



Course BA3100.003 Professional Development
Professor Dr. Iva Jeanne Sluder
Term Spring 2017

Professor's Contact Information

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Office Hours: Thursday from 9 AM – 12 PM or by appointment

Note: If you email me, please send the email using your UTD student email.

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 undergraduate students majoring in Business Administration in the Naveen Jindal School of Management. This course is designed to enhance the student's experience in the Naveen Jindal School of Management. 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 administration major. The goal of this class is to make the student a more marketable and valuable professional to the global economy.

Student Learning Outcomes/Objectives

- 1) Students will be introduced to multi-media career development and job-preparedness by creating a JSOM-standard resume.
- 2) Students will be introduced to intra-firm communication by writing an executive summary of an informative article.
- 3) Students will be introduced to external communication by creating a presentation of an informative article.

Required Texts, Materials, and Resources

1. Student subscription to Bloomberg Businessweek and B-School Connection. You will be given information on how to access this subscription at the bottom of this syllabus and again by the professor on Day 1 of class.
2. Access to eLearning and your UTD email on a daily basis.

Attendance

Students are expected to be in class at the time class begins: attendance counts! Class begins promptly and lasts for 50 minutes. I will call roll at some point during class to see if you are there or not. If you are not there and/or do not respond when I call your name then you will be marked absent for the day. Also, please note that arriving late, leaving early or leaving class for any reason will cut your day's points in half. If you arrive late or leave early, you must sign the

attendance sheet which will be up at the front of the room on your way in if you are arriving late or on the way out if you are leaving early. You will receive one free absence but every absence after that is worth ten points which will be deducted from your final grade.

Class Participation

In this course students are expected to come prepared and actively participate in the discussion and activities for the day.

Cell phones and Laptops: The policy for this course is that cell phones and/or laptops are not allowed for use during class time unless I have specified that you can use them for a class activity. This is in place for three reasons: 1) you need to be paying attention to what is occurring during class, 2) your use of a device may be a distraction to others in the class, 3) your use of a device may be a distraction to the Professor. If you have a specific need for these devices during class time, please see me for approval.

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.

Grades

This course will feature a mix of oral 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 on the due date. Be sure to follow the directions as specified on the instructions. Unless otherwise requested, all documents should follow APA style.

Assignments	Points
Resume	75
LinkedIn Profile	75
Career Assessment	100
Executive Summary	50
Bloomberg Businessweek Team Presentation	100
Informational Interview	100
CMC Event Attendance & Proof	50
Academic Dishonesty Assignment	100
Other assignments/activities	50
TOTAL	700

Final Point Total	Letter Grade
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679-700	A+
651-678	A
630-650	A-
609-629	B+
581-608	B
560-580	B-
539-559	C+
511-538	C
490-510	C-
469-489	D+
441-468	D
420-440	D-
0-419	F

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

Statement Regarding Potential Academic Dishonesty

All allegations of scholastic dishonesty will be submitted to the Office of Judicial Affairs who will determine guilt or innocence. If a determination of guilt is found, *at minimum* a grade of zero will be recorded for the assignment/activity in question.

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

Late Work, Missed Assignments and Extra Credit

Since this is a course that stresses professional development, all deadlines for submissions are clearly defined; therefore, no assignments or projects will be accepted late FOR ANY REASON. Please do not even ask to submit late work. The calendar clearly details all assignments and their due dates for the whole semester so please plan accordingly.

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 an excused 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.

Business Communication Center

You are strongly encouraged to use the Business Communication Center. Please visit 12.106 or <http://bcc.utdallas.edu/> to learn about all the wonderful resources available to you.

Dear Student:

We are pleased to announce that The University of Texas at Dallas is partnering with *Bloomberg Businessweek*, to bring you award winning editorial coverage plus a wealth of resources to enhance your business studies and prepare for your career ahead.

To purchase a subscription at a deeply discounted rate and receive 88% off please visit https://w1.buysub.com/pubs/BW/BWZ/dallas_14.jsp?cds_page_id=168551&cds_mag_code=BWZ&id=1471285264733&lsid=62281317072011044&vid=2.

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.

After receiving the email confirmation regarding the start of your subscription, please [Register](#) for a student resource center account using your email address on file.

Need help with your subscription?

Account updates can be made on <http://www.businessweek.com/service.htm>, or contact our Education Support team at BWKEduSupport@cdsfulfillment.com or 1-800-843-7352 for:

- Address/Email change
- Subscription cancellation
- Or any other customer service requests

Should you encounter technical issues with accessing your magazine, please email Zinio at escalate@zinio.com for assistance.

After receiving the email confirmation regarding the start of your subscription, please [Register](#) for a student resource center account using your subscriber ID referenced in the email.

If you have any questions or ideas that you would like to share with the Bloomberg Businessweek Education team, please e-mail PASClientServices@PeregrineAcademics.com. We are excited about the partnership with *Bloomberg Businessweek* and hope you take advantage of the resources at your disposal.

Date	Leader	Topic	Work/Assignment Due
1/10/17	Sluder	Welcome! Overview of course; syllabus, eLearning, etc. & class introductions	Receive Resume assignment & you must get your Bloomberg Businessweek subscription before next week's class
1/17/17	Sluder	Resume Development	Receive Career Assessment assignment
1/24/17	Sluder	Career Assessment Discussion & Resume Development (continued)	Career Assessment assignment due Get Informational Interview Assignment
1/31/17	Career Management Center	Introduction to CMC	
2/7/17	Henry Sluder	Introduction to Study Abroad & Internship Programs LinkedIn development	Resume assignment due Receive LinkedIn assignment
2/14/17	Sluder	LinkedIn development (continued) Executive Summary development & pick teams	Receive Executive Summary assignment & Bloomberg Businessweek team presentation assignment
2/21/17	Sluder	Present summaries to your group and begin team work on oral presentations	Executive Summary due
2/28/17	Sluder	Work on BBW team presentations	LinkedIn assignment due Receive Academic Dishonesty assignment
3/7/17	Advising	Advising	Academic Dishonesty assignment due

3/14/17	No Class	Spring Break	
3/21/17	Sluder	Presentations delivered	Deliver Presentations & Informational Interviews
3/28/17	Sluder	Presentations delivered	Deliver Presentations & Informational Interviews
4/4/17	Sluder	Presentations delivered	Deliver Presentations & Informational Interviews
4/11/17	Sluder	Presentations delivered	Deliver Presentations & Informational Interviews
4/18/17		Last Day of Class	
4/25/17			

Note: This calendar is subject to change at the Professor's discretion.