



Course BA 3100.001 Professional Development
Meetings Wednesdays 10-10:50 a.m., JSOM 2.102
Term Spring 2017
Professor Margaret Garnett Smallwood, Senior Lecturer II

Professor's Contact Information

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Office Hours Tuesdays and Thursdays between 2:30-4 p.m. or by appointment. Please email me from your UTD email to make an appointment.

Contacting Me The best way to reach me is by email, using your UTD email only, or to leave a message on my cell phone. If your message is urgent, please say so and I will try to return it earlier. The subject line of the email must include your course name, number and section. This is for privacy reasons.

General Course Information

Pre-requisites, Co-requisites, & other restrictions

There are no pre-requisites or co-requisites for this course.

Course Description

This course is required for all students in the Naveen Jindal School of Management and is designed to enhance the student's experience in the Jindal School. Students will work on networking skills, verbal and written communication skills, business etiquette training, and learn how to increase their human capital. Students will also work on projects geared towards career management and overall professional development as a business major. The goal of this class is to make the student a more marketable and valuable professional to the global economy.

Learning Outcomes

- Students will be introduced to multi-media career development and job preparedness by creating JSOM-standard resume.
- Students will be introduced to intra-firm communications by creating an executive summary.
- Students will be introduced to external communication by creating an informative presentation.

Required Texts & Materials

1) Student subscription to Bloomberg Business Week. The digital subscription of Bloomberg Business Week is available here: https://w1.buvsb.com/pubs/BW/BWZ/dallas_14.isp?cbs_page_id=1

Instructions on how to access Bloomberg also are attached to the end of the syllabus and posted in eLearning.

Device Use Policy: I have tried a number of methods to get students to focus and not use their cell phones, tablets or laptops in class, none of which have effective. Unfortunately, it's been necessary to adopt a strict no device policy. Devices are not permitted in class unless they are being used for class assignments or research. The first time you use your device in class for a non-class related reason, I will politely ask you to stop. The second time you use your device in class, I will ask you to step out of the class for the rest of the class period. The third time you use your device in class, you will be counted as absent for that day and any assignments turned in that day will be considered late. If you have an unusual or an emergency one-time situation where you must be available to be contacted by phone during class, please speak to me before class. **This policy will be enforced.**

Grading Policy

All work should also demonstrate the same professional and ethical standards expected of you in the workplace, including proofreading and editing carefully all work you submit in this class. Professionalism also means that you use appropriate source citation wherever and whenever necessary so that you avoid violations of copyright and academic honesty – even if those violations are inadvertent.

Business Communication Center

You are strongly encouraged to use the BCC located in 12.106. Visit <http://jindal.utdallas.edu/student-resources/business-communication-center> to make an appointment, find out how to check out a video camera, and learn how to strengthen your speaking and PowerPoint design.

Course Policies

Late Work

Deadlines in the professional world are a serious matter. Missed deadlines mean lost contracts, delayed product releases, skyrocketing expenses, and, in some cases, the loss, quite literally, of millions of dollars in revenue. Missed deadlines also compromise professional reputations and careers. Work that does not meet the assignment's constraints is unprofessional and creates administrative headaches. "I had technical problems" is not a valid excuse for late work, so plan accordingly. For these reasons, late or incomplete work is not acceptable in this course EXCEPT in the most extreme and unlikely of circumstances.

If you can't be in class on the day an assignment is due, you will still need to upload it to eLearning using the assignment link. The link is disabled once class starts. Do not email me the assignment.

Individual Extra Credit

Other than extra credit opportunities offered to the entire class, I do not curve individual items, nor do I offer "extra credit" work or "special consideration" to allow individual students a chance to raise their grade. If a personal situation arises during the semester that may affect your classroom performance, please talk to me sooner rather than later. If you wait until the end of the semester, I won't be able to help you. I can work with you more easily if you speak to me when the situation arises.

Handwritten Assignments

Do not turn in handwritten assignments. If you submit a handwritten assignment, you will receive no credit for the assignment.

Classroom Citizenship

In keeping with the professional communication mandate of this course, students are expected to

use every opportunity in the course to practice communicating in a civil and professional manner. Class participation for this class involves positive professional performance. Students are expected to come prepared and to actively participate in the discussions and activities. However, individual students should not monopolize discussions. Instead, they should add quality observations, questions, and statements to the discussion **for the benefit of the entire class**.

Deduction points may also be assessed for the lack of a professional, positive attitude in the classroom. Some examples include interrupting or making negative remarks about a classmate or the speaker, failing to pay attention, using cell phones/laptops inappropriately, sleeping and putting feet on the desk/chairs. Since many of the assignments are based on teamwork, lack of contribution to team effort, especially in the Bloomberg Team Presentation assignment, may also impact the class participation grade.

Classroom and Equipment Use Policies

No laptops may be used in the classroom unless you have cleared it with me first.

UT Dallas Syllabus Policies and Procedures

Please use the following permanent address to read University policies and procedures concerning syllabi. <http://go.utdallas.edu/syllabus-policies>.

Attendance

I take attendance and I take it seriously. Attending class is like coming to work; it's required and expected. You are expected to attend each class, but life happens. You get two free absences. After that, attendance will affect your grade in that each additional, unexcused absence will result in 10 points off your final grade. It is your responsibility to make sure you are counted present in each class. An assignment sheet will be passed around during each class. Do not sign in a friend who is not present.

However, if you miss a day identified on the syllabus as a mandatory attendance day, 40 points will be taken off your final point total for the course.

Grades

This course will feature a mix of activities and written activities. Activities may be in class or assigned as homework and will usually require the student to complete some type of task. Written activities will be submitted in hard copy in class when class starts or through eLearning links, which are disabled once class start on the due date. Be sure to follow the directions as specified on the instructions. Unless otherwise requested, all documents should follow APA style. The professor will provide detailed instructions. Please consult the course schedule for specific deadlines.

Grading Scheme

Assignment	Points
Resume (You get one free redo to attempt for a higher grade)	50
Anti-Plagiarism Training Module and Reflection Paper—3 parts: training, quiz and paper. All 3 parts must be completed for credit.	50
LinkedIn Profile	50
Bloomberg Article Team Presentation (up to 50 points for creating the PowerPoints with your team and up to 100 for presenting)	150
Bloomberg Project Teamwork/Participation	50

Degree Plan Activity	50
Executive Summary (individual assignment)	50
Informational Interview	200
Total	650

Total Points (out of 650)	Percentage	Letter Grade
630 to 650	97% to 100%	A+
611 to 629	94% to 96.9%	A
585 to 610	90% to 93.9%	A-
565 to 584	87% to 89.9%	B+
546 to 564	84% to 86.9%	B
520 to 545	80% to 83.9%	B-
500 to 519	77% to 79.9%	C+
481 to 499	74% to 76.9%	C
455 to 480	70% to 73.9%	C-
442 to 454	68% to 69.9%	D+
416 to 441	64%-67.9%	D
390 to 415	60% to 63.9%	D-
Below 390	Below 60%	F

Some assignments will be turned in through eLearning and some will be turned in on paper in class. Please read the syllabus and class agendas carefully so that you know how to turn in each assignment.

Statement regarding potential academic dishonesty

All allegations of scholastic dishonesty will be submitted to the Office of Judicial Affairs.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

Date	Topic	Work/Assignment Due
1/11/17 Week 1	Welcome! Overview of course; introductions and syllabus	No assignments due
1/18/17 Week 2	Career Management Center Mandatory attendance day	Activate Bloomberg BusinessWeek subscription
1/25/17 Week 3	“Presenting Yourself Professionally” discussion Review Resume assignment Review LinkedIn assignment	1. Start work on resume; go to resume POD session from CMC.
2/1/17 Week 4	Review Bloomberg assignment Finish “Presenting Yourself Professionally” discussion, if not done	1. Resume assignment due: Turn in on paper in class.
2/8/17 Week 5	Class networking event Form teams of 4 for Bloomberg Assignment Cover Bloomberg assignment and individual executive summary assignment in detail	1. Start work on LinkedIn profile creation or updates
2/15/17 Week 6	“Planning and Managing Your Career” discussion Review Plagiarism training module and individual reflection paper	1. Resume redo assignment due, if applicable. Submit on paper in class. 2. As an individual, select Bloomberg article that you want your group to present on and post information on your article in team discussion board in eLearning.

<p>2/22/17 Week 7</p>	<p>“Developing a Professional Work Ethic” discussion</p> <p>Review Informational Interview assignment</p> <p>Team meeting in class to select article for Bloomberg presentation; all teams select article</p>	<ol style="list-style-type: none">1. LinkedIn profiles due: Submit through eLearning link by time class starts. Link is disabled once class starts. Do not submit in class.2. Start thinking of person for informational interview paper.
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<p>3/1/17 Week 8</p>	<p>Guest speakers</p>	<p>1. Individual reflection paper on anti-plagiarism training module due: Submit through eLearning link by time class starts. Link is disabled once class starts. Do not submit in class. Complete training module and test in eLearning.</p>
<p>3/8/17 Week 9</p>	<p>Review presentation guidelines; watch video of good presentation “Interpersonal Communication” discussion</p>	<p>1. Bloomberg presentations due. All teams turn in (one copy per team) of PPT slides and article in class. Do not turn in through eLearning.</p>
<p>Week of 3/13 to 3/17. No school due to Spring Break. Have fun but be safe!</p>		
<p>3/22/17 Week 10</p>	<p>Academic Advising session—Meet in JSOM computer lab 1.302 Mandatory attendance day</p>	<p>1. Individual executive summary of article presenting on in Bloomberg presentation: Turn in in class along with copy of article.</p>
<p>3/29/17 Week 11</p>	<p>Bloomberg presentations start in class (2 teams present) “Office Politics” discussion</p>	<p>1. Turn in Advising (Academic Plan) assignment in class. Do not turn in through eLearning. 2. Provide professor with name, title, date and time of interview for informational interview (worth 50 points of the 200 points for the informational interview assignment)</p>

<p>4/5/17 Week 12</p>	<p>Bloomberg presentations continue in class (3 teams present)</p>	<p>No assignments due</p>
<p>4/12/17 Week 13</p>	<p>Bloombergs continue in class (3 teams present)</p>	<ol style="list-style-type: none"> 1. Informational Interview papers due: Turn essay in through TurnItIn link in eLearning. Do not turn essay in in class. 2. However, turn in the printed two articles with your name written on each in class. Print out entire article, not abstract.
<p>4/19/17 Week 14</p>	<p>Bloombergs conclude in class (Last three teams present)</p> <p>Mandatory attendance day</p>	<p>Informational interview papers, other graded papers will be returned</p>



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Student Resource Center Tools

- **Browse Readings**; by Discipline/Topic, Sectors, Regions, and Competencies
- **Your Strategy**; Career strategies covering topics such as personal branding, professional networking, key interview skills and more!
- **Career Assessment**; a 15-minute assessment and custom report to help you identify your strengths, challenges, priorities, and motivators.
- **Career Secrets**; Audio access to New York Times best-seller, *Secrets of the Young & Successful*.
- **Go Marketplace**; Find opportunities around the world ranging from internships to full time positions.

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