GBU 461.500 PROFESSIONAL DEVELOPMENT & INTEGRATION
Fall 2019 - Course Syllabus

Instructor: Dr. Carol Wright
Email: Brightspace by D2L email (Preferred) or cwright@sfasu.edu
Office: 229D McGee Business Building
Business Communication and Legal Studies Department
Office Phone: 936-468-1780
Office Hours:
Monday 8:00 – 9:00 am and 10:00 – 12:00 noon
Tuesday 7:00 – 8:00 pm ONLINE
Wednesday 8:00 – 9:00 and 10:00 – 12:00 and 1:00 – 3:00
Thursday None
Friday 8:00 – 9:00 am
Other times by Appt.

Course Description: Focus on and application of acquired knowledge and skill sets for managing information and professional relationships. Completion of self-assessment process designed to assist in the development of a professional persona through determining preferences, values and aspirations for launching a successful career through personal information management.

There will be a focus on clarification and application of acquired knowledge and skill sets for managing business information and relationships. Completion of self-assessment process designed to assist in the development of a professional persona through determining preferences, values, and aspirations for launching a successful career through personal information management.

Required Materials
- Other resources: High speed internet access, Video recording device with a microphone

DO NOT TAKE THIS CLASS IF YOU DO NOT PLAN TO PURCHASE/RENT THESE BOOKS.
Assignments will closely follow these books, and the information will not be repeated or summarized in the online course content. You will be expected to thoroughly read both books and apply the concepts in your assignments.

Program Learning Outcomes
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall
program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/cob/ug-plo.asp.

**Hours Per Week:** For this three-credit hour online course, you should plan to spend about 9 actual hours per week in working on the course. During this time you will be attending class, reading additional material assigned in class, completing assignments, participating in discussions, composing messages, and completing oral presentations. For some weeks you may find yourself spending more than 9 actual hours per week.

**Student Learning Outcomes:**
This course should enable you to:

- Demonstrate knowledge of the concepts of information as an asset in personal and company environments.
- Complete a self-study of personal preferences and prepare a strategy for applying this information to personal and work communication.
- Increase awareness of legal, ethical, and societal issues associated with information and its uses.
- Exhibit competence in communicating information orally, visually, and in writing.

**Grades:** Grades will fall into three main categories:
Grades can be accessed through Desire2Learn (D2L). You should check your posted grades often and email any questions.

<table>
<thead>
<tr>
<th>Grades (Tentative)</th>
<th>Grading Scale:</th>
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<tbody>
<tr>
<td>Personality &amp; Self Awareness</td>
<td>A  90-100% of Total Points</td>
</tr>
<tr>
<td>Career Documents</td>
<td>B  80-89% of Total Points</td>
</tr>
<tr>
<td>Emotional Intelligence</td>
<td>C  70-79% of Total Points</td>
</tr>
<tr>
<td>Final Exam</td>
<td>D  60-69% of Total Points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>F  Below 60% of Total Points</td>
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</tbody>
</table>

*Note: Failure to complete the final exam (presentation) for the class will result in failing the course regardless of other grades earned during the semester.

Grades are posted regularly and can be accessed through D2L. You should check your posted grades often and email any questions. Every effort is made to provide fair and accurate assessment of all assignments. If you have a question, or think I overlooked something, please ask by sending an email with specific details about the assignment and why you think it is wrong.

You must check your grades prior to final exam week and email the week prior to finals week with any questions. Unless you email prior to this time, you indicate that you are in agreement with the grades posted. The time to worry about your grade is at the beginning of the course, not at the end. The grades you receive throughout the semester
will determine your final grade in the course. Please do not contact the instructor during exam week asking to makeup an assignment or be allowed extra credit.

**Personality & Self-Awareness Grades:** The assignments in the personality grades will be based on *The Platinum Rule* text, which discusses and analyzes personality differences in professional settings. Each student will complete a personality assessment to be used for professional development. Students will be guided through the text to assess themselves and others. Detailed instructions for each assignment will be provided in D2L.

**Career Documents Grades:** Each student will complete a professional portfolio that includes employment communications and professional development activities that can be used in the job search. Detailed instructions for each portfolio assignment will be provided in D2L.

**Emotional Intelligence Grades:** The assignments in the emotional intelligence grades will be based on the *Everyday Emotional Intelligence* text, which discusses emotional intelligence in professional settings. Students will be guided through the text to find correlations between the text and professional settings. Also included in these assignments is a group project that analyzes and applies a section of the text for a formal written report. Detailed instructions for each assignment will be provided in D2L.

**Final Exam:** The final exam will be an oral presentation recorded in YouSeeU/Bongo (software link provided through D2L) that applies concepts learned throughout the course. It also requires that students interview a business professional and incorporate part of this interview into the course material. Detailed requirements for this presentation will be provided in D2L.

**Further Expectations:** As a senior-level class that focuses on preparing you for a successful career, you are expected to conduct yourself in a professional manner. All communications in this class (including email messages, assignment submissions, and discussion postings) should present you as a professional in the field. This means that you should always use professional language, proper spelling/grammar/punctuation, appropriate addresses, and completeness in your communications. Each communication you make will help shape your professional image, and this class is the time to practice this. Always proofread your messages from the standpoint of your receiver and make adjustments as needed.

**Use of D2L (Brightspace):** As an online course, the primary delivery method of course material and communications will be in D2L (Brightspace). You will need to visit D2L regularly (at least three times a week) to keep up with assignments, contact the instructor, and receive supplemental information for your success in the course. Online lecture, homework assignments, other instructional materials, and grades will all be posted in D2L. Any course announcements intended for the entire class will be posted on the home page on D2L on in D2L email. Be sure to read the announcements each time you log into the class. You are responsible for any instructions or assignments that are
transmitted via D2L. If desired, you can set your email and announcement in D2L to forward to your other email accounts (instructions are provided in the course in D2L) or as text messages.

**What do I do if D2L is down?** Continue working – don’t think of it as an excuse. With technology, there is always a chance for a technology glitch. You will not get an extension on the work if the system is simply down for a relatively short period of time (less than 24 hours usually). Don’t get into a position where you are trying to beat the clock to submit your work. Again – work ahead. Print out a copy of your assignment schedule in advance so you can have what you need to be working if an outage does occur.

**Being off campus or out of town is not an excuse for not completing your work.** You may have multiple assignments due each week and you are responsible to complete each one on time. (See policy on late work and makeup assignments.) These assignments require interaction between you and your instructor and other students. You will need to access D2L for course announcements, group work, and other issues that arise. If you do plan to travel, work ahead to some extent, to prepare for unexpected issues. (That “high-speed” internet hotel access, is not always as fast as claimed.) This would be the same expectations your supervisor/customer/colleagues would expect.

**Makeup work:** Makeup assignments will be allowed only if arranged prior to due date. Because class attendance is not required and all course requirements are submitted online and announced early in the semester, there are a limited number of reasons as to why work is not completed. See above question on “What to do if D2L is down.”

Assignments are posted in D2L with a clear due date. Submitting sub-standard work to meet the deadline does not provide you with an extension of the assignment. You know of all expectations for the class early in the semester, so plan accordingly to get your work done on time. If you know that you will have a very busy schedule one week, work ahead to get your work done early. Do not email or call your instructor asking for extension. NO LATE WORK IS ACCEPTED. Once closed, no assignments will be reopened. See above response to What is the Makeup Policy?

**GETTING STARTED CHECKLIST:**
- Read and print a copy of the syllabus and schedule
- Purchase textbooks
- Review the information provided in Getting Started in D2L
**Academic Dishonesty:** Unless otherwise noted, all assignments should be the individual effort of the student. Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Definition of Academic Dishonesty - Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use unauthorized materials on any assignment or exam; (2) falsifying or inventing of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to (1) submitting an assignment as if it were one’s own work when is at least partly the work of another person; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or (3) incorporating the words or ideas of an author into one’s paper without giving the author credit. Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Please read the complete policy at [http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf](http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf).

**Course Grades (University Policy 5.5):** At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy related to active military service. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. Please refer to the complete policy at [http://www.sfasu.edu/policies/course-grades.pdf](http://www.sfasu.edu/policies/course-grades.pdf).

**Students with Disabilities:** To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Student Conduct (University Policy 10.4):** Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the full Student Conduct Code at [http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf](http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
The following is a tentative schedule of events for this course. Please remember that dates and assignments may change, and these changes will be reflected on the course homepage in D2L. Unless otherwise noted, all assignments are due Saturday at the end of the week at 12 pm MIDNIGHT.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Topics &amp; Assignments</th>
<th>Points</th>
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| 1 Aug. 25 -31 | Introduction  
Resumes  
Understanding personality in business | First week of classes  
First Draft of Resume  
Chapters 1 & 2 of Platinum Rule - complete response | 10 5   |
| 2 Sep. 1 – 7 | Personality  
Resumes | Chapter 3 of Platinum Rule - complete response  
Make revisions to Resume - submit to Career Services for critique | 10 |
| 3 Sep. 8 – 14 | Personality | Chapters 4 & 5 of Platinum Rule - complete responses (2) | 20 |
| 4 Sep. 15 – 21 | Personality  
Resumes | Chapters 6 & 7 of Platinum Rule - complete responses (2)  
Upload critique received from Career Services  
Group discussion on resumes | 20 10 10 |
| 5 Sep. 22 – 28 | Resumes  
Networking | Revise resume  
Create LinkedIn account | 50 |
| 6 Sep. 29 – Oct. 5 | Employment communication | Application Letter  
Finalize LinkedIn account | 20 20 |
| 7 Oct. 6 – 12 | Interviewing | Complete online interview with Career Services  
Reflection on Career Search | 10 10 |
| 8 Oct. 13 – 19 | Professionalism  
Emotional Intelligence (EI) | Complete elevator speech  
Chapters 1 & 2 of EI - complete response | 25 10 |
| 9 Oct. 20 – 26 | Self-Awareness | Chapters 3 – 5 of EI - complete response  
Sign up for a group case | 10 |
| 10 Oct. 27 – Nov. 2 | Emotions | Chapters 6 - 9 of EI - complete response  
Create group plan of action | 10 10 |
| 11 Nov. 3 – 9 | Communication  
Goal Setting | Chapters 10 – 12 of EI - complete response  
Chapter 13 of EI - complete activity | 10 10 |
<table>
<thead>
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<th>Week</th>
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<th>Points</th>
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</table>
| 12   | Nov. 10 – 16 | Negotiations Collaboration | Chapter 14 - complete response  
Chapter 17 - complete response | 10  
10 |
| 13   | Nov. 17 – 23 | Resilience          | Chapter 21 - complete response  
Group draft of report | 10  
10 |
| 14   | Nov. 24 – 30 |                     | Thanksgiving Holiday                                              |        |
| 15   | Dec. 1 – 7   | Group project       | Review feedback and complete report  
Complete peer evaluation | 100   |
| 16   | Dec. 8 - 14  |                     | Final Exam due Tuesday, Dec. 10                                  | 100   |