

MAS 6102 Course Syllabus – Spring 2026 1st 8-week Course Syllabus

Course Information

Course Prefix, Number, Section MAS 6102.052
Course Title Professional Development

Term Spring 2026, 1st 8 Weeks
Days & Times Mondays, 1:00-2:45

Location JSOM 1.107; Attend class in-person.

Instructor: Diane Holmes, diane.holmes@utdallas.edu
This syllabus is subject to change at the discretion of the instructor.

Office Hours: By appointment. Office hours may be in-person or virtual.

Modality: In-person. Attend the class in-person each week. All assignments are due at the required, specified times.

Class Dates: Jan. 26; Feb. 2, 9, 16 and 23; Mar. 2 and 9

ISSO In-person CPT Workshop: Tuesday, Feb. 17, 2PM OR Wednesday, Feb. 18, 2PM at JSOM Davidson Auditorium, JSOM 1.118. This workshop is for students who require CPT to be eligible to report an internship for academic credit. MAS 6102 Attendance will be collected via Comet Card. Complete online CPT workshop in advance via iCOMET for ISSO completion credit and bring your questions.

Class Topics:

Workshop I: Course Requirements, Professional Ethics, Elevator Speech/Introductions, Small Talk

Workshop II: Resume Writing – JSOM Guidelines & Templates

Workshop III: Resume Writing – Bullet Points and Cover Letters

Workshop IV: Networking, LinkedIn Profile, Making Connections

Workshop V: Interview Types and STAR

Workshop VI: STAR Storytelling Practice

Workshop VII: Internship and Job Search Readiness, Strategies and Trends, Job Offers, U.S. Corporate Culture

Class Assignments:

No letter grade will be assigned. This is a pass/fail course. 70 total points or higher is required to be eligible for the course pass. LATE assignments will be scored 0 points. The Quinncia Resume assignment AND the Quinncia Interview Assignment are BOTH required to be completed before the designated deadlines to be eligible to pass the course.

Grading Rubric:

- Quinncia Resume Assignment: 25 points ****Must Complete to Pass****
- Quinncia Interview Recording: 25 points ****Must Complete to Pass****
- Attendance and Class Participation: 35 points
- JSOM Code of Conduct and Ethics for Employment and Recruitment: 5 points
- LinkedIn Profile and GM Financial Professional Photo Booth Picture: 5 points
- Jindal Connect Registration: 5 points
- ISSO In-Person CPT Workshop for MAS 6102: 5 points
- **BONUS – Attend CMC Soft Skills Lab/Workshop + Reflection Essay: 5 points**
- **BONUS – Defend the Resume with your Instructor, TA and/or JSOM CMC Career Development Specialist, up to 5 points**
- **Late and/or incomplete assignments will be scored ZERO points**
- **You are allowed one submission for each assignment on eLearning. Additional assignment attempts will not be considered. Submit your best effort prior to the assignment deadline for grading.**

Assignment Deadlines:

- Attendance and Class Participation: weekly
- JSOM Code of Conduct & Ethics Policy: Friday, Feb. 6, 5PM CST US
- Quinncia AI Resume: Friday, Feb. 13, 5PM CST US
- LinkedIn and GM Financial Professional Photo Booth Picture: Friday, Feb. 20, 5PM CST US
- Jindal Connect Registration: Friday, Feb. 20, 5PM CST US
- Quinncia AI Video Interview: Friday, Feb. 27, 5PM CST US
- CMC Soft Skills Lab Attendance and Reflection Essay: Friday, Mar. 6, 5PM CST US
- Defend the Resume: Friday, Mar. 6, 5PM CST US
- **Late and/or incomplete assignments will be scored ZERO points. Additional assignment attempts will not be considered.**

Attendance and Class Participation Requirements

Being prepared for class and regular class participation is required. Students who fail to participate in class regularly are inviting scholastic difficulty. **Your instructor may utilize a variety of methods to measure your attendance and participation. These measures may include time stamped Comet Card scanners upon entry and exit of the classroom, quizzes and surveys, role play exercises, small group exercises, discussion board responses, contributions to classroom discussion and more.**

If you arrive to class more than 15-minutes late, leave early, and/or do not participate in the classroom activities, you will receive 0 points for that class meeting. There are seven class meetings, and you earn 5-points for each class you successfully attend and participate in. Note you only earn attendance points for attending a class/section that you are enrolled.

Communicate absences in advance to your faculty and TA. Students who need to arrive late or leave class early are required to notify the professor and TA(s) and will not receive attendance credit for that class meeting. Class participation and attendance are documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. **Fabricating attendance is a violation of the UT Dallas Student Code of Conduct and will be referred to the UT Dallas Office of Community Standards and Conduct for adjudication and may result in class failure, a final grade of F in the course.** [Student Code of Conduct.](#)

Attend and Participate at 1 Class = Earn 5-points
Attend and Participate at 2 Classes = Earn 10-points
Attend and Participate at 3 Classes = Earn 15-points
Attend and Participate at 4 Classes = Earn 20-points
Attend and Participate at 5 Classes = Earn 25-points
Attend and Participate at 6 Classes = Earn 30-points
Attend and Participate at 7 Classes = Earn 35-points
Attend the **IN-PERSON MAS 6102 ISSO CPT Workshop** = Earn 5 points

Pre-requisites, Co-requisites, & 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.

Learning Outcomes

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

- Understand and develop a professional resume;
- Develop interview skills and practice STAR interview storytelling;
- Understand and develop a professional LinkedIn profile;
- Develop networking and elevator speech;
- Develop knowledge required to create an internship/job search action plan.

COURSE DELIVERABLES

- Active classroom participation and attendance;
- 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;
- LinkedIn Profile, Professional Photo and Jindal Connect registration that follows MAS 6102 Guidelines submitted to eLearning by assigned due date;
- Online completion of Quinnia AI Interview recording by assigned due date

JSOM CODE OF CONDUCT AND ETHICS POLICY FOR EMPLOYMENT AND RECRUITMENT

ASSIGNMENT: 5-points

Assignment Due Date and Time: Friday, Feb. 6, 5PM CST U.S.

- Complete the form at <https://jindal.utdallas.edu/career-management-center/student-resources-cmc/maintain-your-commitment/>
- Click the certify compliance form button to begin.
- Once you complete and sign the form, you will receive an email confirmation.
- PDF the email confirmation receipt and upload onto eLearning for grading
- Completion based assignment that earns 5 points or 0 points if not submitted correctly and/or by the assigned due date onto eLearning.
- After you click “submit” you will receive a notification that the submission was successful.
- We recommend checking your assignments/grades to ensure the submission is correct. If you click “save as draft” and do not click “submit” before the deadline, you will a 0 score.

QUINNCIA AI RESUME ASSIGNMENT: 25-points MUST COMPLETE TO BE ELIGIBLE FOR COURSE PASS; 250+ Quinncia AI resume score or higher is recommended.

Assignment Due Date and Time: Friday, Feb. 13, 5PM CST U.S.

How to sign up for Quinncia:

- Visit <https://quinncia.io/access>
- Log in with your UTD netID and password (ex: jmc180002@utdallas.edu). You must use your full netID for correct access
- Click on the "Activate License" button
- **You have access to Quinncia the first day of the semester. Visit <https://quinncia.io/> and enter your UT Dallas email address to get started. Note that Quinncia will also send you a welcome email after the UT Dallas Census Day to remind you.**

Prepare your Resume for Grading:

- Complete your profile in Quinncia at <https://quinncia.io/>
- Upload your first resume draft onto Quinncia in PDF format
- Quinnc will review and provide feedback for improvements and identify flags (approx. 60-seconds to receive the feedback)
- Revise your resume implementing Quinnc's feedback and upload the revised resume in PDF format.
- You may continue the process uploading and revising your resume in Quinnc as many times as you choose. (strongly recommended)
- The Quinncia resume attempt uploaded onto eLearning is required to be completed during the semester you are enrolled in the course. **Quinncia Resume attempts and scores from a past semester submitted onto eLearning will be scored zero points.**
- **A resume score of 250 or higher is the goal for the resume assignment. Multiple attempts may be required to achieve a resume score of 250 or higher.**

Submit for Grading:

- Two documents required to be attached in order to complete the assignment:
- Attach your final draft resume in PDF Format with corrections onto eLearning for instructor scoring.
- Attach a screen shot of your Quinncia "Student's Resume Analysis" dashboard which shows your name at the top of the resume (Example Attached)
- After you click "Submit" you will receive a notification that the submission was successful. Please recheck your grades/assignments to ensure the assignment was submitted correctly. If you click "save as draft" and do not correctly submit by the deadline, you will receive a 0 score.

To earn the full 25-points, implement the following:

- Formatting: No Deviations in format or font style from the JSOM resume Template. No Lines on the page. Consistency of information and attention to detail. (5-points)
- Length: One-page is required. (5-points)
- Content: Action verbs from the JSOM CMC action verb list recommended or additional instructor approved action verbs AND metrics that demonstrate accomplishments for your experiences and projects. (5-points)
- Proofreading: **Resumes that are poorly written (grammar and spelling errors) incomplete or more than one page will receive 0 total points for the resume assignment.**
- **Carefully review the Eligibility statement examples and use the phrasing from the JSOM template that describes your work authorization. (5-points)**
- **A resume score of 250 or higher. (5-points)**
- **Multiple attempts may be required to achieve a resume score of 250 or higher.**

Helpful Tips for your success on the Quinncia AI Resume assignment:

- Use the JSOM Resume Template - <https://jindal.utdallas.edu/career-management-center/student-resources-cmc/write-resume/>
- Correct as many flags as possible however you do not have to remove all the flags to complete the assignment.
- You do not need to meet the benchmark score to complete the assignment.
- Note that Quinncia is an artificial intelligence tool that will not be 100% accurate
- If you run into technology issues, contact Quinncia by email at support@quinncia.io and notify your instructor. Note that technical issues can occur at any time; therefore, it is strongly recommended that you plan ahead to ensure completion of this assignment before the deadline.
- Learn how to read Quinn's feedback on your resume: <https://help.quinncia.io/article/50-understanding-your-resume-analysis-page>

LINKEDIN PROFILE AND GM FINANCIAL PROFESSIONAL PHOTOBOOTH ASSIGNMENT: 5-points

Assignment Due Date and Time: Friday, Feb. 20, 5PM CST U.S.

Schedule appointment on Handshake to take your professional photo in the GM Financial photo booth and upload to your LinkedIn profile. Walk-in hours may also be available. The GM Financial PhotoBooth is available during CMC operating hours, M-TH, 9AM-5:30PM and F, 9AM-5PM.

Prepare LinkedIn Profile for Grading:

- Open your LinkedIn profile page
- Click the "More" button at the top of your profile under your professional picture.
- Select "Save to PDF"

- Note that your headshot will not be visible and it may not be in English; however, your instructor will visit your page to verify your professional photo. Note that some elements of your profile may be hidden by your LinkedIn privacy settings, so be sure to review these before submitting assignment for grading.

Submit For Grading:

- Open assignment module and attach LinkedIn PDF
- After you click "Submit" you will receive a notification that the submission was successful. Please recheck your grades/assignments to ensure the assignment was submitted correctly. If you click "save as draft" and do not correctly submit by the deadline, you will receive a 0 score.

EXCELLENT – 5 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
- Customized URL
- Add employment information including company name, title, location, dates and description/bullet points of accomplishments/work performed

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.

RECOMMENDED (OPTIONAL)

- Connect with your professor on LinkedIn to ensure they can fully review your profile for grading (Instructor recommended item but not required to receive the full 5 points).
- Post or share one content item relevant to your degree program and industry (Instructor recommended item but not required to receive the full 5 points)
- NEW- Quinnia LinkedIn AI review. Learn more about this feature and how to install the OPTIONAL extension tool at <https://help.quinnia.io/article/400-step-by-step-guide-to-linkedin>

UTD COMETS COMMUNITY/JINDAL CONNECT ACCOUNT REGISTRATION: 5-Points

Assignment Due Date and Time: Friday, Feb. 20, 5PM CST U.S.

- Visit <https://jindalconnect.com/> and click JOIN NOW to create your account. We recommend signing in with Google or LinkedIn; however, there are other sign in options available to create your account.
- **To ensure the best experience using Jindal Connect and the mentor matching system, include/specify your industry, job function, graduation year, field of study, degree/education and experience (previous employment) in your profile.**
- Upload the screenshot of your Jindal Connect account onto eLearning for grading. New account requests may take 3-5 business days to process.
- Recommended- identify and meet with a mentor through Jindal Connect.

QUINNCIA AI INTERVIEW ASSIGNMENT: 25-points; MUST COMPLETE TO BE ELIGIBLE FOR COURSE PASS; 300+ AI Quinncia Score is Recommended

Assignment Due Date and Time: Friday, Feb. 27, 5PM CST U.S.

Prepare Quinncia AI Interview for Grading:

- Upload your final resume onto Quinncia.
- Look for the widget that says “Schedule Your Interview”, click “Schedule”
- Select a date and time that works well for you. You are required to schedule your interview at least 15 minutes in advance. We want to make sure you have time to set up and be prepared for your interview!
- You will 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 and dress professionally!
- Follow that link to start your interview. You will have 2 minutes to complete the first question and 90 seconds for every question after.
- Quinnc will provide immediate feedback as you complete the interview, but the overall analysis will come within 48-72 hours after the interview is completed.

Grading Information:

- The Quinncia interview attempt uploaded onto eLearning is required to be completed during the semester you are enrolled in the course. **Quinncia Interview attempts and scores from a past semester submitted onto eLearning will be scored zero points.**

- **It is strongly recommended you plan ahead and attempt multiple interviews in the week(s) leading up to the deadline to reduce technology issues and to improve your performance to achieve the score of 300 or higher.**
- **Assignment submissions after the deadline receive zero points. Interview attempts after the deadline will not be considered.**
- You will be analyzed on the following: rate of speech, filler words, communication style, answer length, topic cloud, enthusiasm, micro-expressions, video, audio, and eye contact
- You will receive a score of 0 if there is no audio captured by Quinncia. Please review your recording and ensure the transcript has captured your words, and the audio is clear. Re-record as necessary before submitting for grading into eLearning.

Submit for Grading:

- **You are allowed only one submission onto eLearning for grading.** If you have not achieved an interview score of 300 or higher, continue to practice. **If you do not achieve an interview score of 300 or higher, submit your best attempt for grading onto eLearning before the assignment deadline for grading.**
- Screenshot the initial "Student's Interview Analysis" dashboard which appears after your interview is completed (Example Attached).
- Upload this screenshot into eLearning prior to the deadline.
- **The screenshot you capture and submit into eLearning must match your most current recorded interview within Quinncia. Your instructor will review both. Be sure your interview score and image is captured in your screenshot.**
- Note: If you procrastinate on this assignment, you run the risk of technical issues, not completing the interview, not receiving the interview analysis, and scoring zero points for this assignment.
- After you click "Submit" you will receive a notification that the submission was successful. Please recheck your grades/assignments to ensure the assignment was submitted correctly. If you click "save as draft" and do not correctly submit by the deadline, you will receive a 0 score.

To earn the full 25-points, implement the following:

- Tell me about yourself: strong introduction, targeted and focused content with minimal fillers. 10 points
- STAR Storytelling Technique for Behavioral Interview Questions: 10 points
- 300 or higher Quinncia Interview Score: 5 points

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

- Maintain good eye contact and ensure your answers are easily heard and clear
- Practice your elevator pitch and prepare several STAR stories in advance
- Be ready to discuss the content included on your resume
- Set up your equipment against a neutral background with good lighting
- Background noise/distractions are unprofessional and unacceptable.
- Review this information to better understand your score:
<https://help.quinnia.io/article/106-interview-analysis-breakdown>
- If you run into technology issues, contact Quinnia by email at support@quinnia.io and notify your instructor. Note that technical issues can occur at any time; therefore, it is strongly recommended that you plan ahead to ensure completion of this assignment before the deadline.

BONUS: JSOM CMC MAS 6102 SOFT SKILLS LAB/WORKSHOP + REFLECTION ESSAY- 5 Points

Assignment Due Date – Friday, Mar. 6, 5PM CST U.S.

- Attend a designated JSOM CMC MAS 6102 Soft Skills Lab/Workshop. Visit Handshake to view the schedule and register in advance.
 - Communication: Feb. 17 or 18, 12PM
 - Collaboration: Feb. 23 or 24, 12PM
 - Ambiguity and Adversity: Mar. 2 or 3, 12PM
 - Critical Thinking and Problem Solving: Mar. 5 or 6, 12PM
- To receive the 5 points, Attend the lab/workshop (late arrivals will not be granted entry) and write a reflection essay of 150+ words addressing the following prompts
 - Top 3 ideas and observations you learned from the lab/workshop
 - Describe the impact that AI, cultural, generational and/or office modality differences are contributing to challenges AND successes in the workplace.
 - List 3 action items you will complete based on the advice shared

BONUS: DEFEND THE RESUME ASSIGNMENT – 5 Points

Assignment Due Date – Friday, Mar. 6, 5PM CST U.S.

- Inform your course instructor and/or TA that you would like to schedule a meeting to defend the content and integrity of your resume. The deadline to inform your professor and/or TA that you would like to complete this assignment is Friday, Feb. 13.
- The instructor and/or TA will review your request and schedule the day, time and modality and determine the length of the meeting. The meeting may be individual or small group/pod. The instructor will determine who you will meet

with to complete this assignment: the instructor, the TA and/or JSOM Career Development Specialist.

- The instructor will determine the modality of the meeting. In-person is strongly recommended. Microsoft Teams is the alternate modality for fully online students. Your camera is required to be on throughout the meeting.
- The instructor and/or TA will review your request and schedule the day, time and modality and determine the length of the meeting. The meeting may be individual or small group/pod.
- Be prepared to provide your elevator pitch, discuss your preferred employer(s) and industry(s) of interest and to defend any/all of the resume content: every skill, metric, work experience, certificate, employment dates, locations, academic projects, organizations and more may be discussed in the meeting.
- Failure to defend the resume content will result in zero points being awarded.

Grading Policy

This is a pass/fail course. No letter grade will be assigned.

Course Policies

Make-up exams

None

Extra Credit

None

Late Work

Late assignments are scored 0 points.

Special Assignments

None

Course Access and Navigation

You can access course materials in eLearning using your UT Dallas NetID account on the eLearning website. <https://elearning.utdallas.edu>

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.

To view your class videos, you will find the link in eLearning. The link will take you to your videos that are located on Microsoft Stream.

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.

Required Materials & Associated Support Documents

Mandated and approved resume and LinkedIn Templates found on the Jindal School of Management Career Management Website. <http://jindal.utdallas.edu/career-management-center/student-resources/>

Additional eLearning Modules - Students should review on demand presentations and videos on eLearning to enhance student professional development and internship readiness. Access to the eLearning videos will be given following the university’s census day; note some eLearning content may be available the first week of class.

Course Overview by Week – Review the Content Folder of the Topic Being Discussed PRIOR to attending class

<p>Workshop I</p> <p>Course Requirements Professional Ethics Elevator Speech Small Talk</p>	<ul style="list-style-type: none"> • Course Assignments and Requirements • JSOM Code of Conduct and Ethics for Recruiting Policy • Instructor and Class Introductions • AI Job Search • Industry Research and Hiring Trends • Small Talk Practice 	<p>Complete the JSOM Code of Conduct and Ethics for Recruiting Assignment and submit onto eLearning for grading</p> <p>Bring a hard copy of your current resume to class</p> <p>Be prepared to introduce yourself in class</p>
<p>Workshop II</p> <p>Resume Writing Guidelines & Templates</p>	<ul style="list-style-type: none"> • JSOM Resume Guidelines & Templates • Identify Meaningful Metrics 	<p>Update current resume into the JSOM Template</p>
<p>Workshop III</p> <p>Resume Writing Bullet Points</p>	<ul style="list-style-type: none"> • Writing Compelling Bullet points that are targeted, relevant, detailed and include metrics 	<p>Bring a PRINTED copy of your resume in the JSOM Template to class for an in-class exercise</p> <p>Upload your revised resume onto Quinncia for initial feedback and revise as needed to reduce the red flags and improve your benchmark score</p>

		Submit Your Final Quinncia Resume onto eLearning for grading
Workshop IV Networking and LinkedIn	<ul style="list-style-type: none"> • Networking Strategies • LinkedIn Profile • Making Meaningful Connections • Jindal Connect 	<p>Register with Jindal Connect and meet with your mentor</p> <p>Take a professional headshot in the GM Financial Photo Booth at the JSOM CMC</p> <p>Revise LinkedIn profile and upload onto eLearning for grading</p>
Workshop V Interview Types and STAR	<ul style="list-style-type: none"> • AI, In-person and virtual interview strategies • Behavioral and Technical Interview questions • STAR method 	Schedule and complete several practice interviews on Quinncia
Workshop VI STAR Storytelling Interview Practice	<ul style="list-style-type: none"> • Behavioral Interview Practice • STAR Storytelling Practice 	<p>Prepare and practice STAR stories to be ready for sharing during in-class exercise</p> <p>Complete Quinncia interview and upload screen shot of analysis including date/time stamp onto eLearning for scoring</p>
Workshop VII Internship & Job Search Strategies: Career Action Plan	<ul style="list-style-type: none"> • Professional development is a lifetime skill • Internship and Job Search Readiness 	<p>Identify and research your target employers</p> <p>Follow your industry news</p> <p>Improve your communication skills</p> <p>Continue to Network</p>

<p>Workshop VIII ISSO In-person CPT Workshop</p>	<ul style="list-style-type: none"> • ISSO CPT workshop • Location/Date: Feb. 17, 12-1:30PM or Feb. 18, 2-3:30PM, JSOM 1.118, Davidson Auditorium. 	<p>Review Assignment folder in eLearning for details</p>
--	---	--

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

Required Textbooks and Materials

Required Texts

Review eLearning Course Content Folders

Required Materials

Check eLearning Course Content Folders

Suggested Course Materials

Suggested Readings/Texts

Check eLearning Course Content Folders

Suggested Materials

Check eLearning Course Content Folders

Course Access and Navigation

You can access course materials in eLearning using your UT Dallas NetID account on the eLearning website. <https://elearning.utdallas.edu>

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.

To view your class videos, you will find the link in eLearning. The link will take you to your videos that are located on Microsoft Stream.

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.
Required Materials & Associated Support Documents

Mandated and approved resume and LinkedIn Templates found on the Jindal School of Management Career Management Website. <http://jindal.utdallas.edu/career-management-center/student-resources/>

Additional eLearning Modules - Students should review on demand presentations and videos on eLearning to enhance student professional development and internship readiness. Access to the eLearning videos will be given following the university's census day; note some eLearning content may be available the first week of class.

[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. NOTE: Class recordings from prior semesters may be used as long there are no identifiable student information due to [FERPA](#) because instructors will need students' written consent first. Please review your previous class recordings for identifiable student information before using them in the current term. For additional guidance, contact the [Office of the Registrar](#).

[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

[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.

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 Spring

2022 semester to the extent allowed by state governance. Texas Governor Greg Abbott's Executive Order [GA-38](#) prohibits us from mandating vaccines and face coverings for UT Dallas employees, students, and members of the public on campus. However, we strongly encourage all Comets to get vaccinated and wear face coverings as recommended by the CDC. Check the [Comets United: Latest Updates webpage](#) for the latest guidance on the University's public health measures. Comets are expected to carry out [Student Safety](#) protocols in adherence to the Comet Commitment. Unvaccinated Comets will be expected to complete the [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](#).

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](#).

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. 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 a quarantined student.

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 (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 may 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 see <http://go.utdallas.edu/academic-support-resources>.

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

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one’s own work or material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, your assigned faculty person cannot drop or withdraw any student. Please see Lynn Hankins if you need to withdraw.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*. In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **E**.

AccessAbility Services

It is the policy and practice of The University of Texas at Dallas to make reasonable disability-related accommodations and/or services for students with documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required (see <http://www.utdallas.edu/studentaccess>). If you are eligible to receive disability-related accommodations and/or services and to ensure accommodations will be in place when the academic semester begins, students are encouraged to submit documentation four to six weeks in advance. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact the Office of Student AccessAbility for a confidential discussion.

The Office of Student AccessAbility provides:

1. Academic accommodations for eligible students with a documented permanent physical, mental or sensory disability
2. Facilitation of non-academic and environmental accommodations and services
3. Resources and referral information, and advocacy support as necessary and appropriate.

OSA is located in the Student Services Building, suite 3.200. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated. The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment. If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there

is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee

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