



**Course** ACCT 3200.501 Introduction to Business Professional Development and Business Communication  
**Professor** James Smallwood  
**Term** Spring 2019  
**Meetings** Tuesday 6 p.m.-7:45 p.m., SOM 11.202

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#### Professors' Contact Information

<b>Instructor</b>
James Smallwood, Lecturer
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jes094020@utdallas.edu
Wednesday 6:30PM – 7:30PM or By Appointment

If you email me, please send the email using your UTD student email. The subject line must include your course name, number and section. This is for privacy reasons

#### General Course Information

##### Prerequisites, Co-requisites, & other restrictions

There are no prerequisites or co-requisites for this course.

##### Course Description

This course is required for all non-transfer undergraduate students 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 a business major. The goal of this class is to make the student a more marketable and valuable professional to the global economy. Students will learn and attend class using on campus training.

##### Learning Outcomes

1. Students will conduct research and gain practical knowledge from perspective of their field of business
2. Students will become appropriate and effective business communicators and will create various business documents including a JSOM-standard resume.
3. Students will identify their professional development paths to handle career and academic challenges in their chosen fields.

## **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. 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.

## **Required Textbooks and Materials**

Illustrated Course Guides: Professionalism - Soft Skills for a Digital Workplace, Butterfield, 2nd Edition, 0538469781 Cengage.

[Buy or Rent the e-book here](#)

## **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, and will not make any exceptions for any reason.

## **Attendance**

Just as how in one's job they are expected to be at work, students are expected to be in class and attendance is mandatory. Students will be allowed to miss one class without penalty. All other absences will be penalized 10 points per missed class.

## **Class Participation**

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

*Cell phones and Laptops:* Many companies, in their company handbook, make provisions for the use of cell phones and mobile devices during the company's time. The policy in this course is that cell phones and mobile devices are not allowed during class time for any reason, including telling 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. Students electing to use a Laptop for note taking or for reading of the electronic textbook may do so; however, these students will be required to sit on the front rows of the classroom. Students who elect to violate the cell phone policy, or abuse the use of laptops by doing anything unrelated to the class at hand, will receive a warning which will include their forfeiture of any course participation points

for the day. Subsequent violations will feature the student being asked to leave the classroom and forfeiture of attendance points in keeping with the attendance policy.

## Grades

This course will feature a mix of activities 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 due in-class typed on paper at the beginning of class. Be sure to follow the directions as specified on the instructions. Unless otherwise requested, all documents should follow APA style for an informal report. The Professor will provide detailed instructions as well as the quantitative scoring method for each assignment. Please consult the course schedule for specific deadlines.

## 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-

## Grading Scheme

Grade Component	Points
<b>Activities</b>	
<b>Linked-In Profile with JindalConnect</b>	<b>50</b>
<b>Resume</b>	<b>50</b>
<b>Social Engagement Test</b>	<b>10</b>
<b>Social Engagement Assignment</b>	<b>40</b>
<b>Degree Plan Activity</b>	<b>50</b>
<b>Writing</b>	
<b>Business Article - Team Presentation</b>	<b>100</b>
<b>Business Article - Executive Summary</b>	<b>50</b>
<b>Informational Interview</b>	<b>150</b>
<b>Honesty/Integrity Reflection</b>	<b>50</b>
<b>Miscellaneous</b>	
<b>Elevator Pitch</b>	<b>50</b>
<b>CMC Workshop Oral Report</b>	<b>100</b>
<b>Strength Finders</b>	<b>50</b>
<b>Quizzes (3)</b>	<b>150</b>
<b>Total</b>	<b>900</b>

Final Point Total	Letter Grade
873 - 900	A+
837 - 872	A
810 - 836	A-
783 - 809	B+
747 - 782	B
720 - 746	B-
693 - 719	C+
657 - 692	C
630 - 656	C-
603 - 629	D+
567 - 602	D
540 - 566	D-
0-539	F

### Off-campus Instruction and Course Activities

This class will not require students to travel to events that are located outside of the UT-Dallas main campus.

### Comet Creed

*This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:*

*“As a Comet, I pledge honesty, integrity, and service in all that I do.”*

## UT Dallas Syllabus Policies and Procedures

The information below constitutes the University's policies and procedures segment of course syllabi and may be referenced by faculty members in their course syllabi. Please use the following permanent address when referring to this page: <http://go.utdallas.edu/syllabus-policies>

### Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-

883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

## **Technical Support**

If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk: [assist@utdallas.edu](mailto:assist@utdallas.edu) or call 972-883-2911.

UT Dallas provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Helpdesk: <http://www.utdallas.edu/elearning/eLearningHelpdesk.html>.

## **Field Trip Policies, Off-Campus Instruction and Course Activities**

Off-campus, out-of-state, foreign instruction/travel, and course-related field trip activities are subject to state law and University policies and procedures regarding travel and risk-related activities.

Detailed information regarding this policy, in accordance to *Texas Education Code*, Section 51.950, can be accessed at the UT Dallas Policy Navigator, <http://policy.utdallas.edu/utdbp3023>, and at <http://www.utdallas.edu/administration/insurance/travel>. Additional information is available from the office of the school dean.

## **Student Conduct and Discipline**

The University of Texas System (Regents' Rule 50101) and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UT Dallas online catalogs (<http://catalog.utdallas.edu>).

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Student Code of Conduct, UTDSP5003 (<http://policy.utdallas.edu/utdsp5003>). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391) and online at <https://www.utdallas.edu/conduct/>.

A student at the University neither loses their rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

## **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

*Academic Dishonesty:* Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: <https://www.utdallas.edu/conduct/dishonesty/>.

## Copyright Notice

It is the policy of the University of Texas at Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (*Title 17, United States Code*), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see <http://copyright.lib.utexas.edu/copypol2.html>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <http://policy.utdallas.edu/utdpp1043>) and the UT System's policy, UTS107 at <http://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials>.

## 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>.

**Class Attendance-**Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Absences may lower a student's grade where class attendance and class participation are deemed essential by the instructor. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

## Withdrawal from Class

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar <http://www.utdallas.edu/academiccalendar>). It is the student's responsibility to handle

withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Office of Community Standards and Conduct request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

### **Student Grievance Procedures**

Procedures for student grievances are found in university policy UTDSP5005 (<http://policy.utdallas.edu/utdsp5005>). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

### **Incomplete Grade Policy**

As per university policy, incomplete grades may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

### **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](mailto:studentaccess@utdallas.edu).

### **Religious Holy Days**

The University of Texas at Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the *Texas Tax Code*.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code* 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

## Campus Carry

UT Dallas [Campus Carry webpage](#)

## Resources to Help You Succeed

On campus academic support is available for many undergraduate courses through the Student Success Center at UT Dallas. Services include Peer Led Team Learning, Supplemental Instruction, Peer Tutoring – Science and Mathematics, Writing Center, Communications Lab, Coordinated Group Study, Comet Cents, and Academic Success Coaching. For more information, please visit the Student Success Center at <http://www.utdallas.edu/studentsuccess/> or email [ssc@utdallas.edu](mailto:ssc@utdallas.edu).

The **Math Lab** gives short-term and semester long support for a variety of introductory and advanced mathematics courses. Students may drop in to visit with a math tutor on a regular basis. Comet card is required.

The **Writing Center** offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The **Peer Tutoring** program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students' individual questions and needs related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through a potentially difficult gateway course. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

**Supplemental Instruction (SI)** provides free, peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI leaders attend lectures, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

The **Business Communication Center (BCC)** offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations. 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.

**Success Coaches** are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies. The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to [ssc@utdallas.edu](mailto:ssc@utdallas.edu).

### **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.

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 will no be able to help you. I can work with you more easily if you speak to me when the situation arises.

**If you can't be in class on the day an assignment is due, upload it to eLearning by the time class starts. Do not email me the assignment.**

<b>Date</b>	<b>Leaders</b>	<b>Topic</b>	<b>Reading (Complete before class)</b>	<b>Assignment Due</b>
01/15/19	Smallwood	Overview of course; introductions and syllabus – LinkedIn and JindalConnect		No assignments due. Sign up for LinkedIn and JindalConnect
1/22/19	Smallwood Nick Hinajosa	-College Level Writing /APA Style -Review Resume Assignment Internship, study abroad, student engagement	Presenting Yourself Professionally	1)LinkedIn and JindalConnect assignment due 2)Review Resume Assignment
1/29/19	Smallwood	Presenting Yourself Professionally Lecture	Review Informational Interview Assignment – Find Someone	Resume assignment due
02/05/19	Smallwood	Developing a Professional Work Ethic. Sign up for CMC workshop for Workshop Reflection Oral Report.	Review Elevator Pitch Assignment	
02/12/19	Smallwood	Developing a Professional Ethic  Team presentations: Pick your teammates	Read “Avoiding Plagiarism” online training and take the test.	Elevator Pitch – Be ready to present
2/19/19	Smallwood	In-Class Assignment: Deliver Elevator Pitch	Informational Interview – Find Someone	“Avoiding Plagiarism” due at beginning of class. Reading Quiz 1
2/26/19	Smallwood	In-Class Assignment: Elevator Pitch	Informational Interview – Find Someone	Social Engagement Test
03/05/19	Smallwood	Interpersonal Skills	Review Executive Summary Assignment – Due Next Week	1) Due date to register for CMC event and notify professor. 2) Team presentations begin.
03/05/19	Smallwood	Winning at Office Politics	Sign up for CMC workshop for Workshop Reflection Oral Report	1)Executive Summary due 2)Team presentations continue
03/12/19	Smallwood	Review CMC Workshop Oral Report assignment	Degree Plan Due Next Week, Name	1)Team presentations continue

			of Interviewee	2)Reading Quiz 2
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Date	Leaders	Topic	Reading (Complete before class)	Assignment Due
3/19/19		SPRING BREAK. DO NOT SHOW UP		
3/26/19	Smallwood	Review Informational Interview Assignment  Planning Your Career	Planning Your Career	1) CMC Workshop Oral Reports begin in class
4/2/19	Smallwood	Planning Your Career		1) CMC Workshop Oral Reports 2) Informational Interview Due
04/09/19	Smallwood			1)Reading Quiz 3 2)CMC Workshop Oral Reports in class 3)Degree Plan Draft due
04/16/19	Smallwood			CMC Workshop Oral Reports in class
04/23/19	Smallwood			CMC Workshop Oral Reports in class
04/23/19	Smallwood	LAST CLASS Plus cookies		CMC Workshop Oral Reports in class

NOTES: All written assignments must be submitted in typed paper form at the beginning of class. The only time assignments need to be submitted to eLearning is when you will be absent for the class in which the assignment is due or when otherwise noted on the syllabus. If that is the case, you must submit the assignment in eLearning by the time class begins on that day for the assignment to be accepted as on time.

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