



Course ACCT 3100 Professional Development, Sections 003 & 502
Professor Dr. Iva Jeanne Sluder
Term Fall 2016

Professor's Contact Information

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Office Hours: Tuesday and Thursday from 10:00-11:30 AM, 2:30-3:30 PM or by appointment

Note: If you email me, please send the email using your UTD student email. All email correspondence MUST include the course number and section in the subject line.

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 undergraduate 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 an accounting major. The goal of this class is to make the student a more marketable and valuable professional to the global economy.

Student Learning Outcomes/Objectives

- 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 writing 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, and Resources

1. Student subscription to Bloomberg Businessweek and B-School Connection. You will be given information on how to access this subscription by the professor on Day 1 of class.
2. Illustrated Course Guides – Professionalism: Soft Skills for a Digital Workplace, 2nd edition by Jeff Butterfield.
3. Access to eLearning and your UTD email on a daily basis.

Attendance

Students are expected to be in class at the time class begins: attendance counts! Class begins promptly and lasts for 50 minutes. I will call 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. Also, please note that arriving late, leaving early or leaving class for any reason 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.

Class Participation

In this course students are expected to come prepared and actively participate in the discussion and activities for the day.

Cell phones and Laptops: The policy for this course is that cell phones and/or laptops are not allowed for use during class time. This 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.

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.

Grades

This course will feature a mix of oral 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 on the due date. Be sure to follow the directions as specified on the instructions. Unless otherwise requested, all documents should follow APA style.

Assignments	Points
Resume	75
LinkedIn Profile	75
Career Assessment	100
Executive Summary	50
Bloomberg Businessweek Team Presentation	100
Informational Interview	100
CMC Event Attendance & Proof	50
Chapter Assignments/Activities	100
Academic Dishonesty Assignment	50
TOTAL	700

Final Point Total	Letter Grade
679-700	A+
651-678	A
630-650	A-
609-629	B+
581-608	B
560-580	B-
539-559	C+
511-538	C
490-510	C-
469-489	D+
441-468	D
420-440	D-
0-419	F

UT Dallas Syllabus Policies and Procedures

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

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.

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

Late Work, Missed Assignments and Extra Credit

All deadlines for submissions are clearly defined; therefore, no assignments or projects will be accepted late FOR ANY REASON. Please do not even ask to submit late work.

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 an excused 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.

Business Communication Center

You are strongly encouraged to use the Business Communication Center. Please visit 12.106 or <http://bcc.utdallas.edu/> to learn about all the wonderful resources available to you.

Date	Leader	Topic	Work/Assignment Due
8/25/16	Sluder	Welcome! Overview of course; syllabus, eLearning, etc. & class introductions	Receive Resume assignment
9/1/16	Sluder	Resume Development PPA Presentation	Receive Career Assessment assignment
9/8/16	Sluder	Career Assessment Discussion & Resume Development (continued)	Career Assessment assignment due
9/15/16	Career Management Center	Introduction to CMC	Note: My 4:00 PM class will meet in 12.222 and my 6:00 PM class will meet in 2.714. Receive Units A & E assignments
9/22/16	Sluder	Units A & E Discussion LinkedIn development	Units A & E assignments due Resume assignment due Receive LinkedIn assignment
9/29/16	Sluder	Linkedin development (continued) Executive Summary development & pick teams Study Aboard/Internships Presentation	Receive Executive Summary assignment & Bloomberg Businessweek team presentation assignment
10/6/16	Sluder	Present summaries to your group and begin team work on oral presentations	Executive Summary due Receive Informational Interview assignment
10/13/16	Sluder	Work on BBW team presentations	Linkedin assignment due Receive Academic Dishonesty

			assignment
10/20/16	Advising	Advising	
10/27/16	Sluder	No class – do your out of class assignments	Use this time to meet with your groups, work on your Academic Dishonesty assignment, and/or your Informational Interview
11/3/16	Sluder	Presentations delivered	Deliver Presentations Academic Dishonesty assignment due
11/10/16	Sluder	Presentations delivered	Receive assignment for Units B, C, & D
11/17/16	Sluder	Present Informational Interviews	Informational Interview assignment due
12/1/16	Sluder	Last Day of Class Discussion on Units B, C, and D	Unit B, C & D assignments due

Note: This calendar is subject to change at the Professor's discretion.