



**Course** BA3100.002 Professional Development  
**Professor** Michele Lockhart, Ph.D.  
**Term** fall 2013  
**Meetings** W, 2 – 2:50 p.m., JSOM 2.102

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### Professor's Contact Information

**Office Phone** TBA  
**Other Phone** N/A  
**Office Location** ATC 2.901 (effective September 10, 2013)  
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**Office Hours** T: 1 – 4 p.m.  
or 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>

## **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 100 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.

*Cell phones and Laptops:* 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 for any reason, including telling 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 electing to use a Laptop for note taking or for reading of 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 which will include their forfeiture of any 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.

### **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.

## Grading Scheme

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
<b>Total</b>	<b>1000</b>

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

### 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

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 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 Professor.*

Date	Leader	Topic	Reading (expected before class)	Assignment Due
Week 1 8/26/13	Prof. Lewis Instructor	Introductions		
Week 2 9/2/13	Instructor	College Level Writing Review		
Week 3 9/9/13	Prof. Lewis Instructor	Who Am I? (in-class part)		
Week 4 9/16/13	Instructor  CMC	Career Center Visit  (Do not go to classroom—go directly to the Davidson Auditorium. Bring your Comet Card to ensure that you are counted for attendance.)		
Week 5 9/23/13	Instructor  Prof. Sharif	Planning and Managing Your Career  Study Abroad Information	Unit E (Pages 97- 120)	“Who Am I” exercise due beginning of class.
Week 6 9/30/13	Instructor	Planning and Managing Your Career Time management discussion	Unit E (Pages 97- 120)	“Goal Statement” exercise due beginning of class.
Week 7 10/7/13	Academic Advising Session			“Resume Activity” due at the beginning of class.  “Time Management Paper” due beginning of class.
Week 8 10/14/13	Prof. Lewis	What jobs really seek		“Job posting” due beginning of class.
Week 9 10/21/13	Prof. Lewis	Navigating your degree program		“Linked-In Profile” due beginning of class.
Week 10 10/28/13	Instructor	Developing a Professional Work Ethic	Unit B (Pages 25- 48)	
Week 11 11/4/13	Instructor	Developing Your Interpersonal Skills	Unit C (Pages 49- 72)	

Week 12 11/11/13	Instructor	Winning at Office Politics	Unit D (Pages 73-96)	
Week 13 11/18/13	Instructor	Winning at Office Politics	Unit D (Pages 73-96)	<p>“Informational Interview Paper” due beginning of class.</p> <p>Deadline to register and attend CMC workshop: November 20.</p>
Week 14 12/2/13	Instructor	Presenting Yourself Professionally	Unit A (Pages 1-24)	<p>“Workshop Reflection” due beginning of class.</p> <p>To fulfill the Career Management Center “Workshop Reflection” assignment, you need to register and attend a workshop you meet the requirements for except for the "Dress for Success" workshops. Then write the reflection. You need to register and attend the workshop by Nov. 20.</p> <p>Link to CMC:</p> <p><a href="http://jindal.utdallas.edu/career-management-center/">http://jindal.utdallas.edu/career-management-center/</a></p> <p>Link to upcoming events:</p> <p><a href="http://jindal.utdallas.edu/career-management-center/upco">http://jindal.utdallas.edu/career-management-center/upco</a></p>

Week 15 12/9/13	Prof. Lewis Instructor	Class social event		

NOTES: All written assignments must be submitted in paper form at the beginning of class AND uploaded electronically to E-Learning by the beginning of class.

Students may (and are encouraged to) submit “Workshop Reflection” at anytime during the course once the workshop has been attended.