



Course BA3100.003 Professional Development
Professor Dr. Vance Johnson Lewis
Term August 26, 2013 through December 11, 2013
Meetings Wednesdays 3:00p-3:50p, JSOM 2.102

Professor's Contact Information

Office Phone 972-883-5869
Other Phone N/A
Office Location JSOM 2.205
Email Address Vance.Lewis@UTDallas.edu
NOTE: I do not check my email on my phone or 24 hours a day.
Office Hours Wednesdays 12:30-2:30p
Tuesday and Thursday afternoons by appointment
Statement of Teaching Teaching is not something I am forced to do...I do it because I not only enjoy it but I, by personality, am motivated by helping other people find success. Every decision I make regarding this class is done with the motive of helping you acquire the skills and knowledge to become a highly successful business person.

General Course Information

Pre-requisites, Co-requisites, & other restrictions There are no pre-requisites or co-requisites for this course.
Course Description This course is required for all students majoring in Business Administration in the Naveen Jindal School of Management. This course is designed to enhance the student's experience in the Naveen Jindal School of Management. Students will work on networking skills, verbal and written communication skills, business etiquette training, and learn how to increase their human capital. Students will also work on projects geared towards career management and overall professional development as a business major. The goal of this class is to make the student a more marketable and valuable professional to the global economy. Students will learn and attend class using hybrid system of online training and on campus training.

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; and
- 4) Students will demonstrate proper professional dress and behavior.

Required Texts & Materials

Illustrated Course Guides: *Professionalism - Soft Skills for a Digital Workplace*, Butterfield, 1st Edition, 0538469781 Cengage.
E-Book version is available here: <http://goo.gl/NhRBV5>

Required Computer Access

UTD Email and E-Learning.

Evaluated Efforts

| Grade Component | Points |
|-------------------------|-------------|
| Activities | |
| Who am I? | 50 |
| Resume | 50 |
| Workshop Registration | 50 |
| Job Posting | 50 |
| Linked-In Profile | 50 |
| Writing | |
| Goal Statement | 100 |
| Time Management Paper | 100 |
| Workshop Reflection | 100 |
| Informational Interview | 150 |
| Miscellaneous | |
| Course Attendance | 200 |
| Course Participation | 100 |
| Total | 1000 |

Final Grade Determination

| Final Point Total | Letter Grade |
|-------------------|--------------|
| 970-1000+ | A+ |
| 940-969 | A |
| 900-939 | A- |
| 870-899 | B+ |
| 840-869 | B |
| 800-839 | B- |
| 770-799 | C+ |
| 740-769 | C |
| 700-739 | C- |
| 670-699 | D+ |
| 640-669 | D |
| 600-639 | D- |
| 0-559 | F |

**Midterm grades are due October 18, 2013. Midterm grades will be calculated using any assignments recorded to E-Learning on that date and will only use A, B, C, D or F labels.*

Extra Credit

The concept of extra credit can be traced back to the earliest Colonial Divinity Schools and it was an exercise offered to motivated students to further their learning...it had nothing to do with helping desperate individuals get a higher grade. There will be no extra credit offered in this course; however, please note that the amount of point available to earn exceeds the maximum amount of points counted thus extra credit is already built into the course.

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 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, and will not make any exceptions for any reason.

Attendance

Just as how in one's job they are expected to be at work, students are expected to be in class and attendance is mandatory. Just as with the real world, employees are paid for being at work. In this course, students will be paid 15 points for each class period they attend counting toward their 200 point attendance total. Class begins promptly and lasts for 50 minutes. Students who come late, leave early, or leave the classroom during class will be docked 10 points of their attendance points for the day.

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 discussion and activities for the day. 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 as to benefit the overall organization. Students who contribute quality actions to the class session may be rewarded with up to 15 points per class toward their overall course participation grade.

Grades

This course will feature a mix of activities and written activities. Activities may be in class or assigned as homework and will usually require the student to complete some type of task. Written activities will be due in-class typed on paper as well as uploaded to E-Learning and should follow the directions as specified on the instructions. Unless otherwise requested, all documents should follow APA style for an informal report. The Professor will provide detailed instructions as well as the quantitative scoring method for each assignment. Please consult the course schedule for specific deadlines.

Late Work and Missed Assignments and/or Exams

All deadlines for submissions are clearly defined; therefore, no assignments or projects will be accepted late FOR ANY REASON. If a student misses their group presentation, they will receive a grade of zero for that project. If a student misses an exam, they will receive a grade of zero for that exam. If a student misses a graded class activity, they will receive a grade of zero. If a student misses a quiz, they will receive a grade of zero. If a student feels they have a compelling reason for missing either the presentation, exam, or activity, they may file a written appeal with the Professor.

Cell Phones/Mobile Devices

Many companies, in their company handbook, make provisions for the use of cell phones and mobile devices during the company's time. The policy in this course is that cell phones and mobile devices are not allowed during class time. This is in place for three reasons: 1) you need to be paying attention to what is occurring during class, 2) your use of a device may be a distraction to others in the class, 3) your use of a device may be a distraction to the Professor. Students who elect to violate this policy will first be issued a warning, either verbally or through email. Any further issues with the policy after that will cause the student to be placed on "unpaid leave" and asked to leave the class for the day.

Laptop Computers

As with mobile devices, many companies elect to limit computer use during company time. The only approved use for laptop/tablet devices is for use in taking notes. Use of a computer outside of this provision will result first in your being asked to stop usage of your computer and then, if problems persist, in your being placed on "unpaid leave" and asked to leave the class for the day.

Note: Students electing to use a laptop in class will be asked to sit in the front rows of the classroom.

Off-campus Instruction and Course Activities

This course does require students to visit a local business as part of their semester group project.

Email and Communication

Due to issues of privacy, all email communications from students must either be through E-Learning or the student's utdallas.edu email account. Emails sent from a non-utdallas.edu email, such as yahoo, gmail, google, etc., will not be answered.

UT Dallas Syllabus Policies and Procedures

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

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

Statement regarding potential academic dishonesty

All allegations of scholastic dishonesty will be submitted to the Office of Judicial Affairs who will make a determination based on evidence. If it is decided that an infraction occurred, *at minimum* a grade of zero will be recorded for the assignment/activity in question.

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

| Course Schedule | | | | |
|------------------------|---------------|---|--|---|
| Date | Leader | Topic | Reading (expected before class) | Assignment Due |
| Aug. 28 | Dr. Lewis | Introductions | | |
| Sept. 4 | Dr. Lewis | College Level Writing Review | | |
| Sept. 11 | Dr. Lewis | Who Am I? (in-class part) | | |
| Sept. 18 | CMC | Career Center Visit | | |
| Sept. 25 | Dr. Lewis | Planning and Managing Your Career | Unit E (Pages 97-120) | "Who Am I" exercise due beginning of class. |
| Oct. 2 | Dr. Lewis | Planning and Managing Your Career Time management discussion | Unit E (Pages 97-120) | "Goal Statement" exercise due beginning of class. |
| Oct. 9 | Ms. Newcomb | Academic Advising Session | | "Time Management Paper" due beginning of class. |
| Oct. 16 | Dr. Lewis | What jobs really seek | | "Job posting" due beginning of class. |
| Oct. 23 | Dr. Lewis | Navigating your degree program | | "Linked-In Profile" due beginning of class. |
| Oct. 30 | Dr. Lewis | Developing a Professional Work Ethic | Unit B (Pages 25-48) | |
| Nov. 6 | Dr. Lewis | Developing Your Interpersonal Skills | Unit C (Pages 49-72) | "Resume" due beginning of class. |
| Nov. 13 | Dr. Lewis | Winning at Office Politics | Unit D (Pages 73-96) | |
| Nov. 20 | Dr. Lewis | Winning at Office Politics | Unit D (Pages 73-96) | "Informational Interview Paper" due beginning of class. |
| Nov. 27 | | <i>NO CLASS</i> | | |
| Dec. 4 | Dr. Lewis | Presenting Yourself Professionally Wrap up | Unit A (Pages 1-24) | "Workshop Reflection" due beginning of class.* |

** Students are encouraged to submit their workshop reflection as soon as possible following the attendance of the workshop.*