Professional Development & Integration (BUSI 4361.001)  
Fall 2023 Course Syllabus

Instructor: Dr. Kristen Waddell  
Email: Brightspace email (Kristen.waddell@sfasu.edu only if Brightspace is unavailable)  
Department: Business Communication and Legal Studies  
Phone: (936) 468-1727

Online Office Hours:  
Wednesday 1:00 – 4:00 pm

In-person Office Hours:  
Tues/Thurs 9:00-9:30 am; 11:00-2:00 pm

Other times by appointment – Email me at least 24 hours in advance to schedule an appointment.

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.

This course is designed to mirror the mission of the Rusche College of Business to prepare our students to “Learn-Launch-Lead.” Assignments are structured to help you learn about yourself through personality awareness, prepare a career portfolio to launch your career, and develop your emotional intelligence to lead others.

Time Commitment: For this three-credit hour online course, you should plan to spend about 9 actual hours per week working on the course. During this time, you will be reading chapters in the textbook and in the online content, taking chapter quizzes and tests, completing assignments from the chapters, participating in online discussions, conducting research, composing messages, and completing oral presentations. For some weeks you may find yourself spending more than 9 actual hours per week.
Required Text:

Required Software:

- Reliable internet
- Microsoft Word – All written documents and assignments that are submitted must be Microsoft Word documents.
- Online LinkedIn Learning account (free access for 30 days)
- A video recording device with a microphone such as a webcam.

As an SFA student, you have access to Office 365 through mySFA. For additional information, please visit http://www.sfasu.edu/mysfa/o365/student/productivity-apps/

Course Procedures: You will need reliable Internet access to complete this online course. Visit Brightspace, SFA’s learning management system, at d2l.sfasu.edu regularly to keep up with assignments, contact the instructor, and receive information for your success in the course. All electronic communication from the instructor will be through Brightspace, and it is the student’s responsibility to check Brightspace regularly for instructions and emails.

Important: Brightspace email is internal, meaning that messages cannot be sent or received from outside Brightspace. Do NOT try to email someone by typing in their @sfasu.edu or @jacks.sfasu.edu email address in Brightspace. It will not work and you may or may not receive an error message/send failure notice. Use the Brightspace address book to email your instructor/classmates within Brightspace.

Course Calendar: The tentative schedule appears at the end of this syllabus. Students will be notified of any changes via Brightspace course announcements. Unless otherwise noted, assignments are due by 11:59 p.m. on Tuesdays. All course deadlines are listed in Central Time.

Grading Policy: There are multiple opportunities to earn points in the course. Grades can be accessed through Brightspace. You should check your posted grades often and email any questions within 1 week of receiving the grade. You must check your grades prior to the final exam opening and email your instructor with any questions. Unless you email prior to this time, you indicate that you are in agreement with the grades posted. This means you need to check for errors (for example, a missing grade for an assignment that you think you completed on time). This does not mean asking for assignments to be accepted late or for extra credit opportunities to make up for
missed deadlines.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage of Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
</tr>
<tr>
<td>F</td>
<td>59% or fewer</td>
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</tbody>
</table>

**Tentative Points:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn about Yourself Assignments</td>
<td>125</td>
</tr>
<tr>
<td>Launch your Career Assignments</td>
<td>280</td>
</tr>
<tr>
<td>Lead Others Assignments</td>
<td>200</td>
</tr>
<tr>
<td>Other Assignments (Final Report &amp; Final)</td>
<td>130</td>
</tr>
<tr>
<td>Total Points</td>
<td>735</td>
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</tbody>
</table>

**Assignments:** All homework assignments should be submitted in Brightspace by on the designated due date. It is your responsibility to plan ahead and meet the posted deadlines.

A grade of zero (0) will be assigned for missed work, except in the following situations:
- Serious illness verified by a doctor’s note with a statement of inability to submit work online
- Personal or family emergency (documented appropriately)
- Official school business (with documentation from the appropriate campus representative)

The student must provide documentation for the excused absence. Notes from the school’s Health Clinic must specifically state that the student is unable to complete online work that day to be considered an excused absence.

Unless designated a group assignment, all work is to be individual work and collaboration with other students or individuals is not allowed. Collaborating with others on the quizzes or exams is considered cheating and a violation of SFA’s academic dishonesty policy, which will result in appropriate consequences.

All work submitted in this course must be completed by you, this semester, for this section of the course. Unless specified by your instructor, you cannot “recycle” any work from other courses you have taken (here or elsewhere) or any previous time you
may have attempted this course. Assignments will be subject to TurnItIn verification when submitted to the Brightspace dropbox.

**Learn Activities – Personality:** Learning about yourself will help you succeed in your career. 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. Detailed instructions for each assignment will be provided in D2L.

**Launch Activities - Career Preparation:** 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 class and D2L.

**Lead Activities - Emotional Intelligence (EI):** The assignments in the emotional intelligence grades will use content modules in LinkedIn Learning and readings that can be accessed using SFA’s online Steen Library resources. LinkedIn Learning can be accessed through a student’s LinkedIn Account and is free for the first 30 days. Students are responsible to pay the fee to LinkedIn if they do not finish their assignments during the first 30 days of access. The topics for these assignments discuss emotional intelligence in professional settings. 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 Brightspace:** As an online course, the primary delivery method of course material and communications will be in Brightspace. You will need to visit Brightspace 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 Brightspace. Any course announcements intended for the entire class will be posted on the home page in Brightspace. Be sure to read the announcements each time you log into the class. You are responsible for any instructions or assignments. If
desired, you can set your email and announcements in Brightspace to forward to your other email accounts (instructions are provided in the course in D2L) or as text messages.

**ChatGPT/Use of AI:** Using any artificial intelligence (AI) software or tool, such as ChatGPT, to draft or revise materials for an assignment is prohibited unless authorized by your instructor.

**Communication:** The primary contact method will be by email through Brightspace. You should check your email for this class regularly. I make every attempt to respond to students in a reasonable amount of time. When you send an email, if you would like a reply, please ask a specific question. If you send me a message that does not ask a question, I will not respond as I will conclude it was for informational purposes only, not for soliciting a response.

My policy is to answer emails within 48 hours. You can usually expect to receive a response within 24 hours; however, please remember that I am not on call 24 hours a day. *If you wait until shortly before assignments are due to address questions to me on the assignment, you may or may not get an answer before the deadline arrives.*

**What do I do if Brightspace 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. 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.

**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.

**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

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy. Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial

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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.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), 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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Wellness and Well-Being
SFA values students' overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, 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:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

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

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741
**Busi 4361 – Tentative Course Schedule**

Unless otherwise noted, all assignments are due on Tuesdays at 11:59 pm. Additional details needed to complete each assignment are available in D2L.

<table>
<thead>
<tr>
<th>Module</th>
<th>Week</th>
<th>Assignments</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch</td>
<td>1: 8/28-9/4</td>
<td>□ Resume Submission to the CCPD</td>
<td>9/5</td>
</tr>
<tr>
<td>Learn</td>
<td>2: 9/5-9/11</td>
<td>□ Discussion Post #1*</td>
<td>9/12</td>
</tr>
<tr>
<td>Learn</td>
<td>3: 9/12-9/18</td>
<td>□ Platinum Rule: Chapter 1 &amp; 2 Response</td>
<td>9/19</td>
</tr>
<tr>
<td>Learn</td>
<td>3: 9/12-9/18</td>
<td>□ Platinum Rule: Chapter 3 Response</td>
<td>9/19</td>
</tr>
<tr>
<td>Learn</td>
<td>4: 9/19-9/25</td>
<td>□ Platinum Rule: Chapter 4 &amp; 5 Response</td>
<td>9/26</td>
</tr>
<tr>
<td>Learn</td>
<td>4: 9/19-9/25</td>
<td>□ Platinum Rule Reflection Response (Ch 6-8)</td>
<td>9/19</td>
</tr>
<tr>
<td>Learn</td>
<td>5: 9/26-10/2</td>
<td>□ Discussion Post #2*</td>
<td>10/3</td>
</tr>
<tr>
<td>Launch</td>
<td>5: 9/26-10/2</td>
<td>□ Second Resume Draft</td>
<td>10/3</td>
</tr>
<tr>
<td>Launch</td>
<td>6: 10/3-10/9</td>
<td>□ Improving your Resume</td>
<td>10/10</td>
</tr>
<tr>
<td>Launch</td>
<td>7: 10/10-10/16</td>
<td>□ Practice Interview</td>
<td>10/17</td>
</tr>
<tr>
<td>Launch</td>
<td>8: 10/17-10/23</td>
<td>□ LinkedIn Profile Course</td>
<td>10/24</td>
</tr>
<tr>
<td>Launch</td>
<td>8: 10/17-10/23</td>
<td>□ LinkedIn Profile</td>
<td>10/24</td>
</tr>
<tr>
<td>Lead</td>
<td>10: 10/31-11/6</td>
<td>□ Emotional Intelligence LinkedIn Courses</td>
<td>10/31</td>
</tr>
<tr>
<td>Lead</td>
<td>11: 11/7-11/13</td>
<td>□ Emotional Intelligence Reflection Paper #1</td>
<td>11/7</td>
</tr>
<tr>
<td>Lead</td>
<td>12: 11/14-11/20</td>
<td>□ Emotional Intelligence Reflection Paper #2</td>
<td>11/14</td>
</tr>
<tr>
<td>Launch</td>
<td>9: 10/24-10/30</td>
<td>□ Practice Interview Reflection</td>
<td>11/17</td>
</tr>
<tr>
<td>Lead</td>
<td>14: 11/27-12/4</td>
<td>□ Developing a Growth Mindset</td>
<td>12/5</td>
</tr>
<tr>
<td>Lead</td>
<td>15:12/5-12/11</td>
<td>□ Report Project</td>
<td>12/8</td>
</tr>
<tr>
<td></td>
<td>12/11-12/15</td>
<td>□ Final Reflection</td>
<td>12/13</td>
</tr>
</tbody>
</table>

*Note: Initial Posts are due Thursday with two Responses being due the following Tuesday*