Course	BA3100 Professional Development
Professor	Dr. Kristen A. Lawson
Term	Fall 2016
Class Meetings	Tuesdays 12 – 12:50 (3100.002) Tuesdays 4 – 4:50 (3100.003)

Professor's Contact Information

Office Phone	972-883-5827
Office Location	JSOM 4.432
Email Address	Kristen.Lawson@utdallas.edu
Office Hours	Mondays 1:30 p.m. – 2:30 p.m. Tuesdays 1:30 p.m. – 4 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 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. Credit cannot be received for more than one of the following: ACCT 3100, BA 3100, BCOM 3100, FIN 3100, HMGT 3100, IMS 3100, ITSS 3100, MKT 3100 or OPRE 3100. (1-0) S
Learning Outcomes	1.) Students will be introduced to multi-media career development and job preparedness by preparing a JSOM-standard resume. 2.) Students will be introduced to intra-firm communication by preparing an executive summary. 3.) Students will be introduced to external communication by creating an informative presentation.
Required Texts & Materials	1) eLearning readings, links & other materials 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

Assignments

GETTING STARTED	
Networking Activity #1	25
Syllabus Quiz at eLearning	25
CAREER PREP	
Career Assessment	100
Goal Statement	100
APPOINTMENT INFO	
"Who? When? Where? Why?" for Informational Interview	50
CAREER DOCS	
LinkedIn Profile submitted on class discussion board	50
CMC Template Resume submitted in eLearning	50
AVOIDING PLAGIARISM	
Reflection paper submitted in eLearning	100
PROFESSIONAL DOCS	
Executive Summary	100
Informational Interview	200
ENDING SEMESTER	
Advising Assignment	25
Bloomberg Businessweek Presentation	100
Networking Activity #2	25
Attendance and Participation	50
TOTAL POINTS	**1000**

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.

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-

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.

Attendance
It is your responsibility to make sure you are counted present in each class. Be honest. Be on time. Be aware. If you forgot to sign in, accept the penalty.

You get TWO free absences. Each absence after that equals a loss of ten points from your Informational Interview grade. If you have a university-approved excused absence, submit documentation (a note from your doctor, etc.) of that absence to me in an email with the subject line of: ABSENCE DOCUMENTATION.

Sometimes there will be traffic. Often, it will be difficult to find a parking space. Be aware of this and plan accordingly. Class begins promptly. We have a short time to accomplish everything on our schedule. People who come in late disrupt the class and make it difficult for us to accomplish our goals. Entering a room late is also unprofessional and rude. Be thoughtful. Be polite. If you are excessively tardy, be aware that tardiness will begin to count as absences and will affect the final grade.

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.

Your responsibility is to submit work to eLearning before the deadline. Understand how eLearning works. Double-check immediately after you submit a document to make sure that it is in the system. "I had technical problems" is not a valid excuse for late work, so plan accordingly. For these reasons, you will lose one letter grade for each day an assignment is late; after three days, the assignment is not eligible for a passing grade.

Obviously, there are sometimes extreme and unlikely circumstances. In those cases, which involve university-excused absences, late work will be accepted.

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.

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.

Classroom and Equipment Use Policies
No laptops may be used in the classroom unless you have cleared it with me first. Put phones away. Do not text in class.

Cheating
From [UTDSP5003 §.49.10]: 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.

We are going to have a great semester! This course is intended to create processes and cultivate resources that will help you succeed for years to come.

Additional policies can be found here: http://go.utdallas.edu/syllabus-policies

Class #	Day	Date	Agenda	Assignments Due
1	T	23-Aug-16	Welcome! Review syllabus & class policies, networking activity	Networking Activity in class
2	T	30-Aug-16	Planning and Managing Your Career: Career Assessment Executive Summaries Informational Interview	Subscribe to Bloomberg Take Syllabus Quiz at eLearning
3	T	6-Sept-16	You Don't Have to Have All the Answers -- But Set SMART goals: Goal Statement **Guest Speaker:** Study Abroad **Student groups for Bloomberg formed**	**Bring draft version of Executive Summary to class** to discuss with teammates to decide which article you will be using for Bloomberg Presentation
4	T	13-Sept-16	Guest Speaker: **Career Management Center**	**CAREER PREP DUE!** 1.) "Career Assessment" & 2.) "Goal Statement" due in eLearning by 11:59 PM
5	T	20-Sept-16	Guest Speakers: **Program Directors**	
6	T	27-Sept-16	Guest Speakers: **Program Directors**	**EXECUTIVE SUMMARY DUE!** Due in eLearning by 11:59 PM
7	T	4-Oct-16	Navigating Your Degree Program Guest Speaker: **ADVISING**	
8	M	11-Oct-16	JSOM Template Resumes LinkedIn Profile Professionalism Avoiding Plagiarism	**Advising Assignment due in eLearning by 11:59 PM.**
9	T	18-Oct-16	**Guest Speaker:** Internships Bloomberg Presentation Practice	**APPOINTMENT INFO DUE!** "Who? When? Where? Why?" for Informational Interview Due in eLearning before 11:59 PM
10	T	25-Oct-16	Bloomberg Presentation Practice	**CAREER DOCS DUE!** 1.) JSOM Template Resume (Upload to eLearning) & 2.) LinkedIn profile (upload link in discussion thread) BOTH DUE by 11:59 PM

11	T	1-Nov-16	Bloomberg Presentations **Groups 1, 2 & 3**	**Groups 1, 2 & 3** All students attend, but these three groups stay behind after presentations for short meetings; **all groups that present today must submit a copy of their presentation in eLearning by 11:59 PM; each individual must submit his/her own copy** **Avoiding Plagiarism reflection page due in in eLearning by 11:59 PM**
12	T	8-Nov-16	Bloomberg Presentations **Groups 4, 5 & 6**	**Groups 4, 5 & 6** All students attend, but these three groups stay behind after presentations for short meetings; **all groups that present today must submit a copy of their presentation in eLearning by 11:59 PM; each individual must submit his/her own copy.** **EXTRA CREDIT OPPORTUNITY** – attend "Businesses Give Back" competition in Davidson Auditorium tonight
13	T	15-Nov-16	Bloomberg Presentations **Groups 7, 8, 9 & 10**	**Groups 7, 8, 9 & 10** All students attend, but these four groups stay behind after presentations for short meetings; **all groups that present today must submit a copy of their presentation in eLearning by 11:59 PM; each individual must submit his/her own copy.** **PROFESSIONAL DOCS DUE!** Informational Interview due in eLearning by 11:59 PM
	T	22-Nov-16	**NO CLASS - FALL BREAK**	
14	T	29-Nov-16	Informational Interview recap	Come prepared to talk about results of Informational Interview in class
15	T	6-Dec-16	Final Class -- Wrap Up!	Networking & Feedback Activity in class

These descriptions and timelines are subject to change at the discretion of the Instructor.