



Course HMGT 3100.001 Professional Development
Professor Rebecca Gayle Newcomb
Term Spring 2019
Meetings Thursdays, 11:00AM – 11:50 AM,
JSOM 11.210

Professor's Contact Information

Office Phone 972-883-2687
Office Location JSOM 2.712
Email Address rgnewcomb@utdallas.edu
Office Hours Tuesdays; 6:00PM – 7:00PM
Wednesdays; 5:00PM – 6:00PM
Additional times available by appointment

When emailing me please begin the "Subject" line with ITSS 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 new students in the Naveen Jindal School of Management and is designed to equip students to be both more effective business students and self-starting business professionals. Students will work on networking skills, verbal and written communication skills, professional etiquette, and learn how to increase their human capital. Students will also work on projects geared towards career management and overall professional development as a JSOM student. 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 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 Illustrated Course Guides: Professionalism - Soft Skills for a Digital Workplace, Butterfield, 2nd Edition, 0538469781 Cengage.
[Buy or Rent the e-book here!!](#)

Background on the Business Communication Course 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 of work you did in earlier BCOM courses. HEADS UP: This 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.

Evaluated Efforts

Grade Component	Points
Unit Quizzes (5)	150
Campus Engagement Reflection	50
Linked-In Assignment	50
Executive Summary	50
Degree Plan Quiz	50
Resume Assignment	50
Time Management Activity	50
Avoiding Plagiarism Reflection	25
Avoiding Plagiarism Modules/Quiz	25
JSOM ProfDev Club Group Presentation	100
JSOM Alumni Interview Reflection Paper	150
JSOM Alumni Interview Planning	50
Total	800

Final Grade Determination

Final Point Total	Letter Grade
100% - 97%	A+
96% - 93%	A
92% - 90%	A-
89% - 87%	B+
86% - 83%	B
82% - 80%	B-
79% - 77%	C+
76% - 73%	C
72% - 70%	C-
69% - 67%	D+
66% - 63%	D
62% - 60%	D-
59% - 0%	F

Course Policies

This course is managed under the organizational behavior principle of procedural justice. In essence, procedural justice ensures that all parties receive fair treatment in any decision making that occurs. The Professor of this course elects to defer all decision making to course policies. At the beginning of this course, policies concerning attendance as well as grading have been established. The Professor will adhere to these guidelines, as well as those specific to each assignment.

Attendance

You are allowed 2 free absences. After 2, each absence will result in a 10 point deduction from your point total. I do not differentiate between "excused" and "unexcused" absences. Each instance of missing sections of class (leaving early, arriving late, stepping out, etc.) will count as half an absence and (after your 2 free absences are used) each will result in a 5 point deduction from your point total. 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.

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

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 highly discouraged in this course. To receive full credit for an assignment it must be submitted by the deadline and in the format announced/posted on the syllabus. Assignments may be submitted up to 24 hours late for a deduction of 10 points. After 24 hours the assignment will not be accepted.

Assignment Format

All typed assignments must be Word documents, double-spaced, 12-point font unless specifically stated otherwise. All assignments submitted in hard copy which include more than one page must be stapled together. Points will be deducted if either of these requirements is not met. Read assignment sheets carefully and ask questions before the assignment is due.

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 talk 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.

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. 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.

Classroom and Equipment Use Policies

No laptops may be used in the classroom unless you have cleared it with me first. Cell phones are to be out of sight, silenced, and may not be used in class. Attendance points will be deducted for cell phone use.

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

Spring 2019 Class Schedule (HMGT 3100)

Week One – 1/17/19

- Topic/Activities – Introductions & Course Overview
- Assignments Introduced – JSOM Alumni Interview (EL), Executive Summary (EL), Campus Engagement Reflection (EL), Optional Extra Credit Assignment (EL)

Week Two – 1/24/19 – NO CLASS (to balance out-of-class attendance of CMC Presentation)

- NOTE – We will meet in the Davidson Auditorium (JSOM 1.118) to attend the CMC Presentation “Build On Your Momentum from your First Semester”. You are required to attend this session. Be sure to bring your Comet Card with you as it will be used to register your attendance at the door.

Week Three – 1/31/19

- Topic/Activities – Study Abroad, Internships, & Comet Closet (guest speaker)
- Assignments Introduced – Avoiding Plagiarism Modules (EL), Quiz (EL), & Reflection (HC)

Week Four – 2/7/19

- Topic/Activities – Build Your Own Career Fair
- Quiz - Unit E eLearning Quiz due by the start of class
- Assignments Introduced - Resume Assignment (EL), Linked-In Assignment (HC)
- Assignments Due – Executive Summary (EL)

Week Five – 2/14/19

- Topic/Activities – College Level Writing
- Assignments Introduced – JSOM “ProfDev” Club Group Presentation
- Assignments Due - Avoiding Plagiarism Modules (EL), Quiz (EL), & Reflection (HC)

Week Six – 2/21/19

- Topic/Activities – Jindal Connect (guest speaker Jeanne Spreier)
- Assignments Introduced – Degree Plan Quiz (EL)

Week Seven – 2/28/19

- Topic/Activities – Professional Writing (guest speaker Beth Keithly)
- Quiz – Unit A eLearning Quiz due by start of class
- Assignments Due – Resume Assignment (EL), Linked-In Assignment (HC)

Week Eight – 3/7/19

- Topic/Activities – Professional Work Ethic
- Quiz – Unit B eLearning Quiz due by start of class
- Assignments Introduced – Time Management Activity (HC – 2 copies)
- Assignments Due – Degree Plan Quiz (EL)

Week Nine – 3/14/19

- Topic/Activities – Time Management
- Assignments Due – Time Management Activity (HC - bring 2 copies to class)

Week Ten – 3/21/19 – NO CLASS – SPRING BREAK

Week Eleven – 3/28/19

- Topic/Activities – Interpersonal Skills & Office Politics
- Quiz – Units C& D eLearning quizzes due by start of class
- Assignments Due – JSOM Alumni Interview Planning (EL), Optional Extra Credit Assignment (EL)

Week Twelve – 4/4/19

- Topic/Activities - Program Director Visit – Dr. Britt Barrett

Week Thirteen – 4/11/19

- Topic/Activities – Group Presentations (Groups 1-4)

Week Fourteen – 4/18/19

- Topic/Activities – Group Presentations (Groups 5-8)

Week Fifteen – 4/25/19

- Topic/Activities – Group Presentations (Groups 9-12)

Week Sixteen – 5/2/19

- Topic/Activities – Informational Interview Discussion, Class Wrap-Up
- Assignments Due – JSOM Alumni Interview Reflection (EL), Campus Engagement Reflection (EL)

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

Notes;

(HC) = due in hard copy at the start of class

(EL) = due to eLearning by the start of class