



**Course**  
**Meetings**  
**Term**  
**Professor**

FIN 3100.003 Professional Development  
Mondays 4-4:50 p.m., JSOM 2.102  
Fall 2016  
Margaret Garnett Smallwood, Senior  
Lecturer II

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### **Professor's Contact Information**

**Phone** 972 883-5985 (office)  
214 755-6697 (cell)

**Office Location** JSOM 4.428 (fourth floor)

**Email Address** [Margaret.smallwood@utdallas.edu](mailto:Margaret.smallwood@utdallas.edu)

**Office Hours** Mondays and Wednesdays 2:30-4 p.m. or by appointment. Please email me from your UTD email to make an appointment.

**Contacting Me** The best way to reach me is by email, using your UTD email only, or to leave a message on my cell phone. If your message is urgent, please say so and I will try to return it earlier. The subject line of the email must include your course name, number and section. This is for privacy reasons.

### **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 in the Naveen Jindal School of Management and is designed to enhance the student's experience in the Jindal School. 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.

**Learning Outcomes**

- Students will be introduced to multi-media career development and job preparedness by creating JSOM-standard resume.
- Students will be introduced to intra-firm communications by creating an executive summary.
- Students will be introduced to external communication by creating an informative presentation.

**Required Texts & Materials**

Student subscription to Bloomberg Business Week. Click this link to learn how to order your subscription:

[https://w1.buvsub.com/pubs/BW/BWZ/dallas\\_14.isp?cds\\_page\\_id=1](https://w1.buvsub.com/pubs/BW/BWZ/dallas_14.isp?cds_page_id=1)

More information about the Bloomberg subscription is posted in eLearning and included at the end of this syllabus.

**Device Use Policy:** I have tried a number of methods to get students to focus and not use their cell phones, tablets or laptops in class, none of which have been effective. Unfortunately, it's been necessary to adopt a strict no device policy. Devices are not permitted in class unless they are being used for class assignments or research. The first time you use your device in class for a non-class related reason, I will politely ask you to stop. The second time you use your device in class, I will ask you to step out of the class for the rest of the class period. The third time you use your device in class, you will be counted as absent for that day and any assignments turned in that day will be considered late. If you have an unusual or an emergency one-time situation where you must be available to be contacted by phone during class, please speak to me before class. **This policy will be enforced.**

### **Grading Policy**

All work should also demonstrate the same professional and ethical standards expected of you in the workplace, including proofreading and editing carefully all work you submit in this class. Professionalism also means that you use appropriate source citation wherever and whenever necessary so that you avoid violations of copyright and academic honesty – even if those violations are inadvertent.

### **Business Communication Center**

You are strongly encouraged to use the BCC located in 12.106. Visit <http://jindal.utdallas.edu/student-resources/business-communication-center> to make an appointment, find out how to check out a video camera, and learn how to strengthen your speaking and PowerPoint design.

### **Course Policies**

#### *Late Work*

Deadlines in the professional world are a serious matter. Missed deadlines mean lost contracts, delayed product releases, skyrocketing expenses, and, in some cases, the loss, quite literally, of millions of dollars in revenue. Missed deadlines also compromise professional reputations and careers. Work that does not meet the assignment's constraints is unprofessional and creates administrative headaches. "I had technical problems" is not a valid excuse for late work, so plan accordingly. For these reasons, late or incomplete work is not acceptable in this course EXCEPT in the most extreme and unlikely of circumstances.

**If you can't be in class on the day an assignment is due, you will still need to upload it to eLearning using the assignment link. The link is disabled once class starts. Do not email me the assignment.**

#### *Individual Extra Credit*

Other than extra credit opportunities offered to the entire class, 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. 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.

#### *Handwritten Assignments*

**Do not turn in handwritten assignments. If you submit a handwritten assignment, you will receive no credit for the assignment.**

### *Classroom Citizenship*

In keeping with the professional communication mandate of this course, students are expected to use every opportunity in the course to practice communicating in a civil and professional manner. Class participation for this class involves positive professional performance. Students are expected to come prepared and to actively participate in the discussions and activities. However, individual students should not monopolize discussions. Instead, they should add quality observations, questions, and statements to the discussion **for the benefit of the entire class**.

Deduction points may also be assessed for the lack of a professional, positive attitude in the classroom. Some examples include interrupting or making negative remarks about a classmate or the speaker, failing to pay attention, using cell phones/laptops inappropriately, sleeping and putting feet on the desk/chairs. Since many of the assignments are based on teamwork, lack of contribution to team effort, especially in the Bloomberg Team Presentation assignment, may also impact the class participation grade.

### *Classroom and Equipment Use Policies*

No laptops may be used in the classroom unless you have cleared it with me first.

### **UT Dallas Syllabus Policies and Procedures**

Please use the following permanent address to read University policies and procedures concerning syllabi. <http://go.utdallas.edu/syllabus-policies>.

### **Attendance**

I take attendance and I take it seriously. Attending class is like coming to work; it's required and expected. You are expected to attend each class, but life happens. You get three free absences. After that, attendance will affect your grade in that each additional, unexcused absence will result in 10 points off your final grade. It is your responsibility to make sure you are counted present in each class. An assignment sheet will be passed around during each class. Do not sign in a friend who is not present.

**However, if you miss a day identified on the syllabus as a mandatory attendance day, 40 points will be taken off your final point total for the course.**

### **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 in hard copy in class when class starts or through eLearning links, which are disabled once class start on the due date. Be sure to follow the directions as specified on the instructions. Unless otherwise requested, all documents should follow APA style. The professor will provide detailed instructions. Please consult the course schedule for specific deadlines.

#### **Grading Scheme**

<b>Assignment</b>	<b>Points</b>
<b>Resume</b>	<b>50</b>
<b>Anti-Plagiarism Training Module and Reflection Paper</b>	<b>50</b>
<b>LinkedIn Profile</b>	<b>50</b>
<b>Goal Statement</b>	<b>50</b>
<b>Bloomberg Article Team Presentation (up to 50 points for creating the PowerPoints with your team and up to 50 for presenting)</b>	<b>100</b>
<b>Bloomberg Project Teamwork/Participation</b>	<b>50</b>

Degree Plan Activity	50
Executive Summary (individual assignment)	50
Informational Interview	200
<b>Total</b>	<b>650</b>

Total Points (out of 650)	Percentage	Letter Grade
630 to 650	97% to 100%	A+
611 to 629	94% to 96.9%	A
585 to 610	90% to 93.9%	A-
565 to 584	87% to 89.9%	B+
546 to 564	84% to 86.9%	B
520 to 545	80% to 83.9%	B-
500 to 519	77% to 79.9%	C+
481 to 499	74% to 76.9%	C
455 to 480	70% to 73.9%	C-
442 to 454	68% to 69.9%	D+
416 to 441	64%-67.9%	D
390 to 415	60% to 63.9%	D-
Below 390	Below 60%	F

#### Statement regarding potential academic dishonesty

All allegations of scholastic dishonesty will be submitted to the Office of Judicial Affairs.

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

Date	Topic	Work/Assignment Due
8/22/16 Week 1	Welcome! Overview of course; introductions and syllabus	No assignments due
8/29/16 Week 2	Career Management Center Introduction to CMC	Activate Bloomberg BusinessWeek subscription (already paid for in your class fees)
9/5/16 No class due to Labor Day Holiday		
9/12/16 Week 4	"Presenting Yourself Professionally" presentation  Review Resume assignment	1. Start work on resume; go to resume POD session from CMC.
9/19/16 Week 5	Review Bloomberg assignment Review LinkedIn assignment  Finish "Presenting Yourself Professionally" Presentation, if not already done	<b>1. Resume</b> assignment due: Submit through eLearning link before time class starts. Link is disabled when class starts. Do not submit in class.
9/26/16 Week 6	Class networking event  Form teams of 4 for Bloomberg Assignment  Review Plagiarism training module and individual reflection paper	1. Start work on <b>LinkedIn</b> profile creation or updates
10/3/16 Week 7	"Planning and Managing Your Career" Discussion  Review Goal Statement assignment	<b>1. LinkedIn profiles</b> due: Submit through eLearning link by time class starts. Link is disabled once class starts. Do not submit in class.  1. Start work on Goal Statement Assignment
10/10/16 Week 8	"Developing a Professional Work Ethic" Presentation  Review Informational Interview assignment  Finance Program Director visits	<b>1. Goal Statement</b> due: Submit through The TurnItIn link in eLearning before time class starts. Link is disabled once class starts. Do not submit in class.  2. Start thinking of person for the informational interview paper.

10/17/16 Week 9	Academic Advising Advising Activity	1. <b>Individual reflection paper on anti-plagiarism training</b> module due: Submit through eLearning link by time class starts. Link is disabled once class starts. Do not submit in class.
<b>10/24 No class as I am presenting at a conference. This could change (we could have class) once I know the precise time I am presenting. I will let you know.</b>		
10/31/16 Week 13	"Office Politics" presentation "Interpersonal Communication" presentation	1. <b>Turn in Advising (Academic Plan) assignment in class</b> 2. <b>Individual executive summary of article presenting on in Bloomberg presentation:</b> Everyone turns in hard copy in class; do not turn in through eLearning.
11/7/16 Week 12	Bloomberg presentations start in class	1. <b>Bloomberg presentations</b> due. All teams turn in (one copy per team) PPT slides and article in class. Do not turn in through eLearning. 2. <b>Bloomberg presentations</b> start in class (3 teams present) 3.. Provide professor with name, title, date and time of interview for <b>informational interview</b>
11/14/16 Week 13	Bloomberg presentations continue in class	1. <b>Bloomberg presentations</b> continue in class (3 teams present) 2. <b>Informational Interview</b> papers due: Turn essay in through TurnItIn link n eLearning. <b>Do not turn essay in in class.</b> However, turn in the printed two articles with your name written on
<b>Week of 11/21-25—No school due to Thanksgiving holiday and Fall Break. Enjoy the holiday!</b>		

11/28/16 Week 15	Bloombergs wrap up in class  Last day of class!	<b>1.</b> Final Bloomberg presentations in class (4 teams present)
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### **Student Resource Center Tools**

- **Browse Readings**; by Discipline/Topic, Sectors, Regions, and Competencies
- **Your Strategy**; Career strategies covering topics such as personal branding, professional networking, key interview skills and more!
- **Career Assessment**; a 15-minute assessment and custom report to help you identify your strengths, challenges, priorities, and motivators.
- **Career Secrets**; Audio access to New York Times best-seller, *Secrets of the Young & Successful*.
- **Go Marketplace**; Find opportunities around the world ranging from internships to full time positions.

After receiving the email confirmation regarding the start of your subscription, please [Register](#) for a student resource center account using your email address on file.

### **Need help with your subscription?**

Account updates can be made on <http://www.businessweek.com/service.htm>, or contact our Education Support team at [BWKEduSupport@cdsfulfillment.com](mailto:BWKEduSupport@cdsfulfillment.com) or 1-800-843-7352 for:

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- Subscription cancellation
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