



Course ACCT 3100.001 Professional Development
Professor Sarah E. Moore
Term Spring 2019
Class Meetings Monday, 10-10:50 a.m., JSOM 11.202

Professor's Contact Information

Office Phone 972.883.5129
Office Location JSOM 3.810

Email Address semoore@utdallas.edu (This is the best way to contact me and is checked at least once per 24 hours on weekdays. You must include your course and section number when emailing along with a descriptive subject line of the content of your message. Use your @utdallas.edu email to ensure the security of the message.)

Office Hours Wednesdays, 10-11. Bonus afternoon sessions: 1-3:30 pm on 1/22, 1/29, 2/19, 2/26, and 3/5. additional times by appointment (see eLearning for announcements of any changes)

General Course Information

Pre-requisites, Co-requisites, & other restrictions There are no prerequisites or co-requisites for this course.

Course Description

This course is required for all first time in college freshmen who were required to take [BA 1100](#), 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 enhance 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 in the global economy. Credit cannot be received for more than one of the following: [ACCT 3100](#), [BA 3100](#), [BCOM 3100](#), [FIN 3100](#), [HMG 3100](#), [IMS 3100](#), [ITSS 3100](#), [MKT 3100](#), [OBHR 3100](#), [OPRE 3100](#), [ACCT 3200](#), [BA 3200](#), [BCOM 3200](#), [FIN 3200](#), [HMG 3200](#), [IMS 3200](#), [ITSS 3200](#), [MKT 3200](#), [OBHR 3200](#) or [OPRE 3200](#).
Prerequisite: [BA 1100](#). (1-0) S

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

Background on the Business Communication Sequence

During your time as a JSOM student, you will complete the 3-course Business Communication sequence: 3100/3200 Professional Development, BCOM3310 Business Communication, and BCOM4350

Advanced Business Communication. Each of these courses will help you develop a particular set of skills and attitudes, but you will also do things that overlap and build off work you did in earlier BCOM courses. The work gets harder and the standards get higher as you progress through the sequence. This repeated opportunity to develop a wide range of high-need business communication skills will ensure that you complete the sequence ready to hit the ground running in whichever field you enter after graduation.

Students will read [*Blueprint for Success in College: Career Decision Making*](#), an Open Educational Resource textbook. (There is nothing to purchase.)

You are expected to access Bloomberg Businessweek through the library.

Required Texts & Materials

Earned Pts	Assignment	Pts	Responsibility	Submission
	Syllabus Quiz	50	Individual	eLearning
	Resume	100	Individual	eLearning drop box
	Resume draft & workshop	25	Individual	eLearning PeerMark
	LinkedIn Profile & discussion board posts	100	Individual	eLearning drop box
	Alumni Interview Paper	200	Individual	eLearning drop box
	Executive Summary	150	Individual	eLearning drop box
	Team Presentation	150	Group	In-Class
	Team Presentation Slides	50	Group	eLearning drop box
	Presentation Review	50	Individual	eLearning discussion board (3 posts)
	Online Group Discussion Board about chapter readings	50	Individual	eLearning discussion board (5, 100-word posts)
	Participation & Preparedness	75	Involves individual & group work such as LinkedIn discussion board, additional peer reviews, in-class activities, etc.	
Total Points		1000		
Extra Credit				
	LinkedIn AllStar Profile	25	Submit proof by the last week of the semester that you have achieved “AllStar” profile status on LinkedIn. Submit a screenshot to the eLearning drop box. The full 25 points is for submitting proof and for having a profile that demonstrates excellent improvements.	

Grading Policy

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.

100-97% = A+ , 96-94 = A , 93-90 = A- , 89-87 = B+ , 86-84 = B , 83-80 = B- , 79-77 = C+ , 76-74 = C , 73-70 = C-

69-67, D+,

Please be prepared to show your CometCard ID when inquiring about grades in person.

Use APA format for citations and references when appropriate. The penalty for plagiarism and other forms of scholastic dishonesty can include a 0 on the assignment or greater penalties depending on the severity.

If you wish to dispute a grade, please wait 24 hours after getting the grade to request an appointment to meet to discuss the grade. You have one week to do so.

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

You get 2 “free” absences.

Each absence after that = 10 points off your final point total for your final grade

You should take responsibility to make sure you are counted present in each class.

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. “I had technical problems” is not a valid excuse for late work, so plan accordingly. Be sure to double check ALL uploads to TurnItIn through eLearning.

Late submissions for work submitted through TurnItIn will be docked 1 percent per hour. For example, a paper submitted 39 minutes late would lose 1 percent. A paper 100 hours late receives no credit. Late discussion board posts and presentations are not accepted except for the case of exceptional and documented circumstances.

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.

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

Please see eLearning announcements for any changes to the schedule

Week	Date	Topic	Assignment Due
1	Jan 14	Introduction to Course Introduce Alumni Interview assignment (due 4/29)	Ch. 1 and answer questions on the discussion board
2	Jan 21	NO CLASS, holiday	Sometime between Jan. 22 and Feb. 5, attend a CMC workshop. Submit presentation selfie to drop box for 25 points toward participation.
3	Jan 28	Introduce Executive Summary assignment (due 2/25)	Syllabus Quiz, eLearning quiz (with CometSpace screenshot) Read Ch. 2 & 3 and answer questions
4	Feb 4	Networking & LinkedIn Lecture Introduce LinkedIn assignment (due 2/18)	Read Ch. 9 & 10 and answer questions
5	Feb 11	Academic Writing in JSOM Guest Speaker: Alumni Center	Read Ch. 6 and answer questions
6	Feb 18	Guest Speaker: Internships, Study Abroad, Social Engagement	LinkedIn, profile and discussion board, eLearning Read Ch. 7 and answer questions
7	Feb 25	Resume Writing Introduce Resume Assignment (due 3/19)	Executive Summary, eLearning TurnItIn drop box Read Ch. 11 and answer questions
8	March 4	Introduce presentation lecture Form Presentation Teams	Read Ch. 12
9	March 11	Resume Workshop	Upload draft of resume by 10 a.m. to the eLearning TurnItIn drop box Complete TurnItIn Peer Review by 11:59 p.m. March 15.
10	March 18	SPRING BREAK	
11	March 25	Finish presentation lecture	Final Draft: Resume, eLearning TurnItIn drop box
12	April 1	Presentation work day	(option to present early / by permission)
13	April 8	Presentations	(upload slides for presentation, if presenting)
14	April 15	Presentations	(upload slides for presentation, if presenting)
15	April 22	Online - presentation wrap up	Discussion Board post about presentation, eLearning discussion board. Due 11:59 p.m., 4/16.
16	April 29	Course wrap up & informational interview discussion	Alumni Interview, eLearning TurnItIn drop box. Due 11:59 p.m., May 3

3100 CMC Workshop: Build On Your Momentum

Tuesday, Jan. 22nd, 10am, JSOM 1.118

Thursday, Jan. 24th, 11am, JSOM 1.118

Friday, Jan. 25th, 9am, JSOM 2.106 (note the different location, this room is subject to change)

Wednesday, Jan. 30th, 10am, JSOM 1.118

Thursday, Jan. 31st, 11am, JSOM 1.118

Monday, Feb. 4th, 12pm, JSOM 1.118

Tuesday, Feb. 5th, 6pm, JSOM 1.118