

MAS 6102 Professional Development
Blended/Hybrid Course Syllabus – Fall 2021

Course Information

<i>Course Number/Section</i>	MAS 6102.001
<i>Course Title</i>	Professional Development
<i>Term</i>	Fall 2021

Professor Contact Information

<i>Professor</i>	Jason Cirilo
<i>Office Phone</i>	972.883.5019
<i>Other Phone</i>	
<i>Email Address</i>	Jason.cirilo@utdallas.edu
<i>Office Location</i>	JSOM CMC 12.110
<i>Online Office Hours</i>	11:00AM – 12:00PM CST – MS TEAMS / Handshake Appointment
<i>Online Office Hours Link:</i>	Open course on eLearning and use navigation links on left panel
<i>Other Information</i>	Email is the recommended form of communication with your instructor

The course will be taught live at the scheduled class time in the assigned classroom and on MS Teams, captioning will be available. Students within the DFW area attend class in-person. Students that are not in the DFW area attend class LIVE online on Microsoft Teams. Attendance will be monitored through MS Teams. Live attendance is defined as being prepared and ready to participate in classroom activities and discussion including chat, polling, breakout rooms and more. Test your video and equipment prior to class. Be ready to turn on your video and mic as requested by your instructor. Face coverings and physical distancing for in-person students are appreciated.

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 designed to enhance the students' experience such as building networking skills, verbal and written communication skills, business etiquette and learning how to increase their human capital. Students will learn how to build a personal career portfolio including an approved resume and a LinkedIn profile, how to market themselves, how to prepare for internship and final placement interviews and how to utilize professional networking capabilities. The goal of this course is to make students more marketable and valuable professionals to the global economy.

Student Learning Objectives/Outcomes

Students will be able to enhance their career management skills by:

- Understanding the nature and contents of a professional development portfolio;
- Developing essential components of the portfolio including a professional resume and a complete LinkedIn profile;
- Developing a unique and personal brand;
- Developing relationship management skills, and;
- Developing knowledge required to create an internship/job search action plan.

COURSE DELIVERABLES

- Online contribution/submission to the eLearning Discussion Board by assigned due dates;
- Online submission of JSOM Code of Conduct and Ethics Policy for Employment and Recruitment. **If you fail to acknowledge, digitally sign AND submit the JSOM Code of Conduct and Ethics form by the assigned due date, your Handshake/hireJSOM and CMC privileges will be revoked until your form is submitted and approved by your instructor;**
- Online completion of Quinnia AI Resume in JSOM Format/Template following JSOM Guidelines submitted to eLearning by assigned due date;
- Cover Letter following Instructor and JSOM Guidelines submitted to eLearning by assigned due date;
- LinkedIn Profile that follows MAS 6102 Guidelines submitted to eLearning by assigned due date;
- Online completion of Quinnia AI Interview recording by assigned due date

ATTENDANCE POLICY: Live and/or asynchronous allowed. Students are encouraged to attend live. Notify your instructor if you will be asynchronous.

- The class provides an experience you cannot receive from reading text or completing assignments on your own. Class attendance and participation are encouraged to improve your professional and communication skills.
- **Participation will be encouraged through tools such as Participant List, Hand Raising, Polling, Chat, Discussion Boards and/or other available online tools. Students should be prepared and ready to turn on their mics when prompted by their instructor.**
- Professional etiquette entails notifying the instructor by email prior to class if you are ill or have a conflict. Plan accordingly for delays, online issues and more. Being late is disruptive and unprofessional for class activities and can result in employment termination.

GRADING POLICY – THIS IS A PASS/FAIL COURSE. No letter grade will be assigned. To pass this course, you will need to achieve at least 70% (70 of the 100 points available through attendance and all assignments)

All assignments are due on or before the due date/time and will be scored by the corresponding assignment rubric. You are allowed one submission for each assignment.

Your instructor expects you to submit quality assignments that meet and/or exceed the syllabus guidelines in advance of the due date and time. Assignments submitted on time will receive instructor feedback. Assignments submitted late will receive zero points.

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 and your internship/job. Missed deadlines and excuses for incomplete or poor work also jeopardize professional reputations and careers.

GRADING ISSUES

When your professor grades your assignment on e-learning you have one week from the scoring date to make an appointment to speak with him/her about any issues or concerns you have with that grade or that grade stands for the remainder of the semester. You are responsible for checking your attendance and grades in eLearning. **It is YOUR responsibility to monitor your attendance and grades throughout the semester. The last week of the semester is too late to discuss grading concerns/issues from earlier in the semester.**

GRADING RUBRIC – ALL GRADES/SCORES ARE FINAL. NO EXCEPTIONS. NO MAKE-UP ASSIGNMENTS. NO MAKE-UP CLASSES. 70% (70 or higher of the 100 available points) are required to pass this course.

DISCUSSION BOARD POSTS: 30%

- Address the weekly prompts that are available within the Discussion Board Tab within eLearning. Posting on discussion boards is part of your class engagement and participation. **There are 6 discussion board posts, valued at 5 points/each.** Each post is unique and is valued at 5 points. **We require a response that describes your unique experience and interests.** Complete all 6 discussion board posts by the assigned deadlines and earn 30 total points.
- Your reflection must demonstrate that you read and understood the writing prompt. The goal is for you to submit a value-added and thoughtful contribution to the discussion board.
- **Minimum of 100 words to receive credit for your discussion board post.**

JSOM CODE OF CONDUCT AND ETHICS POLICY FOR EMPLOYMENT AND RECRUITMENT

ASSIGNMENT: 5%

- Completion based assignment that earns 5 points or 0 points if not submitted correctly and/or by the assigned due date onto eLearning.
- Complete the form at <https://jindal.utdallas.edu/career-management-center/student-resources/code-of-conduct/> PDF the email receipt and upload onto eLearning.

QUINNCIA AI RESUME ASSIGNMENT: 20%

Quinnia is a robust AI solution designed to increase and enhance student engagement with career services, ultimately helping increase student employment outcomes.

Quinn's purpose isn't to perfect your resume completely, that should be done at the individual level with your advisor. Review the extensive resources in eLearning to learn more about Quinnia, creating your profile, using the resource and more.

Quinn will review and score your resume within the following areas:

FORMATTING: JSOM Template Required. No Deviations in format or font style. No Lines on the page. Consistency of information and attention to detail. Eligibility statement required.

LENGTH: One-page required. Resumes that are incomplete or too long (2+ pages) will receive 0 points.

CONTENT: Action verbs from the JSOM CMC action verb list recommended or additional instructor approved action verbs. Metrics that demonstrate accomplishments.

PROOFREADING: Misspellings and grammar errors are unprofessional. Accurate and effective written communication skills are essential skills in the workplace.

A resume that earns the full 20 points does the following

- **You will receive a welcome email with instructions how to access Quinnia. The email will arrive after Census Day.**
- Complete profile. If you have issues or questions, contact support@quinnia.io
- Upload your first draft to Quinnia in PDF format
- Quinn will review (approx. 60 seconds) and provide feedback for improvements and identify flags
- **The goal for this assignment is zero flags and to improve your score**
- Revise your resume implementing Quinn's feedback and upload the revised resume in PDF format.

- You may continue the process uploading and revising your resume as many times as you choose. **Your instructor requires at least two attempts (first draft and revised draft with zero flags) for successful completion.**
- **Upload your final draft resume with zero flags onto eLearning before Friday, Sept. 24th, 5PM U.S. CST for instructor scoring.**

COVER LETTER ASSIGNMENT: 10%

EXCELLENT – 10 Points

- Targeted cover letter that includes relevant skills, experiences, organizations, community experiences and/or academic projects to a specific employer/role
- A maximum of 1-page in length
- Minor/minimal grammar or spelling errors

POOR – 0 Points

- A general cover letter that is not targeted to a specific role or employer
- Content that is not relevant to the role or employer
- Poor grammar and spelling; multiple proofreading errors
- More than one page or significantly less than one page

LINKEDIN ASSIGNMENT: 15%

LINKEDIN PROFILE RUBRIC: Click the ‘more’ button next to your profile picture and download to your LinkedIn profile as a PDF. Note that your photo will not be visible on the PDF, and some other profile elements will also be missing. Send a connection request with a personalized message to your instructor so they can review your full profile before grading. More instructions are in the eLearning Assignments folder.

EXCELLENT – 15 Points

- Professional headshot AND
- Compelling headline that is search engine optimized for industry of interest AND
- Compelling summary that provides a detailed introduction of your professional skills and interests, including relevant keywords for maximum search engine optimization AND
- Posting or sharing one content item relevant to your degree program and industry (Instructor recommended item but not required to receive the full 10 points)
- Registration on JindalConnect
- **To receive the full 15-points, ALL of the above items (headshot, headline and summary) are required to be professional, targeted and well-written.**

POOR – 0 Points

- No picture, cropped, selfie or unprofessional picture
- Generic headline that is not search engine optimized or targeted to industry of interest
- Ineffective or poorly written profile that includes numerous grammatical or spelling errors and is not compelling or unique to your background
- **When the above items (headshot, headline and summary) are ineffective, incomplete, unprofessional and/or not targeted, 0-points will be the maximum score.**

QUINNCIA AI INTERVIEW ASSIGNMENT: 20%

You will be analyzed on the following: rate of speech, filler words, communication style, answer length, topic cloud, enthusiasm, micro-expressions, and eye contact

- **Upload your final resume into the Quinncia tool.**
- Under the widget that says “Schedule Your Interview”, click “Schedule”
- Next, choose a date and time that works well for you. **You minimally have to schedule your interview 15 minutes out. We want to make sure you have time to set up and be prepared for your interview!**
- You'll receive an email in your inbox to confirm your interview time.
- About 15 minutes prior to your scheduled interview, you will receive an email with a link to follow. Don't be late!
- Just follow that link to start your interview. **You will have 2 minutes to complete the first questions and 90 seconds for every question after.**
- Quinn will give some immediate feedback as you complete the interview, **but the overall analysis will come 15 minutes to 48 hours after the interview is completed. Be mindful of the assignment due date when scheduling your interview to allow enough time to receive your feedback and submit to eLearning.**
- You will receive an email notification once the analysis is available. **Upload the email notification and analysis to eLearning for grading.**
- If you run into any issues, contact your instructor immediately. For technical issues, contact Quinncia via email at support@quinncia.io
- When you have completed your mock interview, review this information to better understand your score: <https://help.quinncia.io/article/106-interview-analysis-breakdown>
- The purpose of the assignment is to analyze and to improve your performance during a real video interview. Based on the feedback given by Quinn, your instructor may recommend that you retry the assignment until improvements are made.

Here are some tips to ensure your success on this assignment:

- Treat this assignment as if you were engaging in an actual video-based interview
- Wear business professional attire (suit)

- Set up your equipment against a neutral background with good lighting
- Maintain good eye contact and ensure your answers are easily heard and clear

Assignment Deadlines:

- JSOM Code of Conduct and Ethics Policy: Friday, Sept. 3rd, 5PM CST
- Quinnia AI Resume: Friday, Sept. 24th, 5PM U.S. CST
- Cover Letter: Friday, Sept. 24th, 5PM U.S. CST
- LinkedIn: Friday, Oct. 22nd, 5PM U.S. CST
- Quinnia AI Video Interview: Friday, Nov. 12th, 5PM U.S. CST
- Six Discussion Board Posts: Designated Fridays from Aug. 27th to Nov. 12th, 5PM U.S. CST

Meet the designated assignment deadlines in order to receive feedback on your submissions. You are only allowed one submission for each assignment. Attend office hours for assistance with your assignments in advance of the due date. It is YOUR responsibility to keep track of assignment deadlines and attendance. Utilize calendar apps/tools if needed to help you with setting up and sending reminders in advance of deadlines. Time management is a critical skill in the workplace and the classroom.

Required Textbooks and Materials

Required Texts

There are no required texts for this course. Reading materials will be provide on eLearning.

Required Materials

Check the weekly folders on eLearning for required materials.

Suggested Course Materials

Suggested Readings/Texts

Your instructor has provided several helpful and important resources, articles and/or materials for each week's class discussion. It is strongly recommended to review the weekly class materials on eLearning prior to class.

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

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 and discussion board messages 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.

Quinnia Resources:

How to log in and upload - <https://youtu.be/cy1GtvKOS8Q>

How to schedule an interview -

- **How To: Register & Log-In to Quinncia (video):** <https://adminhelp.quinncia.io/article/229-how-to-login-to-quinncia>
- **How To: Upload Resume (video):** <https://adminhelp.quinncia.io/article/230-how-to-upload-a-resume>
- **How To: Register Account & Upload Resume (document):** <https://help.quinncia.io/article/126-how-to-register-account-and-upload-resume>
- **How To: Schedule Your Interview (video):** <https://adminhelp.quinncia.io/article/231-how-to-schedule-interview>
- **How To: Schedule Your Interview (document):** <https://help.quinncia.io/article/54-scheduling-an-interview>

Here are some helpful tools when trying to understand Quinn's analysis:

- **Understanding your resume analysis:** <https://help.quinncia.io/article/50-understanding-your-resume-analysis-page>
- **Understanding your interview analysis:** <https://adminhelp.quinncia.io/article/123-student-facing-interview-analysis-breakdown>

Classroom Safety and COVID-19 To help preserve the University's in-person learning environment, UT Dallas recommends the following:

Adhere to the University's [CDC Updated Guidelines](#) issued on July 30, 2021. All Comets are strongly encouraged to wear face coverings indoors regardless of vaccination status. Please note this represents a change in the [campus guidance](#) issued on May 20, 2021.

Accommodations for Students Who Miss Class for Reasons Unrelated to COVID-19

Individual faculty maintain their discretion on whether and how to accommodate student absences unrelated to COVID-19.

Accommodations for Students Who Must Isolate or Quarantine Due to COVID-19

To keep the UT Dallas community as safe as possible, the University requires students who test positive for COVID-19 or who are close contacts as determined by the campus contact tracing program to isolate or quarantine as applicable. Faculty will be notified by the Dean of Students' Office if a student in their class has been required to isolate (positive case) or quarantine (exposed). Faculty must make lectures available for those students during the period the students must isolate or quarantine. Faculty who need assistance with providing these students access to course content can contact the eLearning Team at elearning@utdallas.edu. Faculty have the discretion to set an attendance policy for their in-person meetings, but the absences due to COVID-19 cannot be counted against an isolated or quarantined student.

Verifying COVID-19 Isolations or Quarantines

Students need to self-report COVID-19 positive results or exposures via an [online form](#) so that university campus tracers can verify, record, and take necessary campus precautions. When faculty are notified by students rather than by the Dean of Students' Office that the students are isolating or quarantining, the faculty should remind students to self-report via the form; students should not attend class until cleared by campus tracers.

Vaccinations are widely available, free and not billed to health insurance. The vaccine will help protect against the transmission of the virus to others and reduce serious symptoms in those who are vaccinated. You are encouraged to [get a COVID-19 vaccine](#) and register your vaccination status through the [voluntary vaccine report form](#).

Proactive Community Testing remains an important part of the university's efforts to protect our community. Tests are fast and free. Please check the [Comets United](#) webpage for additional information.

[Student Safety](#) remains an important part of the UT Dallas' efforts to protect our community. All students will adhere to the Comet Commitment. Unvaccinated Comets will be expected to complete the mandatory [Required Daily Health Screening](#). Those students who do not comply will be referred to the Office of Community Standards and Conduct for disciplinary action under the [Student Code of Conduct – UTSP5003](#). All students are encouraged to read the [Recommendations for Students Returning to Campus](#) issued on August 2, 2021.

Visit [Comets United webpage](#) to obtain the latest information on the University's guidance and resources for campus health and safety.

[Previous Campus Communications](#): a list of university announcements made in 2020-2021.

[Registrar's Intranet](#): please log in with your UTD NetID and password to access this site. Information that faculty need about grading, scheduling, and other essential aspects of our responsibilities related to teaching are made available and updated regularly in the Registrar's Intranet. This source of information can only be accessed by logging in with your UTD NetID and password. Many important faculty questions are answered here, and this is information that faculty members are expected to know and understand.

[FERPA Guidelines](#): you will be asked to log in before you access the FERPA Guidelines webpage on the Registrar's Intranet. If faculty have additional questions about FERPA guidance, please contact the Office of the Registrar at records@utdallas.edu for the proper student consent forms and further instructions.

[Honorlock](#): Online proctoring tool will be available for fully online courses and for classes with enrolled international students who are not yet in the United States.

[UT System Resources for Creating Accessible Course Content](#): designed to assist faculty with developing course content

Student Resources

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university’s website (see "[What should I do if I become sick?](#)")

COVID-19 Resources

[Comets United webpage](#): check frequently

[FAQ](#): check out the FAQs and reach out to your instructor or academic advisor if answers are not included

[Student Resources](#): a variety of resources are available to help students to obtain counseling, health care, and academic support.

Academic Calendar

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
1	Researching Employers; Course Objectives; Assignments and Grading; JSOM Honor and Code of Conduct and Ethics for Recruiting; Instructor Expectations and Requirements	Read the course syllabus: Review week 1 folder on eLearning	Week 1 Discussion Board Topic; JSOM Code of Conduct and Ethics for Employment and Recruiting Assignment	JSOM Code of Conduct and Ethics Due Friday, Sept. 3, 5PM U.S. CST

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
2	JSOM Resume Guidelines and Templates; Compelling and Targeted Resume Accomplishment Statements; Quinnia Instructions	Review Quinnia resources; review week 2 folder on eLearning	Revise your resume in the JSOM template following JSOM Format, Length, Content and Proofreading Guidelines	First Discussion Board Post Due: Employer Target List, Friday, Sep. 3rd, 5PM U.S. CST JSOM Code of Conduct and Ethics Due Friday, Sept. 3, 5PM U.S. CST Quinnia AI Resume with No Red Flags Due Friday, Sept. 24, 5PM U.S. CST
3	Targeting Your Cover Letter and Resume for Internships and Jobs; Online Applications	Review Quinnia resources and create your account; review week 3 folder on eLearning	Utilize the Quinnia tool to assess the effectiveness of your resume for ATS and AI. Remove all red flags.	Quinnia AI Resume with No Red Flags Due Friday, Sept. 24, 5PM U.S. CST Cover Letter Due Friday, Sept. 24, 5PM U.S. CST

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
4	Elevator Pitch; Personal Branding; Professional Networking	review week 4 folder on eLearning	Create and practice your elevator pitch; continue to refine and improve resume within Quinnia	Second Discussion Board Post Due: Record 30-Second Introduction Video, Friday, Sept. 17, U.S. CST Quinnia AI Resume with No Red Flags Due Friday, Sept. 24, 5PM U.S. CST Cover Letter Due Friday, Sept. 24, 5PM U.S. CST
5	LinkedIn Summary and Headline	Review week 5 folder on eLearning	Write your LinkedIn Summary and Headline	Quinnia AI Resume with No Red Flags Due Friday, Sept. 24, 5PM U.S. CST Cover Letter Due Friday, Sept. 24, 5PM U.S. CST
6	Building Your LinkedIn Profile; Discovering Internship and Job Opportunities	Review week 6 folder on eLearning	Develop Your LinkedIn Profile, Identify and Follow Your Target Employers on LinkedIn	Third Discussion Board Post Due: Jindal Connect Alumni Connections, Friday, Oct. 1, 5PM U.S. CST LinkedIn Assignment Due Friday, Oct. 22, 5PM U.S. CST

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
7	Virtual Career Fairs	Review week 7 folder on eLearning	Identify and attend virtual career fairs and networking events	LinkedIn Assignment Due Friday, Oct. 22, 5PM U.S. CST
8	Making Connections with Alumni and Professionals; Informational Interviews	Review week 8 folder on eLearning	Register on Jindal Connect; Identify 5 alumni to connect	Fourth Discussion Board Post Due: Discuss in-person or virtual networking event, Friday, Oct. 15, 5PM U.S. CST LinkedIn Assignment Due Friday, Oct. 22, 5PM U.S. CST
9	Behavioral Interviews; STAR Storytelling	Review week 9 folder on eLearning	Prepare 5 STAR stories; utilize Quinnia to practice	LinkedIn Assignment Due Friday, Oct. 22, 5PM U.S. CST Quinnia AI Interview Due Friday, Nov. 12, 5PM U.S. CST
10	Practice STAR Storytelling; Critical Thinking Interview Questions; Case Interview	Review week 10 folder on eLearning	Continue to practice for video interviews using Quinnia	Fifth Discussion Board Post Due: record STAR story for behavioral interview, Friday, Oct. 29, 5PM U.S. CST Quinnia AI Interview Due Friday, Nov. 12, 5PM U.S. CST

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
11	U.S. Corporate Culture; Job Offers and Scams	Review week 11 folder on eLearning	Compare and contrast work cultures you have experienced in your career	Quinnia AI Interview Due Friday, Nov. 12, 5PM U.S. CST
12	ISSO CPT Presentation	Review week 12 folder on eLearning' Review ISSO CPT Resources	Follow-up with ISSO for any questions	Sixth Discussion Board Post Due: compare/contrast corporate cultures, Friday, Nov. 12, 5PM U.S. CST Quinnia AI Interview Due Friday, Nov. 12, 5PM U.S. CST
13	Overcoming Challenges in Your Search; Making the Most of Your Next Role	Review week 13 folder on eLearning	Complete the Course Survey; Finalize Your Career Action Plan and Put into Action during the fall and winter break	

Note the course syllabus, class speakers and topics, assignments and timelines are subject to change at the lead instructor's discretion.

Below is a partial list of books from <https://www.quintcareers.com/top-career-job-search-books/> (by Katharine Hansen, Ph.D.) that you will find useful in developing your professional brand.

Comprehensive job search

- *How to Land Your Dream Job: No Resume! And Other Secrets to Get You in the Door* by Jeffrey J. Fox

- *Shortcut Your Job Search: The Best Ways to Get Meetings* by Kate Wendleton
- *The Unplanned Career: How to Turn Curiosity into Opportunity: A Guide and Workbook* by Kathleen Mitchell
- *The Unwritten Rules of the Highly Effective Job Search: The Proven Program Used by the World's Leading Career Services Company* by Orville Pierson
- *Job Search: The Total System* by Sheryl Dawson and Kenneth Dawson

Career choice

- *Callings: Finding and Following an Authentic Life* by Gregg Michael Levoy
- *Creating Careers with Confidence* by Edward Colozzi
- *Passion at Work: How to Find Work You Love and Live the Time of Your Life* by Lawler Kang and Mark Albion
- *Targeting a Great Career* by Kate Wendleton
- *The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success* by Nicholas Lore
- *What Should I Do with My Life?: The True Story of People Who Answered the Ultimate Question* by Po Bronson
- *StrengthsFinder 2.0* by Tom Rath
- *The Passion Test: The Effortless Path to Discovering Your Life Purpose* by Janet Attwood and Chris Attwood
- *The Element: How Finding Your Passion Changes Everything* by Ken Robinson with Lou Aronica

Personal/career branding

- *Branding Yourself: How to Use Social Media to Invent or Reinvent Yourself* by Erik Deckers and Kyle Lacy

Networking

- *Never Eat Alone: And Other Secrets to Success, One Relationship at a Time* by Keith Ferrazzi and Tahl Raz
- *Networking is a Contact Sport: How Staying Connected and Serving Others Will Help You Grow Your Business, Expand Your Influence -- or Even Land Your Next Job* by Joe Sweeney with Mike Yorkey
- *The Heart and Art of NetWeaving: Building Meaningful Relationships One Connection At a Time* by Robert S. Littell
- *Smart Networking: Attract a Following In Person and Online* by Liz Lynch

Resumes and cover letters

- *15-Minute Cover Letter* by Louise Kursmark and Michael Farr
- *The Complete Idiot's Guide to the Perfect Resume* by Susan Ireland

- *The Elements of Resume Style: Essential Rules and Eye-Opening Advice for Writing Resumes and Cover Letters that Work* by Scott Bennett
- *Knock 'em Dead Resumes: Standout Advice from America's Leading Job Search Authority* by Martin Yate

Interviewing

- *Mastering the Job Interview and Winning the Money Game* by Kate Wendleton

Recessionary job search

- *Ground of Your Own Choosing: Winning Strategies for Finding & Creating Work* by Beverly Ryle
- *Knock 'em Dead -- Secrets and Strategies for Success in an Uncertain World* by Martin Yate
- *The Quick 30/30 Job Solution: Smart Job Search Tips for Surviving Today's New Economy* by Ronald Krannich and Neil P. McNulty

Career change

- *The Professional Job Changing System -- For Professionals Seeking \$50,000 to \$1,000,000* by Robert J. Gerberg
- *Transitions: Making Sense of Life's Changes* by William Bridges

Entry-level job search

- *Hitting Stryde: A Gen Y Career Survival Guide* by Daneal Charney and David James Singh

On the job/career sustainability and advancement

- *The Secret Handshake: Mastering the Politics of the Business Inner Circle* by Kathleen Kelly Reardon Ph.D.
- *Hacking Work: Breaking Stupid Rules for Smart Results* by Bill Jensen and Josh Klein

Uncategorized

- *Ambition Is Not a Dirty Word: A Woman's Guide to Earning Her Worth and Achieving Her Dreams* by Debra Condron
- *If You Have to Cry, Go Outside: And Other Things Your Mother Never Told You* by Kelly Cutrone and Meredith Bryan
- *Luck is No Accident: Making the Most of Happenstance in Your Life and Career* by John D. Krumholtz and Al S. Levin

- *Overcoming Barriers to Employment: A Step-by-Step Guide to Career Success* by Ron and Caryl Krannich
- *The Career Clinic: Eight Simple Rules for Finding Work You Love* by Maureen Anderson
- *Radical Careering: 100 Truths to Jumpstart Your Job, Your Career, and Your Life* by Sally Hogshead
- *Brag!: The Art of Tooting Your Own Horn without Blowing It* by Peggy Klaus
- *And What Do You Do?: 10 Steps to Creating a Portfolio Career* by Barrie Hopson and Katie Ledger
- *Over 40 & You're Hired!: Secrets to Landing a Great Job* by Robin Ryan
- *One Small Step Can Change Your Life: The Kaizen Way* by Robert Maurer
- *Linchpin: Are You Indispensable?* by Seth Godin

Proctored Final Exam Procedures

If your course has a proctored exam requirement, please see the [UTD Testing Center](#) webpage and [Distance Learning Proctored Exams](#) webpage to make arrangements.

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](#).

(For blended/hybrid course only)

Classroom Conduct Requirements Related to Public Health Measures

UT Dallas will follow the public health and safety guidelines put forth by the Centers for Disease Control and Prevention (CDC), the Texas Department of State Health Services (DSHS), and local public health agencies that are in effect at that time during the Fall 2021 semester. Public health measures may be required for class participation (e.g., wearing of masks, social distancing) and students who refuse to comply may face disciplinary action for [Student Code of Conduct](#) violations. Students who are unable to comply with the university policies including wearing a face covering should consult the [Student Safety](#) webpage for further instructions.

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see "[What should I do if I become sick?](#)" webpage)

(For blended/hybrid course only)

Class Attendance

The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Class Participation

Regular class participation is expected. 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 (and/or labs). 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 will record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. 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.

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 review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class.

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.