



**Course** FIN 3100.002 Professional Development  
**Professor** Rebecca Gayle Newcomb  
**Term** Fall 2016  
**Meetings** Thursdays, 12:00PM – 12:50 PM, SOM 12.202

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

**Office Phone** 972-883-5857  
**Office Location** JSOM 2.237  
**Email Address** [rgnewcomb@utdallas.edu](mailto:rgnewcomb@utdallas.edu)

**Office Hours** Monday/Wednesday 2:00PM – 3:00PM  
Additional times available by appointment

When emailing me please begin the "Subject" line with "FIN 3100".

### **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 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: <https://goo.gl/Ib43ib>

**Required Computer Access** UTD Email and E-Learning.

### **Evaluated Efforts**

<b>Grade Component</b>	<b>Points</b>
<b>Course Participation</b>	<b>50</b>
<b>Linked-In Profile</b>	<b>50</b>
<b>Executive Summary</b>	<b>50</b>
<b>Degree Plan</b>	<b>50</b>
<b>Initial Resume</b>	<b>40</b>
<b>Polished Resume</b>	<b>60</b>
<b>Bloomberg BusinessWeek Presentation</b>	<b>100</b>
<b>Chapter Quizzes</b>	<b>100</b>
<b>Goal Statement</b>	<b>100</b>
<b>Time Management Paper</b>	<b>100</b>
<b>Informational Interview</b>	<b>200</b>
<b>Workshop Reflection</b>	<b>100</b>
<b>Total</b>	<b>1000</b>

### **Final Grade Determination**

<b>Final Point Total</b>	<b>Letter Grade</b>
<b>970-1000+</b>	<b>A+</b>
<b>940-969</b>	<b>A</b>
<b>900-939</b>	<b>A-</b>
<b>870-899</b>	<b>B+</b>
<b>840-869</b>	<b>B</b>
<b>800-839</b>	<b>B-</b>
<b>770-799</b>	<b>C+</b>
<b>740-769</b>	<b>C</b>
<b>700-739</b>	<b>C-</b>
<b>670-699</b>	<b>D+</b>
<b>640-669</b>	<b>D</b>
<b>600-639</b>	<b>D-</b>
<b>0-599</b>	<b>F</b>

### **Attendance**

You get 2 free absences.

Each absence after that = 10 points off your final grade

2 late arrivals or early departures = 1 absence

It is your responsibility to make sure you are counted present in each class.

### **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. Students who contribute quality actions to the class session and actively participate in class activities and assignments will earn points toward their overall course participation grade.

## **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.

## **Course Policies**

### *Assignment Parameters*

All assignments must be submitted as Word documents. No other format will be accepted unless specifically stated otherwise. For assignments which specify a page count, use a 12-point standard font. For assignments which specify a word count “roughly” allows for a 50-word buffer. All assignments should be double spaced unless specifically stated otherwise.

### *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. To receive full credit for an assignment it must be submitted by the deadline and in the fashion posted on the syllabus. An assignment will be accepted until midnight the day the assignment is due for a deduction of 10 points.

### *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 his/her grade. If a personal situation arises during the semester that may affect your classroom performance, please speak to me sooner rather than later. If you wait until the end of the semester, I will not 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.

Additional policies can be found here: <http://coursebook.utdallas.edu/syllabus-policies>

## CLASS SCHEDULE; Fall 2016

Date	Topic	Reading (to be completed before class)	Assignment Due
Week 1 8/25/16	Introductions Course Overview Academic Dishonesty Discussion Assignment Review; Resume, Informational Interview, Workshop Reflection		
Week 2 9/1/16	CMC Visit Assignment Review; Bloomberg Presentations & Executive Summary		"Your First Assignment" due to eLearning by start of class "Plagiarism Activity" due in hard copy by start of class.
Week 3 9/8/16	Unit E: Planning and Managing Your Career Assignment Review; Goal Statement	Unit E (pages 97-120)	"Initial Resume" due to eLearning by start of class
Week 4 9/15/16	Unit B: Developing a Professional Work Ethic College-Level Writing	Unit B (pages 25-48)	"Goal Statement" due to eLearning by start of class
Week 5 9/22/16	Unit A: Presenting Yourself Professionally Assignment Review: Time Management	Unit A (pages 1-24)	
Week 6 9/29/16	Study Abroad Visit Unit C: Developing Your Interpersonal Skills	Unit C (pages 49-72)	"Interview Planning" due to eLearning by start of class
Week 7 10/6/16	No Class - Writing Day		"Time Management" due to eLearning by midnight
Week 8 10/13/16	POP Assignment Review; Linked-In FIN Program Director Visit		
Week 9 10/20/16	Advising Visit		"Polished Resume" due to eLearning at start of class
Week 10 10/27/16	Bloomberg Presentations; Groups 1-4		"Degree Plan" due in hard copy at start of class
Week 11 11/3/16	Bloomberg Presentations; Groups 5-6 Discussion of Writing Errors		"Linked-In Profile" due in hard copy at start of class "POP" due to eLearning by start of class
Week 12 11/10/16	Bloomberg Presentations; Groups 7-10		
Week 13 11/17/16	Internship Presentation Visit Unit D: Winning at Office Politics	Unit D (pages 73-96)	"Informational Interview" due to eLearning by midnight
Week 14 11/24/16	No Class – Thanksgiving Holiday		
Week 15 12/1/16	Informational Interview Discussion Course Wrap-Up		"Workshop Reflection" due to eLearning by midnight

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