



Course FIN3100.001 Professional Development
Professor Victoria Deen McCrady
Term Fall 2015
Meetings Wednesdays, 9 AM - 9:50 AM, JSOM 2.802

Professors' Contact Information

<u>Instructor</u>	Professor Victoria McCrady	Program Director	Dr. Greg Durham
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Office Hours	By appointment or Tues, Wed, Thurs: 10:00 AM – NOON	Office Hours	By appointment OR Mon-Wed 11:25am-1:00pm and Tue-Thu 8:15-9:15am

If you email me, send the email using your UTD student email. The subject line must include your course name, number and section. This is for privacy reasons.

General Course Information

Pre-requisites, Co-requisites, & other restrictions

T/R 1:00 – 2:00 PM
or by appointment
There are no pre-requisites or co-requisites for this course.
<http://dr-owens.genbook.com>

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 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 and Materials:

1. **Online readings are accessible through eLearning.** You must sign up for TurnItIn.com to submit written work. Those instructions are also available at eLearning/Blackboard.
2. **Student subscription to Bloomberg Business Week.** You will pay \$14 for 20 digital issues of the magazine. To order your digital subscription of Bloomberg BusinessWeek now, please visit: <http://goo.gl/Tb43ib>

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 your job requires you to arrive for work at a particular time in order to be paid, students are expected to be in class at the time class begins: attendance is mandatory. A maximum of 130 points will be given during the semester for attendance. Students will receive ten points per class attended, and there are 14 classes scheduled. Thus, you have one “free” absence

Class begins promptly and lasts for 50 minutes. An attendance sheet will be available at the beginning of each class. It is each student’s responsibility to sign the attendance sheet during each class. **Students who arrive after the first five minutes of class will not be able to sign the attendance sheet for that day. If you do have an excused absence, speak to the professor and then submit absence documentation to TurnItIn.com so that you know it will be applied.**

Class Participation

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.

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.

Grading Scheme with Due Dates

Grade Component	Points	Due Date
Understanding of the Course Goals		
Syllabus Quiz	5	26-Aug
Self-Assessment & Goal-Setting		
Who Am I?	100	23-Sep
Goal Setting Statement	50	30-Sep
Job Ad	5	30-Sep
Resume (Using CMC Template)	50	7-Oct
Networking & UTD Resources		
Networking Activity	5	
CMC Workshop There are three parts to this assignment A. CMC Workshop Registration in CometCareers (50 pts) B. CMC Discussion Report (30 pts) C. CMC Discussion Comments (20 pts)	100	<i>Deadline to schedule:</i> 21-Oct <i>Disc. report deadline:</i> 18-Nov <i>Deadline for comments:</i> 2-Dec
LinkedIn Profile	25	
Bloomberg Article Team Presentation	100	<i>See calendar</i>
Specific Field Knowledge (+ Networking)		
Informational Interview There are three parts to this assignment. A. Informational Interview “Who, Why, Where & When” (50 pts) B. Informational Interview <u>Research</u> Report Component (100 pts) C. Informational <u>Interview Report</u> & <u>Conclusion</u> (100 pts)	250	<i>Deadline to schedule:</i> 7-Oct <i>Deadline - Research Report Component:</i> 28-Oct <i>Deadline for Interview Report Component:</i> 18-Nov
General Professional Knowledge		
Quizzes over Professionalism text on eLearning (30 Points/Quiz)	150	5 Quizzes Due Dates Quiz #1: 9-Sep Quiz #2: 9-Sep Quiz #3: 16-Sep Quiz #4: 30-Sep Quiz #5: 11-Nov
Course Attendance & Participation (13 Required Days, 10 Points Each)	130	<i>Throughout semester</i>
Informational Interview Discussion – Class Participation	30	<i>Varies</i>
Total	1000	

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.

Late Work, Missed Assignments and Extra Credit

All deadlines for submissions are clearly defined; therefore, **no** assignments or projects will be accepted late FOR ANY REASON.

I do not curve individual items, nor do I offer “extra credit” work or “special consideration” to allow **individual** students a chance to raise their grade. While there might be an occasional extra credit assignment, it is offered to the entire class and will serve to benefit the class. If a personal situation arises during the semester that may affect your classroom performance, please talk to me sooner rather than later. If you wait until the end of the semester, I won't be able to help you. I can work with you more easily if you speak to me when the situation arises.

If you can't be in class on the day an assignment is due, you will still need to upload it to TurnItIn.com by the time class starts. Do not email me the assignment.

Semester Calendar

#	Date	Class Events/Focus	Assignments Due
1	26-Aug-15	Welcome! Syllabus & Calendar Review, TurnItIn.com, Bloomberg & Syllabus Quiz	
2	2-Sep-15	UTD Resource & Professional Planning: Career Management Center (CMC)	
3	9-Sep-15	"Who Am I?" Assignment & Informational Interview Assignment	Due by 11:59 PM: * Quiz #1 " You, Your Plan & Your Career " Quiz (eLearning) * Quiz #2 " Class Assignments " Quiz (eLearning)
4	16-Sep-15	Professionalism, Networking & LinkedIn Assignment Team Bloomberg Assignment Introduced	Due by 11:59 PM: Quiz #3 " Professionalism & Networking " Quiz (eLearning)
5	23-Sep-15	Goal Setting & Job Ad Assignments GUEST SPEAKER: CMC	DUE: " Who Am I? " Assignment (TurnItIn.com)
6	30-Sep-15	What Do Employers Want? (Presentation, Resumes & Cover Letters) Bloomberg Team Presentation Group members selected	DUE: Goal Setting & Job Ad Assignments (TurnItIn.com) Due by 11:59 PM: Quiz #4 " Goal-Setting & the Job Market " Quiz (eLearning)
7	7-Oct-15	Informational Interview -- "Who, Why, When, Where?" SPEAKER, Program Director Greg Durham	DUE: Resume (TurnItIn.com) DUE: Informational Interview - "Who, Why, When, Where?" (TurnItIn.com)
8	14-Oct-15	Academic Advising	DUE: LinkedIn Assignment (TurnItIn.com)
9	21-Oct-15	1. Informational Interview Readings (Early Submissions Extra Credit = +5) 2. Bloomberg Presentations (Groups 1 & 2)	DUE: CMC Workshop Registration (TurnItIn.com)
10	28-Oct-15	Bloomberg Presentations (3, 4 & 5) Study Abroad Information	DUE: Informational Interview Research Paper (TurnItIn.com)
11	4-Nov-15	Bloomberg Presentations (6, 7 & 8) Internships Information	DUE: Submit description of CMC event attended to CMC Discussion at TurnItIn.com
12	11-Nov-15	Bloomberg Presentations (9, 10, 11 & 12)	Due by 11:59 PM: Quiz #5 UTD Resources Quiz (eLearning)

13	18-Nov-15	Bloomberg Presentations (13 & 14)	<p>DUE: Submit a Report on Your Own Experience at a CMC Event (Discussion @ TurnItIn.com)</p> <p>DUE: Informational Interview Report & Conclusion (TurnItIn.com)</p>
	25-Nov-15	<i>Thanksgiving Break -- Class does not meet!</i>	
14	2-Dec-15	Final Class -- Informational Interview reports (Students Share)	<p>DUE: Comments on other students' CMC event reports due by 11:59 PM (TurnItIn.com)</p>

Note: We will have a number of speakers during the semester, so be aware that dates speakers attend may change due to extenuating circumstances.

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 submitted to TurnItIn.com before class begins on the due date unless otherwise specified. Quizzes will be submitted to eLearning/Blackboard by 11:59 PM on the date specified. Be sure to follow the directions carefully.

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.