



US 397 – Personality, Strengths, & Us

COURSE SYLLABUS: Summer I 2024

INSTRUCTOR INFORMATION

Instructor: Dr. Shelby Miller

Office Location: Online, Remote

Office Hours: Email, Telephone, or Virtual by Appointment

Office Phone: NA

University Email Address: Shelby.Miller@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: 24 Hours or Less

CLASS MEETINGS

This class meets via Zoom every Tuesday between June 3 – July 25, from 3:30 pm – 4:45 pm. The Zoom link can be found in the course shell on D2L.

IMPORTANT DATES

June 11, 2024 - Census Date: This is the last day to Drop without the course appearing on your transcript at all.

July 7-8, 2024 - Drop Deadline: This is the last day to Drop the course (will appear as DQ on your transcript) if you happen to remain enrolled in other courses at the university. If Investing in Us is your only course, you have until the Withdrawal Deadline.

July 16, 2024 - Withdrawal Deadline: This is the last day to Withdraw from the course (will appear as W on your transcript).

COURSE INFORMATION

Course Description

Learning to leverage your natural talents allows you to become more productive, engaged, and successful in your work by focusing on what energizes you. This interactive class includes access to Gallup's CliftonStrengths tool- a powerful self-assessment that identifies your unique top 5 themes of talent- with opportunities to build on your report findings in ways that enhance how you see yourself and work with others. Understanding natural talent is just the beginning of strengths discovery so plan

to go beyond foundational awareness and dig into intentional investment into your innate talents to apply to your work and life. Learn what you do best and then maximize your potential.

Student Learning Outcomes

Completion of this course provides the student with the knowledge to:

1. Identify their unique talents and strengths through validated talent and strength assessments.
2. Analyze how their talents and strengths relate to their academic, personal, and professional goals.
3. Develop strategies to further cultivate their talents and build upon their strengths.
4. Apply their talents and strengths to enhance learning, productivity, achievement, and engagement across domains.
5. Evaluate how effectively they are leveraging their talents and strengths to attain excellence and persistence in meaningful activities.

Investing in US Description

“Investing in Us” offers a professional development program at no cost to Texas A&M University-Commerce faculty and staff through a series of credit-bearing, academic, master classes. The program promotes a supportive environment for employees seeking to learn, grow, and thrive in their careers. “Investing in Us” seeks to invest the university’s significant and relevant academic knowledge and experiences into its faculty and staff, which will best position them to build on their strengths, talents, and skills and invest them back into serving students at Texas A&M University-Commerce.

Course Materials & Requirements

All materials for this course will be provided in class or online. After the completion of our second class, course participants will be issued an online access code (valued at \$25) to redeem for free access to the CliftonStrengths assessment. Assessment completion includes a personalized CliftonStrengths report that includes student-specific insights, reflective exercises, and action items.

Other reading or course materials will be provided in class or through the D2L course shell.

Instructional Methods/Activities

Students enrolled in the course should come to class prepared to participate. Regular attendance and active participation are expected over the eight-week course. Your reflection and feedback are not only valuable for your growth and development but for your peers as well.

- **(Brief) Reflective Assignments** - Students will post **short**, reflective responses to prompts related to course material on an online discussion board.
- **Personality Assessments** – Students will complete two different personality assessments (Big Five and CliftonStrengths)
- **In-Class Activities** - Students will engage in structured discussions during class time, divided into small groups to explore specific topics related to the course material.
- **“Drops”** – A weekly reminder for students to send (e.g., email) a brief, positive, and specific piece of feedback or recognition to someone (e.g., co-worker, student, friend, family member). *Completion of "drops" is not monitored and is based on the honor system. Each week, it will be assumed that you have sent one.*
- **Final Project/Presentation** – Student-directed assignment.

COURSE REQUIREMENTS

GRADING

The grading scheme for the course is satisfactory/unsatisfactory. To earn a “satisfactory” grade, students must successfully earn 60% or higher of the available course points. Your final grade will be determined by the following graded activities

Item	Value
(Brief) Reflective Assignments (3)	10 pts each / 30 total pts
Personality Assessments (2)	25 pts each / 50 total pts
In-Class Activities (4)	20 pts each / 80 total pts
“Drops” (8) <i>Completion of "drops" is not monitored and is based on the honor system. Each week, it will be assumed that you have sent one.</i>	5 pts each / 40 total pts
Final Project/Presentation	50 pts
Total Points	250 points

Grading Scale

S = 150-250 points (60-100%)

U = 0-174 points (0%-59%)

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Technical Support

If you are having technical difficulty with any part of Brightspace (D2L), please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course-Specific Policies

There will be no extra credit or curving of grades at the end of the semester. It is expected, then, that students complete their best work each week and fully engage in the course.

Grades of incomplete will not be assigned in this course. All coursework must be handed in no later than the final day of lecture for the course (July 23, 2024). Your grade will be recorded based on the points you have earned from all completed work at that time. There will be a 5% deduction in points on any late work received.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty Form](#)

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and online courses, with all federal and state laws prohibiting discrimination and related retaliation based on race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination based on sexual orientation, gender identity, or gender expression will be maintained.

A&M-Commerce Supports Students' Mental Health – Counseling Services

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, which offers counseling services, educational programming, and connections to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and have a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Week	Topics	Assignments	Due
Week 1 June 4 - 10	Introduction to... <ul style="list-style-type: none"> • Class • Personality Theory & Traits • “Drops” 	(Brief) Reflective Assignment Personality Assessment Send a “drop”	Mon, June 10
Week 2 June 11 - 17	Introduction to... <ul style="list-style-type: none"> • Positive Psychology • CliftonStrengths 	CliftonStrengths Assessment Send a “drop”	Mon, June 17
Week 3 June 18 - 24	<ul style="list-style-type: none"> • The 34 Themes • Your Top 5. • Balconies, Basements, and Barrier Labels 	In-Class Activity Send a “drop”	In-Class
Week 4 June 25 – July 1	Continued... <ul style="list-style-type: none"> • The 34 Themes • Your Top 5. • Balconies, Basements, and Barrier Labels 	In-Class Activity Send a “drop”	In-Class
Week 5 July 2 - 8	<ul style="list-style-type: none"> • Other people’s “basements”. • Strengths and Teams / Relationships • Complimentary Partners 	In-Class Activity (Brief) Reflective Assignment Send a “drop”	In-Class Mon, July 8
Week 6 July 9 - 15	Introduction to... <ul style="list-style-type: none"> • Mission and Goals • Final Project 	In-Class Activity Send a “drop”	In-Class
Week 7 July 16 - 22	Introduction to... <ul style="list-style-type: none"> • Wellbeing • Engagement 	(Brief) Reflective Assignment Send a “drop”	Mon, July 22
Week 8 July 23 - 25	Final Project / Presentations	Final Project / Presentations Final “drops”	In-Class