



## US 397 – Emotional Intelligence & Us

COURSE SYLLABUS: SUMMER I 2025

### INSTRUCTOR INFORMATION

Instructor: Dr. Shelby Miller  
Office Location: Online, Remote  
Office Hours: Email, Phone, or Virtual by Appointment  
Office Phone: NA  
University Email Address: [Shelby.Miller@etamu.edu](mailto:Shelby.Miller@etamu.edu)  
Preferred Form of Communication: Email  
Communication Response Time: 24 Hours or Less

### CLASS MEETINGS

This class meets via Zoom every Tuesday between June 2 – July 24, from 3:30 pm – 4:45 pm. The Zoom link can be found in the course shell on D2L.

### IMPORTANT DATES

- June 5, 2024 - Census Date: This is the last day to drop without the course appearing on your transcript at all.
- July 3, 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 15, 2024 - Withdrawal Deadline: This is the last day to Withdraw from the course (will appear as W on your transcript).

## COURSE INFORMATION

### Course Description

Emotional Intelligence (EI) plays a critical role in personal and professional success. Take your own EI assessments and learn the core components of EI (e.g., self-awareness, self-regulation, motivation, empathy, and social skills) and how to apply them in real-world contexts. Develop practical strategies to enhance communication, manage stress, build stronger relationships, and lead more effectively. Whether in the workplace or everyday life, EI is a vital skill for navigating challenges and connecting meaningfully with others.

### Student Learning Outcomes

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

1. Identify and articulate the components of Emotional Intelligence and their relevance in academic and professional contexts, including self-awareness, self-management, social awareness, and relationship management.
2. Demonstrate increased self-awareness by recognizing personal emotional triggers, values, and patterns, and reflecting on their impact in workplace and interpersonal interactions.
3. Apply evidence-based emotional regulation and interpersonal strategies to manage stress, navigate conflict, and communicate more effectively with colleagues and students.
4. Evaluate and enhance empathy and social awareness skills by engaging with diverse perspectives and responding appropriately to the emotional needs of others in a university setting.
5. Develop a personalized action plan to integrate Emotional Intelligence practices into daily academic, leadership, and collaborative roles for sustained personal and professional growth.

### Investing in US Description

“Investing in Us” offers a professional development program at no cost to East Texas A&M University 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 East Texas A&M University.

### Course Materials & Requirements

All materials for this course will be provided in class or online 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.

- **Self-Assessments** – Students will complete a variety of free, online self-assessments related to Emotional Intelligence, personality, and related competencies (e.g., emotional awareness, communication style, character strengths).

- **Personal Reflection Journal** - Each week, students will complete a personal reflection journal independently, using any modality they choose (e.g., writing, audio, video, art) to explore the emotional triggers, values, and behavior patterns they notice in themselves. Suggested journaling prompts will be provided each week to guide reflection, though students are welcome to follow their own focus. For those who wish to share insights or reflections, an optional discussion board and/or designated class time will be available each week. *This graded assignment is not submitted for review; instead, students will mark it as complete each week (an integrity-based system).*
- **Emotional Check-Ins** - At the beginning of each class session, students will participate in brief emotional check-in activities (typically 1–10 minutes) designed to help them identify and reflect on their current emotional state. These practices support the development of self-awareness, promote emotional regulation, and enhance students' readiness to engage with course content. *This graded assignment functions essentially as a form of attendance.*
- **Capstone - Emotional Intelligence Action Plan** – Students will create a personalized Emotional Intelligence action plan that outlines specific goals, strategies, and accountability measures to enhance their EI skills across self-awareness, self-management, social awareness, and relationship management. This plan will reflect on their learning from the course and include practical steps for sustained personal and professional growth.

## 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
Self-Assessments (5)	50 total pts
Personality Assessments Personal Reflection Journal (7)	15 pts each / 105 total pts
Emotional Check-Ins (in-class) (8)	5 pts each / 40 total pts
Capstone (1)	55 pts
<b>Total Points</b>	<b>250 points</b>

### Grading Scale

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

U = 0-149 points (0%-59%)

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by East Texas A&M University 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](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@ETAMU.edu](mailto:helpdesk@ETAMU.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 ETAMU 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.ETAMU.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>

## **ETAMU Attendance**

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

## **Academic Integrity**

Students at East Texas A&M University 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**

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@ETAMU.edu](mailto:studentdisabilityservices@ETAMU.edu)

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

## **Nondiscrimination Notice**

East Texas A&M University 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.

## **East Texas A&M Supports Students' Mental Health – Counseling Services**

The Counseling Center at East Texas A&M, 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.ETAMU.edu/counsel](http://www.ETAMU.edu/counsel)

### **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

<http://telusproduction.com/app/5108.html>

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University 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 East Texas A&M 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.ETAMU.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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

### **AI use policy [Draft 2, May 25, 2023]**

ETAMU acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism). Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed. In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

## COURSE OUTLINE / CALENDAR

Week	Topics	Assignments	Due
Week 1 June 3 - 9	Foundations of Emotional Intelligence <ul style="list-style-type: none"> <li>• Define Emotional Intelligence (EI) and explore its components (self-awareness, self-management, social awareness, relationship management)</li> <li>• Recognize the benefits of EI in personal and professional life</li> <li>• Relate EI to your own experiences across contexts (e.g., workplace, family, community)</li> <li>• Begin self-assessment and journaling</li> </ul>	EI Assessment(s)  Journal  Personality Assessment(s) - <i>Complete before Week 2 to prepare for class.</i>	Mon, June 9
Week 2 June 10 - 16	Self-Awareness and Emotional Understanding <ul style="list-style-type: none"> <li>• Define and practice self-awareness</li> <li>• Have sufficient understanding of your emotions to use and manage them effectively</li> <li>• Identify emotional triggers and typical responses</li> <li>• Introduce reflective practices (journaling, mindfulness, body scans)</li> </ul>	Journal  Stress and Resilience Assessment(s) - <i>Complete before Week 3 to prepare for class.</i>	Mon, June 16
Week 3 June 17 - 23	Self-Management and Regulation <ul style="list-style-type: none"> <li>• Describe and practice the concept of self-management</li> <li>• Learn to effectively self-regulate and self-motivate</li> </ul>	Journal  Empathy Quotient (EQ) Assessment(s) - <i>Complete before Week 4 to prepare for class.</i>	Mon, June 23

	<ul style="list-style-type: none"> <li>• Understand and balance optimism and pessimism</li> <li>• Practice strategies for stress management and emotional resilience</li> </ul>		
Week 4 June 24 – 30	Social Awareness and Empathy <ul style="list-style-type: none"> <li>• Define and cultivate empathy (emotional and cognitive)</li> <li>• Practice perspective-taking in diverse settings (home, work, community)</li> <li>• Explore emotional dynamics in interpersonal relationships</li> <li>• Increase awareness of emotional cues in others</li> </ul>	Journal  Communication Style and EI Assessment(s) - <i>Complete before Week 5 to prepare for class.</i>	Mon, June 30
Week 5 July 1 - 7	Emotional Intelligence in Communication <ul style="list-style-type: none"> <li>• Improve your verbal communication with others</li> <li>• Successfully use non-verbal communication signals to communicate with others</li> <li>• Learn emotionally intelligent listening and speaking</li> <li>• Practice conflict navigation through communication exercises</li> </ul>	Journal	Mon, July 7
Week 6 July 8 - 14	Relationship Management and Influence <ul style="list-style-type: none"> <li>• Effectively use your Emotional Intelligence to impact others positively</li> <li>• Build and maintain strong personal and professional relationships</li> <li>• Explore healthy boundaries, emotional support, and influence</li> </ul>	Journal	Mon, July 14



	<ul style="list-style-type: none"> <li>Practice giving and receiving feedback using EI principles</li> </ul>		
Week 7 July 15 - 21	<p>Emotional Intelligence Across Life Domains</p> <ul style="list-style-type: none"> <li>Apply EI to varied domains: work, family, community, and self-care</li> <li>Reflect on EI in leadership, parenting, partnerships, and teamwork</li> <li>Explore common emotional challenges in each domain</li> <li>Begin crafting a personal EI action plan</li> </ul>	Journal	Mon, July 21
Week 8 July 22 - 25	<p>Integration, Commitment, and Growth</p> <ul style="list-style-type: none"> <li>Reflect on progress and key takeaways</li> <li>Share individual growth and insights with the group</li> <li>Complete final self-assessment and compare to Week 1</li> <li>Finalize and commit to a long-term EI development plan</li> </ul>	Capstone	Online Submission / Optional Sharing in Class on Tue, July 22