



Course BA 3100.501 Professional Development
Professor Rebecca Gayle Newcomb
Term Fall 2013
Meetings Tuesday, 5:00PM – 5:50PM, SOM 2.102

Professor's Contact Information

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Office Hours Monday 1:30PM – 2:30PM
Thursdays 9AM – 10AM
Additional times available by appointment

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-
680-699	D+
670-679	D
660-669	D-
0-659	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

A few opportunities for extra credit will be given over the course of the semester. Extra credit will be offered in writing on the individual assignment pages only and will not be pointed out in class. These opportunities will be available to all students. No extra credit will be offered on an individual basis. Please note that the number of points available to earn exceeds the maximum number 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.

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. 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 is 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.

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.

Note: Please begin all email subject lines with “3100”.

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.

Date	Leader	Topic	Reading (expected before class)	Assignment Due
Week 1 8/27/13	RGN Dr. Lewis	Introductions		
Week 2 9/3/13	RGN	College Level Writing Review		
Week 3 9/10/13	RGN CMC	Career Center Visit		“Resume” due at the start of class
Week 4 9/17/13	RGN Dr. Lewis	Who Am I? (in-class part)		
Week 5 9/24/13	RGN	Planning and Managing Your Career	Unit E (Pages 97-120)	“Who Am I” exercise due at the start of class.
Week 6 10/1/13	RGN	Planning and Managing Your Career Time management discussion	Unit E (Pages 97-120)	“Goal Statement” exercise due at the start of class.
Week 7 10/8/13	RGN Advisor	Academic Advising Session		“Time Management Paper” due at the start of class.
Week 8 10/15/13	Dr. Lewis	What jobs really seek		“Job posting” due at the start of class.
Week 9 10/22/13	Dr. Lewis	Navigating your degree program		“Linked-In Profile” due at the start of class.
Week 10 10/29/13	RGN AK Sharif	Developing a Professional Work Ethic Study Abroad Presentation	Unit B (Pages 25-48)	
Week 11 11/5/13	RGN	Developing Your Interpersonal Skills	Unit C (Pages 49-72)	
Week 12 11/12/13	RGN	Winning at Office Politics	Unit D (Pages 73-96)	
Week 13 11/19/13	RGN	Winning at Office Politics	Unit D (Pages 73-96)	“Informational Interview Paper” due at the start of class.
Week 14 12/3/13	RGN	Presenting Yourself Professionally	Unit A (Pages 1-24)	“Workshop Reflection” due at the start of class.
Week 15 12/10/13	RGN Dr. Lewis	Class social event		

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