Course	BCOM/IMS 3100.001: Professional Development
Professor	Kathryn Lookadoo
Term	Fall 2016
Class Meetings	Wednesdays, 4-4:50 PM, JSOM 12.218

PROFESSOR'S CONTACT INFORMATION

Professor: Kathryn L. Lookadoo
Office: TBA
Office Hours: Wednesdays 1-3:30 PM; Additional times available by appointment.
Office Phone 972.883.5163
E-Mail: Kathryn.Lookadoo@utdallas.edu

Note: If you email me, please send the email using your UTD student email. All email correspondence MUST include the course number and section and information about the email is about in the subject line. Emails will usually be answered within 24 hours during weekdays. Please note that I check my email throughout the "work day" (8am-5pm). Emails outside of that timeframe will most likely be answered the next day.

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

1) Students will be introduced to multi-media career development and job preparedness by creating a JSOM-standard resume.
2) Students will be introduced to intra-firm communication by creating an executive summary of an informative article.
3) Students will be introduced to external communication by creating a presentation of an informative article.

Required Text, Materials, and Resources

- 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
- Access to eLearning and your UTD email on a daily basis.

ASSIGNMENTS

The instructor will grade assignments using a point system. For each assignment there is an assignment description and evaluation form online, which explains the expectations. The point breakdown below represents the maximum credit allowed for each assignment.

Assignment	Type	Points	Earned points
Academic Dishonesty Module, Quiz, and Reflection	Individual	80	
Syllabus Quiz	Individual	30	
Bloomberg Career Assessment PDF	Individual	15	
Goal Statement	Individual	80	
"Who? When? Where? Why?" for Informational Interview	Individual	50	
LinkedIn Profile	Individual	75	
CMC Template Resume	Individual	80	
Approved Resume Uploaded to JSOM or alternate assignment	Individual	10	
Executive Summary (Individual Assignment)	Individual	100	
Informational Interview	Individual	200	
Degree Plan/Advising Assignment	Individual	50	
Bloomberg Businessweek Presentation	Group	125	
Speech Outline	Group	10	
Visual Aid	Group	20	
Class Participation	Individual	75	
Total		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-

COURSE POLICIES

A number of course policies have been implemented and are enforced to ensure quality of education and fairness. It is your responsibility to be familiar and comply with each policy. *If you have any questions about the policies please let your professor know.*

Attendance

Class begins promptly and lasts for 50 minutes. I will take roll at some point during class to see if you are there or not. If you are not there and/or do not respond when I call your name then you will be marked absent for the day.

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. Please note that arriving late and/or leaving early without clearing it with me first will cut your day's points in half.

You will receive one free absence but every absence after that is worth ten points, which will be deducted from your final grade. If you have a university-approved excused absences, submit documentation (a note from your doctor, etc.) of that absence to "absence documentation" on eLearning.

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.

Late Work

In everyday life people must learn to cope with a variety of deadlines and plan their work and personal schedules around them. 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, if you hand in an assignment late (any time after the assignment due date), **20%** will be deducted from your assignment grade **for each day** the assignment is late. Any assignments over five days late will result in a zero. Submit late work to the "Late Work" folder on eLearning and please notify me via email that you submitted to the folder. I can't grade it if I don't know it is there.

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

Grade Disputes

I am always willing to discuss your grades with you. Upon receiving your grade you need to **wait 24 hours** before contacting me so that you take time to think over your questions, compare it to the assignment and rubric, and read my comments. To challenge a grade, you must schedule a meeting with me **within one week** of the assignment being returned to you. Prior to our meeting, you will email me your concerns in writing (this can be included in the same email you send to schedule a meeting). Please note that a challenge may result in grades being raised or lowered. If you want to meet not to challenge your grade but just gain a clearer understanding behind my grading, I am happy to do that as well.

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
Unless I specify it in the assignment, do not turn in handwritten assignments. If you submit a handwritten assignment, you will receive no credit for the assignment.

Participation
I expect students to come prepared and actively participate in the discussion and activities for the day. 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.

Cell phones and Laptops: The policy for this course is that cell phones and/or laptops are not allowed for use during class time, unless needed for an in-class activity. This policy 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. If you have a specific need for these devices during class time, please see me for approval.

Technology Requirements
Reliable and frequent internet connectivity is indispensable – not having internet access will make your group projects more difficult and will not serve as a valid excuse for shortcomings. Get into the habit of checking both eLearning and your UTD email for assignments and announcements. I post many class announcements in eLearning. Failure to check your UTD email account, errors in forwarding email, and email bounced from over-quota mailboxes are not acceptable excuses for missing course or project- related email or deadlines.

Email Use
The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information. The University of Texas at Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to http://netid.utdallas.edu.

AccessAbility Services
It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to

receive an accommodation and would like to request it for this course, please discuss it with your professor and allow one week advance notice. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact OSA for a confidential discussion. OSA is located in the Student Services Building, SSB 3.200. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

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.

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.

University Policies
The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. http://coursebook.utdallas.edu/syllabus-policies

ADDITIONAL INFORMATION AND RESOURCES
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.

JSOM Career Management Center (CMC)
The CMC (JSOM 12.110) is a great resource to JSOM students. They offer services like career coaching, resume and cover-letter critiques, mock interviews, etc. They also have many events and workshops designed to help you succeed. Visit their website at http://jindal.utdallas.edu/career-management-center/ .

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

Unless otherwise specified, all assignments are due via elearning at 11:59 pm.

Week	Date	Topic	Assignment(s)
1	W 8/24	Overview of course; introductions and syllabus *Introduce academic dishonesty assignment, syllabus quiz and Bloomberg subscription*	
2	W 8/31	You Don't Have to Have All the Answers -- But Set SMART goals (Planning and Managing your Career) *Introduce Bloomberg Career Assessment & Goal Statement*	**1. Academic Dishonesty on eLearning** **2. Take Syllabus Quiz at eLearning** 3. Get Bloomberg Businessweek subscription
3	W 9/7	*Director Visit*: Hubert Zydorek (will speak for 10-15 minutes) *Guest Speaker:* Study abroad Form teams of 4 *Introduce Bloomberg Businessweek Team Assignment, Executive Summary, and Informational Interview Assignment*	
4	W 9/14	*Guest Speaker:* Career Management Center (It's a good idea to look ahead at the career document assignments)	**1. Bloomberg Career Assessment PDF** **2. Goal Statement** **3. Post the link to Bloomberg article you chose for the Executive Summary to the group discussion board** (remember, every group member has to have a different Executive Summary article. The first person to post the article gets to write about it).
5	W 9/21	Networking/LinkedIn and Resumes *Introduce Career Documents Assignments*	
6	W 9/28	Professionalism *Reminder about Who? When? Where? Why? Assignment*	**Executive Summary Due!**
7	W 10/5	Work Ethic and Expectations for Presentations *More detail about presentation components (visual aid*	"**Who? When? Where? Why? for Informational Interview Due**

		and outline) Meet with groups: Sign up for presentation timeslot and select article for presentation (bring laptops/tablets today). Remember, each group has to present over a different article. The first group to claim the article on the discussion board gets to present on it.	
8	W 10/12	Presenting effectively (continued) *Assign degree plan*	**Career Docs Due**: 1. LinkedIn Assignment 2. Resume (based off of CMC Template)
9	W 10/19	*Guest Speaker:* JSOM advising visits **Class may be held in a different room, TBD.	
10	W 10/26	*Guest Speaker:* Internships Presentation Practice (if time) *Assign hireJSOM screenshot*	**Degree plan due**
11	W 11/2	Bloomberg Presentations	All students attend, but the three presenting groups stay behind after presentations for short meetings; **all groups that present today must submit their outline and a copy of their visual aid in eLearning by 9:00 AM today**; each individual must submit his/her own copies.
12	W 11/9	Bloomberg Presentations	All students attend, but the three presenting groups stay behind after presentations for short meetings; **all groups that present today must submit their outline a copy of their visual aid in eLearning by 9:00 AM today**; each individual must submit his/her own copies.
13	W 11/16	Bloomberg Presentations	**Informational Interview Due** All students attend, but the three presenting groups stay behind after presentations for short meetings; **all groups that present today must submit their outline a copy of their visual aid in eLearning by 9:00 AM today**; each individual

			must submit his/her own copies.
	W 11/23	No class this week. Happy Thanksgiving! 	
14	W 11/30	Bloomberg Presentations	All students attend, but the three presenting groups stay behind after presentations for short meetings; **all groups that present today must submit their outline a copy of their visual aid in eLearning by 9:00 AM today**; each individual must submit his/her own copies. Come prepared to talk about the results of the informational interview in class (if we have time to go over them)
15	W 12/7	Wrap up	**Screenshot of approved resume submission to hireJSOM or alternate assignment due**