

Remote / Online Course Syllabus

Course Information

Course Number/Section BCOM 3200.OO2
Course Title Introduction to Business and Professional Development
Term Fall 2020

Professor Contact Information

Professor Rebecca Gayle Newcomb
Office Phone 972-883-2687
Email Address rgnewcomb@utdallas.edu
Office Location JSOM 2.712
Online Office Hours Tuesdays 5-6 by way of Teams Meeting.
 Other times by appointment

Course Modality and Expectations

Instructional Mode	<p>This course will be conducted as a “Remote” course. Please reference the below link for full descriptions of each modality.</p> <p>https://www.utdallas.edu/fall-2020/fall-2020-registration-information/</p>
Course Platform	<p>Our class will meet each Saturday at 10am as scheduled, however, we will meet virtually through Microsoft Teams. Each registered student will receive a set of meeting invitations during the first week of classes.</p>
Expectations	<p>This course will include a variety of learning styles. Class meetings will be used for lecture, interaction, reflection, and communication. For some class sessions there will be videos or reference material to be viewed outside of class as well.</p> <p>On the Saturday of each week a folder will be uploaded to eLearning. In this folder students will find descriptions of and/or links to the tasks for that week. Students will have from the time the folder is posted until the following Friday at 11:59pm to complete and properly submit the tasks for that week.</p> <p>Quizzes will be completed online during a specified time frame.</p>
Asynchronous Learning Guidelines	<p>For those student who choose to complete the course asynchronously, the class meetings that take place each Saturday at 10am will be recorded and posted in the weekly folder in eLearning.</p> <p>Students will have from the time the folder is posted until the following Friday at 11:59pm to complete and properly submit the tasks for that week.</p> <p>The election to participate asynchronously will be included in the Week 1 Participation Reflection. Should the student elect to change to asynchronous learning during the course of the semester the student must email the professor as soon as the decision is made.</p> <p>https://www.utdallas.edu/fall-2020/asynchronous-access-for-fall-2020/</p>

Course Pre-requisites, Co-requisites, and/or Other Restrictions

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

Course Description

This course is required for all students in their first semester majoring in the Naveen Jindal School of Management who were not required to take BA1100. This course will enhance the student's experience in the Naveen Jindal School of Management, introduce them to the professional and communication expectations of their field, and make them a more marketable and valuable professional in the global economy. Credit cannot be received for more than one of the following: ACCT 3100, BA 3100, BCOM 3100, FIN 3100, HMG 3100, IMS 3100, ITSS 3100, MKT 3100, OBHR 3100, OPRE 3100, ACCT 3200, BA 3200, BCOM 3200, FIN 3200, HMG 3200, IMS 3200, ITSS 3200, MKT 3200, OBHR 3200 or OPRE 3200. (2-0) S

Student Learning Objectives/Outcomes

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 Textbooks and Materials

Required Texts

Illustrated Course Guides: Professionalism - Soft Skills for a Digital Workplace, Butterfield, 2nd Edition, 0538469781 Cengage.

[Buy or Rent the e-book here!!](#)

Textbooks and some other bookstore materials can be ordered online or purchased at the [UT Dallas Bookstore](#).

Evaluated Efforts

Grade Component	Points
Participation; Weekly Participation Reflections	150
Quizzes; 5 Unit Quizzes & 1 Course Quiz	300
JSOM Alumni Interview Reflection	200
ProfDev Club Group Presentation & Planning	150
Executive Summary	50
Time Management Activity	50
Linked-In Assignment	50
Resume Assignment	50
StrengthsFinder Reflection	50
Advising Online Activity	50
CMC Workshop Reflection	50
Social Engagement Opportunity Assignment	50
Total	1200

Final Grade Determination

Final Point Total	Letter Grade
100% - 97%	A+
96% - 93%	A
92% - 90%	A-
89% - 87%	B+
86% - 83%	B
82% - 80%	B-
79% - 77%	C+
76% - 73%	C
72% - 70%	C-
69% - 67%	D+
66% - 63%	D
62% - 60%	D-
59% - 0%	F

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.

Grading Rubric

The below shown Workplace Based Grading Rubric will provide clarification of the expectations for submitted assignments. A stellar grade will require stellar effort as well as attention to detail, proofreading, care for instructions, and commitment to excellence.

Letter Grade	Description
A	Your supervisor would forward this document without any changes. Management would be impressed and remember your work when a promotion is discussed. Your work could be shown when training someone new.
B	Your supervisor would forward this document with minor editing. Your work would “get the job done.” Management would be satisfied and have to spend minimal time suggesting any edits.
C	Your supervisor would ask you to revise and to edit before allowing people outside of your department to see the document. Management would be neutral or even dissatisfied, and have to spend some time suggesting edits and revisions.
D	Your supervisor would be troubled by the poor quality of work. Revision and editing are essential. The document must be rewritten before being sent or

	distributed within or outside of your department. Management may feel time has been wasted on the part of you or your supervisor.
F	Your supervisor would consider the poor quality of work or your sloppiness as a sign that you may need to be replaced. Your document shows a misunderstanding of communication basics and writing conventions. Management would look for someone else to do this job.

Course Policy Expectations

This course is managed under the organizational behavior principle of procedural justice. In essence, procedural justice ensures that all parties receive fair treatment in any decision making that occurs. The Professor of this course elects to defer all decision making to course policies. At the beginning of this course, policies concerning attendance as well as grading have been established. The Professor will adhere to these guidelines, as well as those specific to each assignment.

Class Participation

Employees who simply come to work and do nothing get fired. In this course students are expected to come prepared and actively participate in the activities for the week.

You will be allowed six full days to participate as indicated on the Class Schedule. The week begins at 12am each Saturday and ends at 11:59pm on the following Friday This is clearly indicated on the Class Schedule. Students are required to fully engage in the class requirements and submit all reflection assignments to be considered to have participated.

Each student has the option to participate synchronously or asynchronously. Both choices will be held to the same schedule and due dates.

The Class Schedule shows the Topic/Activities to be addressed each week as well as Quizzes or Assignments due. By 11:59pm each Saturday, a folder for that week will be posted to eLearning containing the specific requirements for each week along with instructions as to how students will access materials and submit reflection. Please read the Weekly Information Sheet found in that week's folder first as it will contain full instructions.

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 highly discouraged in this course. To receive full credit for an assignment it must be submitted by the deadline announced/posted on the syllabus.

Assignments will be accepted up to 24 hours after the assignment is due for a deduction of 10 points. After 24 hours the assignment will not be accepted. Assignments must be

submitted in the method specified on the syllabus. The Weekly Participation Reflection will not be accepted late.

Assignment Format

All typed assignments must be Word documents, double-spaced, 12-point font unless specifically stated otherwise by the professor or on the assignment sheet. Read assignment sheets carefully and ask questions before the assignment is due.

Submission Style

Each assignment must be submitted in the fashion announced/specified in the syllabus. Assignments submitted in a style other than that specified will not be accepted and will earn no credit.

Individual Extra Credit

Per BCOM Program policy, 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 will not be able to help you. I can work with you more easily if you speak to me when the situation arises.

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. This includes during class meetings as well as written communication such as email, message boards, group meetings, and chat sessions. Poor citizenship will not be tolerated and could result in a significant point reduction or further action.

Technology Requirements

Reliable and frequent internet connectivity is indispensable. Failure to check your UTD email account, errors in forwarding email, and email bounced from over-quota mailboxes are not acceptable excuses for missing course or project-related email or deadlines. Technology issues are not acceptable excuses for late or missing coursework. You will need a web camera in order to participate in class sessions as well as submit recorded projects and assignments.

Additional policies can be found here: <http://coursebook.utdallas.edu/syllabus-policies>

COVID-19 Guidelines and Resources

The information contained in the following link lists the University's COVID-19 resources for students and instructors of record.

Please see <http://go.utdallas.edu/syllabus-policies>.

Class Participation

Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures. Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

The instructor may record meetings of this course. Any recordings will be available to all students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Materials

The Instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

Course Access and Navigation

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](#) webpage.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](#) includes a toll-free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

Communication

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools.

Student emails will be answered within 3 working days under normal circumstances.

Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the [eLearning Current Students](#) webpage for more information.

Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

Academic Support Resources

The information contained in the following link lists the University’s academic support resources for all students.

Please go to [Academic Support Resources](#) webpage for these policies.

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 [UT Dallas Syllabus Policies](#) webpage for these policies.

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