



Course BA 3100 Professional Development
Professor Sarah E. Moore
Term Fall 2016

Class Meetings M 9-9:50, JSOM 2.904

Professor's Contact Information

Office Location JSOM 3.810
Office Phone, (972) 883-5129

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Office Hours M 10-11 / W 10-12

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 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.

1. Students will be introduced to multi-media career development and job-preparedness by creating a JSOM-standard resume.

Learning Outcomes

2. Students will be introduced to intra-firm communication by writing an executive summary of an informative article.

3. Students will be introduced to external communication by creating an presentation of an informative article.

Required Texts & Materials

Student subscription to Bloomberg Business Week and B-School Connection. Find information on how to subscribe on eLearning.

Additional readings will be announced on eLearning.

Assignments

GETTING STARTED (100)

Plagiarism Lecture	15	eLearning
Plagiarism Quiz	10	eLearning
Plagiarism Reflection Assignment	75	TurnItIn

CAREER PREP (100)

Career Assessment / Goals	100	TurnItIn
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CAREER DOCS (100)

LinkedIn Profile Update List	40	TurnItIn
CMC Template Resume	50	TurnItIn
Job Ad	10	TurnItIn

PROFESSIONAL DOCS (100)

Informational Interview Quiz	10	eLearning
Executive Summary	50	TurnItIn
Degree Planning / Advising Assignment	40	TurnItIn

ENDING SEMESTER (200)

Bloomberg Businessweek Presentation	100	In Class
Informational Interview	100	eLearning

Class Participation	50
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TOTAL POINTS	650
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Business Communication Center

You are strongly encouraged to use the BCC located in 12.106

Visit <http://bcc.utdallas.edu/> 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

Grading (credit) Criteria	All work should also demonstrate the same professional and ethical standards expected of you in the workplace. This includes proofreading and editing carefully all work you submit. Professionalism also means that you use appropriate source citation wherever and whenever necessary so that you avoid violations of copyright – even if those violations are inadvertent.
	Please use APA style citations and references.
	When asking to review grades with the professor, please show your CometCard ID.
	100-97% = A+ , 97-93 = A , 92-90 = A- , 89-87 = B+ , 86-83 = B , 82-80 = B- , 79-77 = C+ , 76-73 = C , 72-70 = C-
Make-up	You should expect to work hard in this course. Like each of your other JSOM courses, this is a rigorous class.
	None

Exams	
Extra Credit	You can earn 10 extra credit points for attending a CMC workshop and submitting a one-page summary and application in APA format to the drop box on eLearning. Due by Dec. 1.
Late Work	<p>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. 'Technological problems' is not a valid excuse for late work, so plan accordingly.</p> <p><u>For these reasons, late or incomplete work is not acceptable in this course EXCEPT in the most extreme and unlikely of circumstances.</u></p>
Class Attendance	You are allowed to miss two courses without penalty (or need for explanation). After those two absences, your course grade will be docked 10 points per absence.
Classroom Citizenship	<p>In keeping with this course's professional communication mandate, students are expected to use every opportunity in the course to practice communicating in a civil and professional manner.</p> <p>Electronic devices like laptops and cell phones should only be used to further the course. I reserve the right to require that no electronic devices be used during lectures if those devices prove to be distracting. Please keep phones screen down during class discussions and lectures.</p> <p>Citizenship includes adherence to the school's policies on academic honesty. I take these policies very seriously.</p>
Comet Creed	<p><i>This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:</i></p> <p><i>"As a Comet, I pledge honesty, integrity, and service in all that I do."</i></p>
UT Dallas Syllabus Policies and Procedures	<p><i>The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.</i></p> <p><i>Please go to http://go.utdallas.edu/syllabus-policies for these policies.</i></p>

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

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1		8/22	Welcome! Syllabus (Intro Plagiarism Assignment), Networking Activity, Guest Speaker Tom Henderson	Networking post by 8/25	
2		8/29	Career Management Center Day	Plagiarism Tutorial Assignment by 11:59 p.m.	
3		9/12	Study abroad and internships. Introduce Executive Summary, Career Assessment/Goal Statement & Informational Interview Assignment.		
4		9/19	Guest Speakers	Goal Statement due at 11:59 p.m.	
5		9/26	Guest Speakers		
6		10/3	Advising Day (Location TBA)		
7		10/10	Work Ethic and Expectations for Presentations Introduce Bloomberg Presentation. Planning and Managing Your Career. Networking.	Advising Assignment due by 11:59 p.m. Bring rough draft of Executive Summary to class	
8		10/17	LinkedIn, Resumes, and Cover Letters	Executive Summary due at 11:59 p.m. Complete Informational Interview quiz on eLearning	
9		10/24	Bloomberg Presentation Practice	CAREER DOCS DUE! 1.) CMC Template Resume, 2.) Job Ad (copied and pasted with original URL included); and 3.) LinkedIn profile changes list ALL DUE at TurnItIn.com by 11:59 PM	
10		10/31	Bloomberg Presentations	Groups 1, 2, and 3 All students attend. Listed groups have presentation due.	
11		11/7	Bloomberg Presentations	Groups 4, 5, and 6 All students attend. Listed groups have presentation due.	
12		11/14	Bloomberg Presentations	Groups 7, 8, and 9 All students attend. Listed groups have presentation due.	
13		11/28	Bloomberg Presentations	Groups 10, 11, and 12 All students attend. Listed groups have presentation due.	
14		12/5	Course Wrap Up	Informational Interview due Networking activity	