BUSI 4361.501  PROFESSIONAL DEVELOPMENT & INTEGRATION
Fall 2021 - Course Syllabus

Instructor: Dr. Carol Wright
Email: Brightspace by D2L email
Office: 229L McGee Business Building
Department: Business Communication and Legal Studies
Office Phone: 936-468-1780
Office Hours: Monday 10:00 am – 12:00 noon and 1:00 – 3:00 pm
Tuesday 10:00 am – 12:00 noon
Wednesday 10:00 am– 12:00 noon
Thursday 10:00 am– 12:00 noon
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.

Required Materials
- Other resources: high-speed internet access, video recording device with a microphone, access to SFA’s online library through MySFA link and SFA’s Zoom

Contacting your Instructor:
As an online course, the main communication method is D2L. The majority of questions about an assignment can be answered in D2L Content, the Assignment Dropbox, or the course main page. If you have a question about the class or an assignment, there are multiple contact methods:
- D2L email should be used to ask questions or relay information that is not time sensitive or requires a more detailed explanation. Email is answered within 48 hours, but usually sooner.
- In-person office hours can be used for a personal discussion that requires more interaction. See office hours posted on page 1, or request a specific appointment.
- Phone calls can be made to my office phone number during scheduled face-to-face office hours if you need immediate feedback. Please do not leave a voice mail message. Instead: send a message in D2L as these messages are not checked on a regular basis.

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. 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 send an email with specific details
about the assignment and why you think it is wrong.

<table>
<thead>
<tr>
<th>Grades (Tentative)</th>
<th>Grading Scale:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Preparation Documents</td>
<td>A  90-100% of Total Points</td>
</tr>
<tr>
<td>Personality &amp; Self-Awareness</td>
<td>B  80-89% of Total Points</td>
</tr>
<tr>
<td>Emotional Intelligence (El)</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>
</tr>
</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

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.

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

**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 with a focus on professional settings. Included in these assignments is a small
group assignment, which is a written report, that also incorporates the emotional
intelligence component of the course. Detailed instructions for each assignment will be
provided in D2L.

**Emotional Intelligence (EI) Grades**: The assignments in the emotional intelligence grades
will be based on readings that can be accessed using SFA’s online Steen Library resources.
These online articles are free to students who access the site using their SFA log in
credentials. The topics for these assignments discuss emotional intelligence in
professional settings. Included in these assignments is a small group assignment, which is
a written report, that also incorporates the personality component of the course. A list of
required articles can be found in D2L Content. Detailed instructions for each assignment
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 or 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 announcements 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. 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 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.

You know all your assignments and due dates when the semester begins. It is your responsibility to keep track of assignments and complete each on time. Many assignments are available early, so you can complete these early if you know you have a busy week ahead. You don’t like the Saturday due date because you like to do your work over the weekend? Then, complete it the Sunday the prior weekend.
As an 8-week class, multiple assignments will be due each week. Things move fast, and it is important to stay on track. Remember: you can always work ahead of the schedule.

Again, all 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 section on Makeup Work.

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.”

GETTING STARTED CHECKLIST:
- Read and print a copy of the syllabus and schedule
- Purchase textbooks
- Review the information provided in Getting Started in D2L

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.

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 reviewing online content, reading additional material assigned, 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.
Academic Integrity (4.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

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 to aid in achieving a better grade on a component of a class; (2) the falsification or invention 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 your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf

Withheld Grades Semester Grades Policy (5.5)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

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), Human Services Building, and Room 325, 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/.

Mental Health and Wellness
SFA values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
SFA Counseling Services
www.sfasu.edu/counselingservices
Rusk Building, 3rd Floor
936.468.2401

SFA Human Services Counseling Clinic
www.sfasu.edu/humanservices/139.asp
Human Services, Room 202
936.468.1041

Crisis Resources:
Burke 24-hour crisis line: 1.800.392.8343
Suicide Prevention Lifeline: 1.800.273.TALK (8255)
Crisis Text Line: Text HELLO to 741-741
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 at 12 MIDNIGHT on the Saturday at the end of the week.

<table>
<thead>
<tr>
<th>Category</th>
<th>Assignments</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Prep.</td>
<td>First Draft of Resume</td>
<td>10</td>
</tr>
<tr>
<td>Personality</td>
<td>Chapters 1 &amp; 2 of Platinum Rule response</td>
<td>10</td>
</tr>
<tr>
<td>E.I.</td>
<td>Emotional Intelligence response</td>
<td>10</td>
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<tr>
<td><strong>Week 2</strong></td>
<td></td>
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<tr>
<td>Career Prep.</td>
<td>Revise Resume - submit to Career Services Resume discussion</td>
<td>10</td>
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<tr>
<td>Personality</td>
<td>Chapter 3 of Platinum Rule response</td>
<td>10</td>
</tr>
<tr>
<td>E.I.</td>
<td>Self-awareness response</td>
<td>10</td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Prep.</td>
<td>Complete elevator speech</td>
<td>25</td>
</tr>
<tr>
<td>Personality</td>
<td>Chapter 4 of Platinum Rule response</td>
<td>10</td>
</tr>
<tr>
<td>E.I.</td>
<td>Ethics response</td>
<td>10</td>
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<tr>
<td><strong>Week 4</strong></td>
<td></td>
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<tr>
<td>Career Prep.</td>
<td>Upload critique received from Career Services Application Letter</td>
<td>10</td>
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<tr>
<td>Personality</td>
<td>Chapters 5 of Platinum Rule response</td>
<td>10</td>
</tr>
<tr>
<td>E.I.</td>
<td>Listening response</td>
<td>10</td>
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<tr>
<td><strong>Week 5</strong></td>
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<td></td>
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<tr>
<td>Career Prep.</td>
<td>Revised Resume</td>
<td>50</td>
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<tr>
<td>Personality</td>
<td>Chapter 6 of Platinum Rule response</td>
<td>10</td>
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<tr>
<td>E.I.</td>
<td>Resilience response</td>
<td>10</td>
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<tr>
<td><strong>Week 6</strong></td>
<td></td>
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<tr>
<td>Career Prep.</td>
<td>Online interview with Career Services Finalize LinkedIn account</td>
<td>20</td>
</tr>
<tr>
<td>Personality</td>
<td>Chapter 7 of Platinum Rule response</td>
<td>10</td>
</tr>
<tr>
<td>E.I.</td>
<td>Remote Work response</td>
<td>10</td>
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<tr>
<td><strong>Week 7</strong></td>
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<tr>
<td>Career Prep.</td>
<td>Reflection on Career Search due Wed. 10/6</td>
<td>20</td>
</tr>
<tr>
<td>E.I.</td>
<td>Group Project – Case Response due Wed. 10/6</td>
<td>50</td>
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<tr>
<td></td>
<td><strong>Final Exam due Friday 10/8 at 5 PM</strong></td>
<td>75</td>
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