Course	Professional Development 3100		
Professor	Michele Lockhart, Ph.D.		
Term	spring 2016		

UTD				
	Tuesday			
	11 a.m. - 11:50 a.m.	FIN 3100.002	JSOM 12.210
Meetings	Thursday			
	11 - 11:50 a.m.	ACCT 3100.004	JSOM 11.206
	4 - 4:50 p.m.	MKT 3100.001	JSOM 2.901

Professor's Contact Information

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Office Location	JSOM 4.425
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Twitter: https://mobile.twitter.com/MLockhart_PhD

Office Hours	Tuesday
	12:30 - 2 p.m.

Thursday
2 - 3:30 p.m.
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 accounting 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 multi-media career development and job preparedness. 2. Students will construct effective intra-firm communication documents. 3. Students will construct effective documents and presentations for key external stakeholders.
Required Texts & Materials	1) 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 2) Student subscription to Bloomberg Business Week. You will pay $14 for 20 digital issues of the magazine. The digital subscription of Bloomberg Business Week is available here: http://goo.gl/Ib43ib

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. Class begins promptly and lasts for 50 minutes.

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.

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. Subsequent violations will feature the student being asked to leave the classroom.

Career Management Center (CMC) Documents in e-Learning:
--CMC event schedule for the spring semester.
--Students should register for these events on CometCareers to ensure a seat; see e-Learning to view a slide deck that shows students how to register for an event and how to upload their employer-ready resume.

Business Communication Center (BCC)

The Business Communication Center is dedicated to helping JSOM students develop important professional communication skills. Appointments are filled quickly, so to ensure you get the space you need, try to book over a week in advance. You may book an appointment at bcc.utdallas.edu

TYPES OF BCC ASSISTANCE

Written Assignments
Tutors will help you at any stage of your writing, from organizing and developing your topics to paraphrasing and citing your sources in APA style. These issues may take more than one appointment, and after you have revised your document to address these issues, we can discuss the grammar. Although BCC tutors will not correct the grammar, they will help you to identify patterns of errors in your work, explain grammar rules to help you resolve these issues on your own, and give you helpful proofreading tips. For group projects, one team member may receive assistance on his or her own portion of the writing, APA citations and references, and format, but not on other team members' writing.

Presentations
Tutors will help you improve the content and visual appeal of your slides. You can even practice your presentation – as a group or individually – and receive valuable feedback on improving your delivery!

Job Search Documents
Students no longer book appointments for resumes, etc. Instead, they sign up for workshops and small group interaction sessions (PODs) to receive information on how to create an ATS format-friendly resume, build a three-part bullet point, and write an employer-focused cover letter. Only after attending these sessions will students be authorized to sign up for individual sessions with tutors.

Register for our workshops by logging into CometCareers and clicking on Career Events. Be sure to register for the workshops that state, "Presented by JSOM Business Communication Center" because the BCC workshop content is different than - but consistent with - the Career Management Center's.

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 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 for each assignment. Please consult the course schedule for specific deadlines.

Grading Scheme

Grade Component	Points
Activities	
Career Assessment: Bloomberg	50
Resume	50
Linked-In Profile	50
Academic Advising: Degree Planning Activity	100
Bloomberg BusinessWeek Presentation	100
Writing	
Unit Reading Quiz (5 @ 10 points each)	50
Executive Summary	50
Goal Statement	150
CMC Workshop Reflection	150
Informational Interview	250
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.

Cheating: Includes but is not limited to the use or attempted use of unauthorized materials, information, or study aids in any academic exercise; the use of sources beyond those authorized by the instructor in completing any academic exercise or, engaging in any behavior specifically prohibited by the faculty member in the course syllabus or class discussion. Academic exercise includes all forms of work submitted for credit or hours.

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

Date	Topic	Reading -read before class -be prepared to discuss	Assignment Due All written assignments must be submitted in paper form at the beginning of class.
Week 1 1/11	Introductions, College Level Writing Review		In class: Introduction Sheet
Week 2 1/18	Career Management Center (CMC) Team Visits Our Classroom (entire class period) Be prepared to take notes; attendance required. Here is important information for your "Career Management Center Workshop Reflection" assignment, which is due on the last day of class. But you need to do the following ASAP: -register and attend a workshop (except for the "Dress for Success" workshop). -write the "Workshop Reflection Paper." Link to CMC: http://jindal.utdallas.edu/career-management-center/ Link to upcoming events: http://jindal.utdallas.edu/calendar/index.php#cmc		
Week 3 1/25	Career Assessment: Bloomberg Assignment Explained Planning and Managing Your Career	Unit E (Pages 97-120)	Unit E Quiz (first 10 minutes of class)
Week 4 2/1	Study Abroad Information Session: Classroom Visit (first 15 minutes)		"Career Assessment: Bloomberg" exercise due beginning of class.
Week 5 2/8	Networking and 30 Second Elevator Speech Developing a Professional Work Ethic	Unit B (Pages 25-48)	Unit B Quiz (first 10 minutes of class)
Week 6 2/15	Navigating your degree program		"Goal Statement" assignment due at the beginning of class.

Week 7 2/22	Professional Etiquette Developing Your Interpersonal Skills	Unit C (Pages 49-72)	Unit C Quiz (first 10 minutes of class)
Week 8 2/29	Presenting Yourself Professionally	Unit A (Pages 1-24)	Unit A Quiz (first 10 minutes of class)
Week 9 3/7			"Linked-In Profile" due beginning of class. "1-page Resume Activity" due at the beginning of class. Sample resume & templates: http://jindal.utdallas.edu/career-management-center/student-resources/#02-resume-help
Week 10 3/14	Spring Break: No Classes this Week		
Week 11 3/21	Academic Advising Session Classroom Visit (entire class period)		In class activity
Week 12 3/28	Winning at Office Politics	Unit D (Pages 73-96)	Unit D Quiz (first 10 minutes of class)
Week 13 4/4			"Informational Interview Paper" due beginning of class.
Week 14 4/11	Bloomberg Oral Team Presentations & Executive Summary for each team member		
Week 15 4/18	Bloomberg Oral Team Presentations & Executive Summary for each team member		
Week 16 4/25	Bloomberg Oral Team Presentations & Executive Summary for each team member		
			"Workshop Reflection" due beginning of class.