BUSI 4361.500  PROFESSIONAL DEVELOPMENT & INTEGRATION  
Fall 2023 - Course Syllabus  

Instructor:  Dr. Carol Wright  
Email:  Brightspace by D2L email  
Office:  229L McGee Business Building  
Business Communication and Legal Studies Department  
Office Phone:  936-468-1496  
Office Hours:  I am available most Mondays – Friday 9 am – 4 pm  
Other times by Appt.  
Class Meeting time:  None – Online class  

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.  


Other Materials:  
• Reliable internet access  
• Access to Steen Library online databases – accessible through MySFA  
• Online LinkedIn Learning account – free access for 30 days  

Grades:  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>
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<tbody>
<tr>
<td>Learn Activities - Personality</td>
<td>A  90-100% of Total Points</td>
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<tr>
<td>Launch Activities – Career Prep.</td>
<td>B  80-89% of Total Points</td>
</tr>
<tr>
<td>Lead Activities – Emotional Intelligence</td>
<td>C  70-79% of Total Points</td>
</tr>
<tr>
<td>Final Report</td>
<td>D  60-69% of Total Points</td>
</tr>
<tr>
<td>Total</td>
<td>F  Below 60% of Total Points</td>
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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.

**Learn Activities – Personality:** Learning about yourself will help you success 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.

**Using Artificial Intelligence (AI) software or tools, such as ChatGPT, to draft materials for an assignment is prohibited unless authorized by your instructor.**

**Makeup work:** Makeup assignments will be allowed only if arranged prior to due date. Because all class assignments are submitted online, there are a limited number of reasons as to why work is not completed. You know all your assignments and their due dates at the beginning of the semester, so plan your schedule to meet each of them.
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
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](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/](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](http://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](http://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](http://www.sfasu.edu/thehub)
  - 936.468.4008
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
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<thead>
<tr>
<th>Due Date</th>
<th>Course Topics and Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td>Sept. 3</td>
<td>Review course introduction&lt;br&gt;Review information in Content for Resumes&lt;br&gt;Submit Resume Draft to Dropbox</td>
<td></td>
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<tr>
<td>Sept. 10</td>
<td>Complete Discussion on Conflict&lt;br&gt;Read Chap. 1 &amp; 2 of <em>Platinum Rule</em> - complete response in Dropbox&lt;br&gt;Read Chap. 3 of <em>Platinum Rule</em> - complete response in Dropbox (Dropbox will open when prior assignment is submitted)</td>
<td>25, 10, 10</td>
</tr>
<tr>
<td>Sept. 17</td>
<td>Using feedback provided, make revisions to resume and send to CCPD – submit proof of submission to Dropbox to open next resume dropbox&lt;br&gt;Read Chap. 4 &amp; 5 of <em>Platinum Rule</em> - complete response in Dropbox (Dropbox will open when Chap. 3 assignment is submitted)&lt;br&gt;Read Chap. 6 - 8 of <em>Platinum Rule</em> - complete response in Dropbox</td>
<td>15, 40</td>
</tr>
<tr>
<td>Sept. 24</td>
<td>Complete Discussion Response on Conflict and Personality&lt;br&gt;Review information in Content on Application Letters and submit to Dropbox</td>
<td>15, 50</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>Review information received on Resume critique from CCPD and upload critique form <em>(Dropbox will open when proof of submission is provided)</em>&lt;br&gt;Upload written response</td>
<td>15, 10</td>
</tr>
<tr>
<td>Oct. 8</td>
<td>Review additional material and submit Revised Resume to Dropbox</td>
<td>50</td>
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<tr>
<td>Oct. 15</td>
<td>Review information in Content on interviewing&lt;br&gt;Submit practice interview to CCPD and provide proof of submission)</td>
<td></td>
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<tr>
<td>Oct. 22</td>
<td>Review information in Content on elevator speeches&lt;br&gt;Create an elevator speech in Zoom and upload link to Dropbox</td>
<td>25</td>
</tr>
<tr>
<td>Oct. 29</td>
<td>Review information in Content on professional networking&lt;br&gt;Watch LinkedIn Learning video and upload certificate earned to Dropbox&lt;br&gt;Begin creating LinkedIn profile and connect with others</td>
<td>10</td>
</tr>
<tr>
<td>Nov. 5</td>
<td>Finalize LinkedIn profile and provide link to your page in Dropbox&lt;br&gt;Upload interview critique from CCPD to Dropbox</td>
<td>25, 20</td>
</tr>
<tr>
<td>Nov. 12</td>
<td>Complete LinkedIn Learning courses and uploaded completion certificates</td>
<td>50</td>
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<tr>
<td>Nov. 19</td>
<td>Read required EI articles and watch associated videos&lt;br&gt;Complete written response in Dropbox&lt;br&gt;Complete written response to Interview critique to Dropbox</td>
<td>50, 20</td>
</tr>
<tr>
<td>Nov. 26</td>
<td>No assignments due – Thanksgiving Week&lt;br&gt;Work ahead of report</td>
<td></td>
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<tr>
<td>Dec. 3</td>
<td>Read required EI articles and watch associated videos&lt;br&gt;Complete written response #2 in Dropbox&lt;br&gt;Complete LinkedIn Learning videos based on skills needed – upload completion certificates to Dropbox and LinkedIn Learning account</td>
<td>50, 30</td>
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<tr>
<td>Dec. 10</td>
<td>Complete written report and submit to Dropbox</td>
<td>100</td>
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