



Course MIS3100.001 Professional Development
Instructor Elizabeth Bruce
Term Fall 2013
Meetings Monday, 4:00 – 4:50 p.m., Room JSOM 2.102

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| Instructor | Elizabeth Bruce | Program Director | Dr. Dawn Owens |
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| Phone | 972-883-5385 | Phone | 972-883-4901 |
| Office | JSOM 1.218 | Office | JSOM 2.702 |
| Office Hours | By appointment or Mondays: 9:30 – 10:00 11:00 – 11:30 3:30 – 4:00 5:00 – 5:30 | Office Hours | M/W 11:00 – 1:00 Thurs. 5:30 – 6:30 |

Prerequisites, Co-requisites, & Requirements

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

This course is required for all students majoring in Management Information Systems at the Naveen Jindal School of Management.

Course Description

This course is designed to enhance the student's experience at JSOM. Students will work on networking skills, verbal and written communication skills, and business etiquette training and will learn how to increase their human capital. Students will also work on projects geared toward career management and overall professional development as a business major. The goal of this class is to make the student a more marketable and valuable professional to the global economy. Students will participate in class and on campus training activities.

Learning Outcomes

1. Students will demonstrate a basic proficiency in written and oral professional communications.
2. Students will develop a commitment to ethical business decision making.
3. Students will develop an ability to create a career plan.
4. Students will demonstrate proper professional dress and behavior.

Required Texts

Professionalism: Soft Skills for a Digital Workplace by Jeff Butterfield, 1st Edition, ISBN 0538469781, Published by Cengage

The E-Book version is available at: <http://goo.gl/NhRBV5>

Course Schedule, Assignments, and Due Dates

| Date | Leader | Topic | Reading | Assignment Due |
|-------------|----------------------|--|-----------------------|--|
| 8/26 | Owens/ Bruce | Introductions | | |
| 8/30 | N/A | N/A | N/A | Email to Dr. Owens Due |
| 9/2 | | LABOR DAY/NO CLASS | | |
| 9/9 | Bruce | College Level Writing | | |
| 9/16 | Owens/ Bruce | Who Am I? | | |
| 9/23 | CMC/ Bruce | Career Management Center | | |
| 9/30 | Bruce | Planning and Managing Your Career | Unit E (Pages 97-120) | Who Am I? |
| 10/7 | Bruce | Planning and Managing Your Career Time Management | Unit E (Pages 97-120) | Goal Statement |
| 10/14 | Academic Advising | Academic Advising | | Time Management Essay |
| 10/21 | Owens | What Employers Demand | | Job Posting |
| 10/28 | Owens | Navigating Your Degree Program | | |
| 11/4 | Bruce | Developing a Professional Work Ethic | Unit B (Pages 25-48) | Resume |
| 11/11 | Bruce | Developing Your Interpersonal Skills | Unit C (Pages 49-72) | |
| 11/18 | Bruce | Winning at Office Politics | Unit D (Pages 73-96) | |
| 11/25 | Bruce | Winning at Office Politics | Unit D (Pages 73-96) | Informational Interview |
| 12/2 | Bruce | Presenting Yourself Professionally | Unit A (Pages 1-24) | Proof of CMC Workshop Attendance and CMC Workshop Reflection |
| 12/9 | Owens/ Bruce | Passport Event Discussion | | Proof of MIS Event Attendance and Verbal Report |

- All reading is to be completed before class on the date posted.
- All assignments will be posted in eLearning.
- All written assignments must be submitted in paper form at the beginning of class.
(Exception: Email to Dr. Owens due Friday, August 30)
- All assignments, unless otherwise requested, must adhere to the APA style guide of formatting, citing, and referencing.
- Students may (and are encouraged to) submit the “Workshop Reflection” at any time during the course once the workshop has been attended.
- All assignments turned in late will be assessed a one-point penalty per day.

Grading

This course will feature a mix of activities and written and verbal assignments. Activities may be in class or assigned as homework and will usually require the student to complete some type of task. The instructor will provide detailed instructions as well as the quantitative scoring method for each assignment. Please consult the course schedule for deadlines. Assignments turned in late will receive a one (1) point penalty deduction per day.

Grading Scheme

| Grade Component | Points |
|----------------------------------|---------------|
| Activities | |
| Who am I? | 5 |
| Job Posting | 5 |
| Passport: CMC Workshop | 5 |
| Passport: MIS Event | 5 |
| MIS Event Verbal Report | 5 |
| Written/Verbal Assignment | |
| Goal Statement | 10 |
| Time Management Essay | 10 |
| Resume | 10 |
| Interview Reflection | 15 |
| CMC Workshop Reflection | 10 |
| Miscellaneous | |
| Course Attendance | 10 |
| Course Participation | 10 |
| Total Possible Points | 100 |

Scoring

| Final Point Total | Letter Grade |
|--------------------------|---------------------|
| 97-100+ | A+ |
| 95-96 | A |
| 90-94 | A- |
| 87-89 | B+ |
| 84-86 | B |
| 80-83 | B- |
| 77-79 | C+ |
| 74-76 | C |
| 70-73 | C- |
| 68-69 | D+ |
| 67-67 | D |
| 66-66 | D- |
| 0-65 | F |

Course Policies

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 instructor 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 instructor will adhere to these guidelines, as well as those specific to each assignment, and will not make any exceptions.

Attendance

Just as employees are expected to be at work, students are expected to be in class. Attendance is mandatory. In this course, students will be paid .67 points for each class period they attend. These points count toward the 10-point attendance total.

Class Participation

Just as employees are expected to contribute to the company, students in this class are expected to come prepared and to actively participate in the discussion and activities. Students should not feel that they have to constantly talk or attempt to answer every question; rather, they should add quality observations, questions, and statements to the discussion *for the benefit of the entire class*. Students who contribute quality actions to the class session may be rewarded with up to 10 points toward their overall course participation grade.

Cell Phones and Laptops

The policy in this course is that cell phones and mobile devices are not allowed during class time for any reason, including telling time. This is in place for three reasons: (1) students need pay attention to what is occurring during class, (2) these devices are a distraction to fellow students, (3) these devices are a distraction to the instructor. Students electing to use a laptop for note taking or for reading the electronic textbook may do so; however, these students will be required to sit on the front rows of the classroom. Students who elect to violate the cell phone policy or abuse the use of laptops by doing anything unrelated to the class at hand will receive a warning that will include forfeiture of the course participation points for the day. Subsequent violations will feature the student being asked to leave the classroom and forfeiture of attendance points in keeping with the attendance policy.

Off-campus Instruction and Course Activities

This class will not require students to travel to events that are located outside of the UT-Dallas main campus.

UT Dallas Syllabus Policies and Procedures

Students are expected to be familiar with the University's policies and procedures segment of the course syllabus. Please go to <http://coursebook.utdallas.edu/syllabus-policies/> for these policies.

Statement Regarding Potential Academic Dishonesty

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

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