ethical Behavior.
1. Define the terms “honesty” and “integrity.”
2. Identify common reasons for dishonest or unethical behavior.
3. Identify specific guidelines for honest and ethical behavior.
4. Define the term “responsible behavior.”
5. Explain the importance of acting responsibly in a business environment.
6. Identify specific ways to demonstrate responsible behavior in a business environment.

I. Prepare for Career Success.
1. Discuss how the personal characteristics of employees impact an employer.
2. Identify ways to develop/enhance personal characteristics.
3. Demonstrate desirable employment characteristics.
4. List characteristics of effective oral communication skills.
5. Demonstrate effective oral communication skills.
6. Identify characteristics of effective written communication.
7. Demonstrate effective written communication skills.
8. Understand diversity in the workplace.
9. Demonstrate ability to adapt to occupational and organizational change.

Objective J. Only Required for Listed Career Majors without Workforce Staging Course in Course Sequence.
J. The Following Options are Approved for Work-Based Experience (WBE) in all Programs.

1. Clinical: In most cases, a group of students assigned to worksites with the instructor being available onsite.
2. Cooperative Education: A paid part-time work experience in which the student is released from school for part of the day.
3. Enterprise: A small business operated within the program that replicates a business in the larger community.
4. Expert in Residence: An industry expert regularly visits the school to work with students and instructors, and hosts them at worksite (also may be online “visits”)
5. Internship: An on-the-job training experience that is highly selective and intensive. May require a commitment to additional training beyond high school or subsequent employment at the worksite, which may include mentoring or online experience, and service learning.
6. Integrated Project: A special project integrating studies/experiences from two or more program areas of TTC, exploring career directions and connections.
7. Job Shadowing: A student “shadows” an employee at a worksite to learn about a particular skill, occupation or industry.

1ODCTE objective
2Priority Academic Student Skills (PASS) – High School Visual Art
3Required TTC objective
All unmarked objectives are TTC instructor developed.
PROFESSIONAL & PERSONAL DEVELOPMENT

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: 1. Students are graded on theory and shop practice and performance.
   2. Each course must be passed with seventy (70%) percent or better.
   3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/ College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.