Professional Development & Integration (BUSI 4361.500)
Spring 2024 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:
Tuesday 9 am – 12 pm

In-person Office Hours:
Mon/Wed 11 am- 1 pm; 2:30-4 pm

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

Class Meeting Time and Place: This is a fully online course. Brightspace is the learning management system. Technical support is available at 936-468-1919. This is not a self-paced course. There are deadlines for every assignment.

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)- assignments have been scheduled so students can complete all required assignments within 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 Wednesdays. 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>135</td>
</tr>
<tr>
<td>Launch your Career Assignments</td>
<td>235</td>
</tr>
<tr>
<td>Lead Others Assignments</td>
<td>200</td>
</tr>
<tr>
<td>Final Report and Final Exam</td>
<td>130</td>
</tr>
<tr>
<td>Total Points</td>
<td>700</td>
</tr>
</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.

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.

**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/AI:** Using any artificial intelligence (AI) software or tool, such as ChatGPT, to draft 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. I will not answer emails on weekends or holidays.**

**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:** 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. You cannot “recycle” any work from other courses you have
taken (here or elsewhere) or any previous time you may have attempted this course. If it is discovered that you have turned in any part of an individual or team assignment from a previous semester/course, you will receive a zero (0) for the assignment. Assignments will be subject to TurnItIn verification when submitted to the Brightspace dropbox.

**Student Academic Dishonesty (University Policy 4.1)**

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)

**Withheld Grades – 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/5.5_course-grades.pdf](http://www.sfasu.edu/policies/5.5_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/.

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). 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.

Other Policies/Procedures

Professional Courtesy: This class will be conducted in a professional manner. This means 1) submit work on time - no excuses, 2) avoid profanity and/or offensive language in your communication, and 3) participate fully and courteously with your team members. In regards to courtesy to others in the class and on your team, do not send harassing emails, texts, or messages using offensive language. Such communication may result in a reduction of the sender’s grade. Students should show respect to the instructor and other students and refrain from any behavior that may distract others.

Submission Policy: All assignments and projects are to be turned in on time by the due date and must be submitted in the file format designated in the assignment (i.e. Word document, PowerPoint, etc.) Assignments are to be submitted by uploading to Brightspace prior to the ending time indicated on the assignment.

All writing assignments will be graded on both content and mechanics. Your work is a representation of you, and soon to be of the company for which you will be working. You need to avoid spelling, punctuation, and grammar errors in your writing in order to project a professional skill level. Therefore, these aspects will be included along with the content when determining your grade on each assignment.

Cheating and Plagiarism: An assignment where plagiarism exists will receive a zero. See the SFA website for the university policy on cheating and plagiarism. All incidents will be reported to the Dean of the College of Business.

Technology Requirements: It is your responsibility to acquire a consistent, stable, dependable computer and Internet connection with which to complete the
assignments for the course by the deadlines indicated on the Course Schedule. It is not the responsibility of the instructor to provide additional time for assignments or exams or an alternative means of completing the course due to technological issues on your part. Plan ahead!

**Resources for Mental Health and Wellness**
SFASU 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:**
SFASU Counseling Services
www.sfasu.edu/counselingservices
3rd Floor Rusk Building
936-468-2401

SFASU 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

This syllabus represents a best plan for the course; but, as with most plans, it is subject to change. Any necessary changes in this syllabus will be announced via Brightspace.
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>Assignments</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learn</td>
<td>Discussion Post #1*</td>
<td>1/24</td>
</tr>
<tr>
<td>Learn</td>
<td>Platinum Rule: Chapter 1 &amp; 2 Response</td>
<td></td>
</tr>
<tr>
<td>Learn</td>
<td>Platinum Rule: Chapter 3 Response</td>
<td>1/31</td>
</tr>
<tr>
<td>Learn</td>
<td>Platinum Rule: Chapter 4 &amp; 5 Response</td>
<td></td>
</tr>
<tr>
<td>Learn</td>
<td>Discussion Post #2*</td>
<td>2/7</td>
</tr>
<tr>
<td>Learn</td>
<td>Platinum Rule Reflection Response (Ch 6-8)</td>
<td></td>
</tr>
<tr>
<td>Launch</td>
<td>Cover Letter</td>
<td>2/14</td>
</tr>
<tr>
<td>Launch</td>
<td>Elevator Speech</td>
<td>2/21</td>
</tr>
<tr>
<td>Launch</td>
<td>Improving your Resume</td>
<td></td>
</tr>
<tr>
<td>Launch</td>
<td>Final Resume</td>
<td>2/28</td>
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<tr>
<td>Launch</td>
<td>Practice Interview</td>
<td>3/6</td>
</tr>
<tr>
<td></td>
<td><strong>Spring Break (3/11-3/15)</strong></td>
<td></td>
</tr>
<tr>
<td>Lead</td>
<td>LinkedIn Profile Course</td>
<td>3/27</td>
</tr>
<tr>
<td>Lead</td>
<td>LinkedIn Profile</td>
<td></td>
</tr>
<tr>
<td>Lead</td>
<td>Emotional Intelligence LinkedIn Courses</td>
<td>4/3</td>
</tr>
<tr>
<td>Lead</td>
<td>Emotional Intelligence Reflection Paper #1</td>
<td>4/10</td>
</tr>
<tr>
<td>Lead</td>
<td>Emotional Intelligence Reflection Paper #2</td>
<td>4/17</td>
</tr>
<tr>
<td>Lead</td>
<td>Preparing for your First Day</td>
<td>4/24</td>
</tr>
<tr>
<td>Lead</td>
<td>Developing a Growth Mindset</td>
<td></td>
</tr>
<tr>
<td>Lead</td>
<td>Report Project</td>
<td>5/1</td>
</tr>
<tr>
<td>Lead</td>
<td>Final Reflection</td>
<td>5/8</td>
</tr>
</tbody>
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*Note: Initial Posts are due Monday with two Responses being due the following Wednesday