Life Skills: Personal Development and Change Management Course Syllabus
MGMT 4114, Section 001
Wednesday: 5:30-8:30 PM

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Office Hours: Available by appointment

Course Overview
The aim of the course is to provide students with a framework for self-motivation and action as well as an understanding of individual impact on others while employing change management strategies. Students will learn how to balance multiple priorities, the importance of and relationship of personal choices, effective problem-solving and decision-making techniques, and the necessity of perseverance.

Required Text:

Supplemental Readings: See course schedule

Location of Course Materials:
Course materials can be found on eCourseware, handouts in class, or otherwise directed by the instructor.
Course Objectives:
Upon successful completion of this course, the student should be able to set realistic workplace and career goals, identify and demonstrate desirable personal skills that contribute to enhanced personal and workplace competencies, and understand the need for continuous improvement through change management whereby organizations and individuals can achieve their potential. Students will also be able to more effectively manage multiple priorities and challenges that impact their current, diverse environments.

Fogelman College: Learning Outcomes for Your Degree

| BBA | http://www.fcbassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf |

Course Methodology
There are three main methods used to attain the course objectives:

A. Mini-lectures
Lectures will be based on the assigned reading and topic for scheduled class periods.

B. Independent reading and activities
Students will complete activities in class based on the scheduled class topic. Outside of class, students will be required to keep a journal for reflection on class topics and indications of practical application of course content to appropriate environments.

C. Class discussion
Students will be expected to participate in class discussions.

Grading and Evaluation Criteria
The course grade will be based on a 500 point scale.

1. Class attendance (100 points)
2. In-class activities (100 points)
3. Weekly reflection video /journal (150): Students will record their thoughts on the topics discussed in the class that week (including journal prompts and how learning was shared). These videos should be uploaded by the designated time each week.
4. Final Reflective Video (150 points)

Final Course Grades
A – 500 - 455 points
B – 454 – 405 points
C – 404 – 355 points
D – 354 – 305 points
F - < 340 points
Schedule of Activities

Below is a calendar of the entire semester. I reserve the right to make changes to the course syllabus and schedule as necessary. If you are unable to attend a class, it is your responsibility to keep up with any changes as well as any content you might have missed. I will not distribute copies of my notes. If you anticipate being unable to attend a class, I encourage you to make arrangements to speak with or email a classmate to see what you have missed.

Final Exam Schedule

The final exam for this class will be scheduled according to the Registrar’s academic calendar website.

Course Policies

Attendance:

Attendance and participation in this class is necessary for completion of activities and understanding of module concepts. Attendance will be taken for each class meeting and will count towards the final grade for the course.

Academic Integrity:

Cheating or other student misconduct will not be tolerated in this class. The policies on cheating and student misconduct are covered in the academic misconduct section of the Code of Student Conduct and Disciplinary Procedures in the Student Handbook and will be enforced in this class.

Note that using a “Solutions Manual” is considered cheating. Evidence that using a “Solutions Manual” has occurred can result in actions taken as described on the campus’ Office of Student Conduct website.

Participation:

Participation in all class meetings and activities is crucial to this learning experience and is part of the grading criteria.

Classroom or Online Behavior:

In order to accommodate a better learning environment:

- Turn off all cell phones and other electronic devices during class lectures and exams. No texting during class.
- Do not be late for class or for exams.
- Should the class schedule or assignment change, it is the responsibility of each student to be aware of any changes.

Late Assignments:
Credit will not be given for assignments turned in late.

**Extra Credit:**

No extra credit assignments will be provided.

**Reporting Illness or Absence:**

Students should notify the instructor prior to class in case of illness or absence. Attendance and class participation points cannot be earned during instances of absences.

**Inclement Weather:**

The course will follow the university’s inclement weather policy.

**Syllabus Changes:**

The instructor reserves the right to modify the syllabus during the semester; however, sufficient notice will be provided to students.

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**Student Services**

Please access the [FCBE Student Services](#) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance

**The course modules are as follows:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Pages</th>
<th>Topics</th>
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</thead>
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| 1    | Jan. 20| Class Intro. You don’t want to miss this. | Who Am I?: Understanding the Importance of Identity Awareness and Authenticity  
<table>
<thead>
<tr>
<th>Date</th>
<th>Pages</th>
<th>Title</th>
<th>Author(s)</th>
<th>Details</th>
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<tbody>
<tr>
<td>March 2</td>
<td>76-94</td>
<td>How Do I Move on After a Mistake?: Developing Resiliency through Life’s Obstacles</td>
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<tr>
<td>March 16</td>
<td>NO CLASS</td>
<td>Spring BREAK</td>
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<tr>
<td>Date</td>
<td>Month</td>
<td>Page</td>
<td>Title</td>
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<tr>
<td>12</td>
<td>April</td>
<td>163-170</td>
<td>Relationships, You, and Your Future</td>
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</tr>
<tr>
<td>16</td>
<td>May</td>
<td></td>
<td>Final presentation of reflection videos of how you changed or were impacted and how it will affect your career</td>
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