

Appendix A: Assignments

This appendix includes a written assignment for each chapter. An assignment rubric is included at the beginning of the appendix.

Assignment Grading Rubric

| | Exemplary | Proficient | Developing | Beginning | Absent |
|-----------|--|--|--|--|---|
| Q1 | Learning objectives met. Mastery achieved. Thoroughly addressed all parts of question 1 with clear and well thought out answers, demonstrating an understanding of the concepts. | Learning objectives met. Mastery achieved. Addressed all parts of question 1 demonstrating an understanding of the concepts. | Approaching the learning objective. Partial mastery. Address some parts of question 1 demonstrating a partial understanding of the concepts. | Learning objective has not been met. Mastery not achieved. Answer does not address the question asked. | Learning objective not met. Mastery not achieved. Assessment not submitted. |
| Q2 | Learning objectives met. Mastery achieved. Thoroughly addressed all parts of question 2 with clear and well thought out answers, demonstrating an understanding of the concepts. | Learning objectives met. Mastery achieved. Addressed all parts of question 2 demonstrating an understanding of the concepts. | Approaching the learning objective. Partial mastery. Address some parts of question 2 demonstrating a partial understanding of the concepts. | Learning objective has not been met. Mastery not achieved. Answer does not address the question asked. | Learning objective not met. Mastery not achieved. Assessment not submitted. |

You can add extra rows to the rubric for additional questions.

Assignment 1: Understanding Your Self-Concept

Purpose

The purpose of this activity is to help you understand your own self-concept, self-esteem, and self-efficacy. For this activity, you will work on in dependently.

Learning Objectives

LO1. Compare and contrast self-concept, self-esteem, and self-efficacy.

LO2. Apply self-concept, self-esteem, and self-efficacy to personal experiences.

LO3. Discuss how social and family influences, culture, and media influence self-perception.

LO4. Compare and contrast personal, social, and cultural identities.

Time

The time estimated to complete this activity is 30-45 minutes.

Instructions

You will be completing three short surveys to learn more about your self-concept, self-esteem, and self-efficacy. Please use the links below to complete each survey. Make sure you save a copy of your results for each survey.

[VIA Character Strengths Inventory](#)

This online survey is meant to determine what characteristics make up your self-concept. It has 96 items and will take about 15-20 minutes to complete. You will need to register for the site. After you have completed your inventory click on the "PDF Results" button to download and save a pdf copy of your results.

[Rosenburg Self-Esteem Scale](#)

This online survey is meant to rate self-esteem feelings by measuring both positive and negative feelings about the self. It has 10 questions and will take about 3-5 minutes to complete. After you have completed your inventory, please save a copy of your Summary Snapshot Report. You will need to take a screenshot and save it to a Word or Google Doc file for a later activity.

[General Self-Efficacy Scale](#)

This online survey is meant to assess the sense of perceived self-efficacy to check how you cope with daily situations and stressful life events. It has 10 questions and will take about 3-5 minutes to complete. After you have completed your survey, please save a copy of your results using the Print button at the bottom of the survey to download and save a pdf copy of your results.

After you have completed these surveys, please address the following questions in a 200-400 word written response. Follow formal writing conventions using complete sentences and checking spelling, grammar, and punctuation. Separate your answers into different paragraphs for each question to make grading easier.

1. Discuss the similarities and differences between self-concept, self-esteem, and self-efficacy. Based on your survey results and your thoughts about them, how are they related to each other? Do you think that having a very high or very low score for one of these concepts will impact the others, why or why not
2. Based on what you included in your “Who am I?” creative work, which identities are the most important to you (personal, social, cultural)? What aspects of your life do you think were most influential in how you see your identity?

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Assignment 2: Developing Your Cultural Competency

Purpose

The purpose of this assignment is to help you examine ways in which you can develop your awareness of and commitment to diversity. For this assignment, you will work independently.

Learning Objectives

LO1. Define the terms culture and diversity.

LO2. Apply cultural competency to personal experiences.

LO3. Apply elements of culture to personal experiences.

LO5. Apply workplace diversity to your own experiences.

Time

The time estimated to complete this assignment is 45-60 minutes.

Instructions

Please address the following questions in a 200-400 word written response. Follow formal writing conventions using complete sentences and checking spelling, grammar, and punctuation. Separate your answers into different paragraphs for each question to make grading easier.

1. How do you define the terms "culture" and "diversity" in your own words? What are your cultural comfort zones, and how might you expand them to connect with more diverse groups? Do you want to be challenged by new viewpoints, or will you feel more comfortable connecting with people who are like you? Explain.
2. Discuss two of the major elements of culture (norms, beliefs, values, symbols, language) and what impact they have had on your life using personal experiences.
3. Select one of the Anti-discrimination laws that you learned about and discuss how it has impacted your place of work, a past workplace, or if you have not had any work experience yet, please discuss an example in a movie, tv show, other media.

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Assignment 3: Identifying Your Goals

Purpose

The purpose of this activity is to help you identify specific goals that you want to pursue and develop a personal action plan to carry them out.

Learning Objectives

LO5. Develop a Personal Action Plan that includes long-term, mid-term, and short-term goals.

LO6. Apply the SMART goal model to your goals.

Time

The time estimated to complete this activity is 20-30 minutes.

Instructions

In order to achieve your goals, you first need to define your goals. Think about what long-term goals you want to accomplish in different goal areas. You will use the worksheet below to identify Academic Goals and Personal Goals. Then you will break your identified long-term goals down into mid-term goals and short-term goals.

Your goals should be phrased as positive statements. Identify goals that are linked to your own performance, rather than dependent on the actions of other people or situations beyond your control. Be realistic but optimistic and ambitious. The goals you set should be achievable, but reach a little higher than what you think may think is possible. Use the SMART goal criteria. Your goals should be specific, measurable, and with clear deadlines.

Example Long-Term Goals

- I plan to graduate with a Bachelor of Fine Arts degree in four years. My major will be Radio-Television-Film, and my minor will be Spanish.
- I will implement a regular exercise schedule where I run four times a week for three miles each run.

Example Mid-Term Goals

- I will transfer to the State University after two years at Community College.
- I will run three times a week for 2 miles each run.

Example Short-Term Goals

- I will get an A on my upcoming exam.
- I will get an app that tracks my mileage and distance.

Identifying Your Goals Worksheet

Identify two long-term academic goals and two long-term personal goals below.

| | |
|----------------------|--|
| Academic Goal | |
| Academic Goal | |
| Personal Goal | |
| Personal Goal | |

Select one of your long-term goals above and write out mid-term and short-term goals to help you accomplish this goal below.

| | |
|----------------------------------|--|
| Long-term Goal from above | |
| Mid-Term Goal | |
| Mid-Term Goal | |
| Short-Term Goal | |
| Short-Term Goal | |

After you have identified some long-term goals and broken them down into mid-term and short-term goals, look through your chart and decide on one that you will commit to working toward. Select a mid-term or short-term goal that can be accomplished by the end of this course. Once you have selected the goal you will work on, use the following worksheet to create your Personal Action Plan.

Personal Action Plan Worksheet

Please review this SMART Goal Example to help you in writing your personal action plan.

- **Specific:** I will save \$500 for books for next semester by saving \$50/week for 10 weeks.
- **Measurable:** I will check my bank account every week to be sure that I am on schedule and will adjust if needed.
- **Attainable:** I work part-time and can bring my lunch to school instead of eating out to save money.
- **Realistic & Relevant:** I want to graduate in two years and paying for textbooks is important so that I can stay on plan.
- **Timeline:** I have 12 weeks to save \$500. This gives me a two-week cushion in case of the unexpected.

Write your Personal Action Plan Here:

| | |
|--|--|
| My SPECIFIC goal is: | |
| I will MEASURE it by: | |
| It is ATTAINABLE because: | |
| It is REALISTIC AND RELEVANT to me because: | |
| My TIMELINE for completion is: | |
| Potential obstacles I anticipate are: | |
| I will overcome these obstacles by: | |
| I will share my goal with the following people for support, encouragement, and accountability: | |
| After my goal is complete, I will reward myself with (be sure that it is proportionate to the goal): | |
| This goal supports my core values in the following ways: | |

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Assignment 4: Your Traits, Values, and Attitudes

Purpose

The purpose of this assignment is to help you understand your personality traits, values, and overall attitude. For this assignment, you will work independently.

Learning Objectives

LO1. Compare and contrast Psychodynamic, Learning and Cognitive, Biological, Inherent drives, and Sociocultural factors that influence personality.

LO2. Discuss how culture and society influence personality.

LO4. Apply personality traits, values, and attitudes to personal and workplace experiences.

Time

The time estimated to complete this activity is 45-60 minutes.

Instructions

You will be completing three short surveys to learn more about personality, values, and attitudes. Please use the links below to complete each survey. Make sure you save a copy of your results for each survey.

[The Big Five Personality Test \(OCEAN\)](#)

This online survey is meant to determine your levels of each of the five major personality traits. It has 120 items and will take about 10-15 minutes to complete.

[Personal Values Assessment](#)

This online assessment is meant to determine what you value the most. You will select at least 10 values from the list (you can select more). Then the test will have you rank the values. It takes about 5 minutes to complete.

[Work Values Matcher](#)

This online assessment is meant to determine what you value most about work. You will sort 20 statements into a ranking of most to least important. It takes about 5 minutes to complete.

[Attitude Test](#)

This online assessment is meant to determine whether your overall attitude is positive or negative. It has 12 items and will take about 2 minutes to complete.

After you have completed these surveys, please address the following questions in a 200-400 word written response. Follow formal writing conventions using complete sentences and checking spelling, grammar, and punctuation.

1. Which factors (Psychodynamic, Learning and Cognitive, Biological, Inherent drives, or Sociocultural) do you think have been most influential on your personality traits? Why?
2. What aspects of your own cultural upbringing do you think have impacted your personality? Why?
3. How can you use the information learned in the surveys to improve your interactions with others in the workplace?

Optional Surveys

These surveys were not included in the assignment, but if you are interested in learning more about your personality, you can also complete these.

[Cattell's 16 personality factors](#)

This online survey is meant to determine your levels on Cattell's 16 personality factors. It has 164 items and will take about 20 minutes to complete.

[The SAPA Project](#)

This online survey is meant to determine your levels on 27 different personality traits. It covers the Big Five traits as well as factors from the 16PF. You should complete at least 100 items to get a good sense of each factor, however if you want to complete the entire survey, it has 200 items total. It will take about 25-30 minutes to complete.

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Assignment 5: EI in Personal and Workplace Experiences

Purpose

The purpose of this assignment is to help you understand your emotional intelligence experiences. For this assignment, you will work independently.

Learning Objectives

LO1. Compare and contrast the intrapersonal, interpersonal, and sociocultural functions of emotion.

LO2. Apply functions of emotions to personal experiences.

LO3. Describe the influence of emotions on attitudes and behaviors at work.

LO4. Apply emotional intelligence concepts to personal and workplace experiences.

Time

The time estimated to complete this activity is 45-60 minutes.

Instructions

Please complete the following Emotional Intelligence measures then discuss what you learned about your own EI and how that might help you in your interactions with others in your personal and workplace experiences:

- [Test Your Emotional Intelligence: How well do you read other people?](#) - This measure tests your ability to read others' emotions
- [Emotional Intelligence Quiz](#) - This measure examines your own emotionality.

After you have completed these surveys, please address the following questions in a 200-400 word written response. Follow formal writing conventions using complete sentences and checking spelling, grammar, and punctuation.

1. Which functions of emotions (interpersonal, intrapersonal, sociocultural) do you think are most influential in your day-to-day life? Give an example.
2. In what ways do emotions influence how we behave and interact with others in our personal and workplace experiences?
3. What have you learned about your emotional intelligence (EQ) that help you with interactions in the workplace?

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Assignment 6: Perceiving Social Media Influences

Purpose

The purpose of this assignment is to help you understand the attributions you make and impressions you form of others. For this assignment, you will work independently.

Learning Objectives

LO1. Identify attributions and impressions of others.

LO2. Describe the role that culture plays in the perception of others.

LO3. Apply strategies for improving perception of self-others to personal and work experiences.

Time

The time estimated to complete this activity is 45-60 minutes.

Instructions

Look up a social media influencer (YouTube, Instagram, Tiktok, Twitter, etc.) of your choice and view some of their content. Please address the following questions in a 200-400 word written response. Follow formal writing conventions using complete sentences and checking spelling, grammar, and punctuation.

1. Provide a link to an example of content that you viewed from this influencer. Make sure it is appropriate for an academic setting. What is or was your first impression of this influencer? Is it positive or negative, why? (Primacy Effect) Describe a behavior you noticed about this influencer. Why do you think they engage in this behavior? And is your explanation an internal or external attribution?
2. How has your own culture influenced how you perceive this influencer?
3. Discuss one of the strategies to improve perception of others that you can use in your workplace interactions. How do you think this strategy will help you?

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Assignment 7: Interpersonal Communication Skills

Purpose

The purpose of this assignment is to help you examine the interpersonal communication skills you possess and how to further develop them. For this assignment, you will work independently.

Learning Objectives

LO1. Describe the skills associated with effective interpersonal communication.

LO3. Compare and contrast the different types of listening.

LO4. Apply interpersonal communication concepts to personal experiences.

Time

The time estimated to complete this activity is 45-60 minutes.

Instructions

Please address the following questions in a 200-400 word written response. Follow formal writing conventions using complete sentences and checking spelling, grammar, and punctuation.

1. Of the concepts that you learned about in this chapter, which 3 do you think are most important for positive interpersonal communication experiences and why?
2. What is your primary listening style (people, action, content, time)? Choose one of the other listening styles. What should you think about when communicating with someone who has the other listening style you chose?
3. Recall a situation in which you experienced conflict. Now that you know some approaches to effective interpersonal communication evaluate the experience you recalled and write down what you could have done differently?

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Assignment 8: Perceived Stress

Purpose

The purpose of this assignment is to help you understand the types of stress you experience and how you cope with that stress. For this assignment, you will work independently.

Learning Objectives

LO1. Describe the various types of stress and stressors people experience.

LO2. Discuss the various sources of stress in workplace settings and how organizations attempt to prevent stress.

LO4. Apply stress concepts to personal experiences.

Time

The time estimated to complete this activity is 45-60 minutes.

Instructions

You will be completing several short surveys to learn more about how you perceive stress, the amount of stress you are currently experiencing and how you cope with stress. Please use the links below to complete each survey.

[Perceived Stress Scale \(PSS\)](#)

This survey measures the degree to which situations in your life are perceived as stressful. It has 10 items and will take about 2-3 minutes to complete.

[Social Readjustment Rating Scale \(SRRS\)](#)

This survey is for measuring the total stress you're experiencing. It has 43 items and will take about 10-15 minutes to complete.

[Coping Orientation to Problems Experienced Inventory \(Brief-COPE\)](#)

This survey measures your response to stress and coping mechanisms. It has 28 items and will take about 10-15 minutes to complete.

Please address the following questions in a 200-400 word written response. Follow formal writing conventions using complete sentences and checking spelling, grammar, and punctuation. Separate your answers into different paragraphs for each question to make grading easier.

1. Discuss your results on the perceived stress scale, the social readjustment rating scale and the coping orientation to problems experienced inventory. Do you feel they accurately represent the stress you are experiencing and how you typically cope with stress? Why or why not?

2. Which of the stress reduction techniques discussed in the chapter have you used or would you try? How effective were they in helping you cope with stress?
3. Which of the sources of stress in the workplace do you think are the most stressful? Why? What are your thoughts about the ways that organizations attempt to address stress?

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Assignment 9: Conflict Resolution

Purpose

The purpose of this assignment is to help you identify and describe various types of conflict that you have experienced and apply conflict management strategies to resolve them. For this assignment, you will work independently.

Learning Objectives

LO1. Describe the various levels and types of conflict.

LO3. Compare and contrast the different types of conflict management styles.

LO4. Apply conflict resolution concepts to personal experiences.

Time

The time estimated to complete this activity is 45-60 minutes.

Instructions

Please address the following questions in a 200-400 word written response. Follow formal writing conventions using complete sentences and checking spelling, grammar, and punctuation.

1. Describe examples of two levels of conflict that you've experienced (interpersonal, intrapersonal, intergroup, intraorganizational) and discuss which type of conflict (goal, cognitive, affective, behavioral) was involved in each.
2. Which of the 5 conflict management styles (Avoiding, Accommodating, Competing, Compromising, Collaborating) do you use most often? Give an example.
3. Describe how you would apply the STLC Conflict Model to a recent conflict you experienced where the outcome did not go well. How do you think the STLC model would have impacted the outcome?

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Assignment 10: Workplace Success Skills

Purpose

The purpose of this assignment is to help you identify skills to keep track of your career progress. For this assignment, you will work independently.

Learning Objectives

LO1. Describe the various soft skills valued in the workplace.

LO3. Compare and contrast the different types of communication used in the workplace.

LO4. Apply the Plan-Do-Check-Act strategy to personal and workplace experiences.

Time

The time estimated to complete this activity is 45-60 minutes.

Instructions

After you have completed these surveys, please address the following questions in a 200-400 word written response. Follow formal writing conventions using complete sentences and checking spelling, grammar, and punctuation.

1. What soft skills do you possess from the top 10 soft skills list in the reading? How can you use these skills across different jobs/careers? Give an example. What can you do to develop the soft skills you are lacking?
2. Imagine that you have to send an important message to your boss that needs to be read as soon as possible. Write a texting version and an e-mail version of the message. Make sure to follow the guidelines and recommendations given in the textbook.
3. Use the Plan-Do-Check-Act strategy to evaluate where you are in your career. Describe each of the steps as you use them and describe how you will use this information to help you with your career development.

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