

PDS 450: Professional Development

Dr. Lori H. McClaren

919.508.2367

lmcclaren@peace.edu

Course Dates: 5/10 – 6/26

Online – Moodle (lms.peace.edu)

Course Description

Professional development is a life-long process. In this course, students will develop an enhanced understanding of their professional identity; solve problems and make decisions appropriately while enhancing critical thinking and decision making skills. This course prepares students for success in the workplace through resume development, mock interviews, and completion of practice applications for jobs and graduate programs. Other notable topics include ethics and professionalism in the workplace, diversity, and business etiquette training.

Course Objectives

1. Identify values, interests and professional strengths and weaknesses.
2. Practice critical thinking and decision making skills through case studies.
3. Reflect on definitions of leadership and dimensions of personal leadership development.
4. Locate and utilize resources to conduct company and career research.
5. Apply accepted business etiquette in dining and other professional settings.
6. Project a professional image.
7. Develop networking skills.
8. Learn to market skills and abilities through effective resume writing and interviewing skills.
9. Learn and apply successful negotiation strategies.
10. Learn how to utilize social media and other tools in developing personal brand.

Textbook Information

There is no textbook required for this course; weekly readings will be assigned. All course readings and materials will be available via the course site in Moodle.

Online Course

All online courses in the School of Professional Studies are fully online and require the use of Moodle. Weekly readings, activities, and assignments will be listed in Moodle. You should expect to spend on average 10-15 hours per week on an individual 3-credit course. This includes all the readings, posts and assignments as well as being actively engaged in the discussions on the message boards. You should expect to log into the course daily, or at least 4-5 times per week. If you have any problems accessing Moodle please contact Dr. Lori McClaren, 919-508-2367.

Email/Communication Policy

All emails to the instructor should be written in a professional manner – complete sentences, greeting, and salutation. Each email should clearly state the purpose of the correspondence and include the student's name, course code, and

section number. The subject line should also be succinct but clear with regards to the purpose of the e-mail. All emails and phone calls will be responded to within 48 hours unless otherwise noted.

Late Assignments

Late assignments **will not** be accepted. Students with serious, mitigating circumstances that prevent them from completing assignments on time should contact the instructor as soon as possible - **prior to the assignment deadline**. Students who find themselves in this situation should be prepared to provide documentation/verification of the circumstances that prevent them from submitting work on time. In these cases, a contract will be established outlining the conditions for an extension.

Academic Integrity

William Peace University seeks to develop both the intellect and character of its students. All members of the University are expected to promote a culture of academic integrity, and all students are expected to inform themselves of the University's policies and procedures related to the Honor Code.

All forms of academic misconduct are violations of the University's Honor Code. These include, but are not limited to:

- Cheating: Using or attempting to use unauthorized materials, information, or study aids in academic work or in working with others on academic requirements (tests, assignments, etc.)
- Plagiarism: Representing the words or ideas of another as one's own in any academic work, whether intentional or not
- Falsification: Falsifying or inventing any information or citation in academic work
- Facilitating academic dishonesty: Helping or attempting to help another student to commit an act of academic dishonesty
- Lying: Misrepresenting information that is relevant to the classroom or academic performance

If a faculty member suspects academic misconduct has taken place, s/he will complete an Honor Code Violation Report and meet with the student to discuss. A student may accept or decline to accept responsibility. If a student accepts responsibility, s/he will be subject to the penalty determined by the faculty member. If a student declines to admit responsibility, the case will be turned over the Honor Board for adjudication. A complete summary of the Honor Code and Honor Board policy can be found in the *2020-21 Academic Catalog*.

Disability or Learning Services

Disability Services are available to all WPU students who require reasonable accommodations due to any cognitive, physical, or psychological disability, in order to provide equal access to the educational environment. Students will need to be certified with the Disability Services Office and provide appropriate documentation to receive an Academic Accommodation Plan. For more information or to become certified, please contact a counselor in the Disability Services Office, which is located on the 1st Floor of Joyner House. You may also reach Disability Services by sending an email to Disability@peace.edu.

Class Participation

This class is designed to foster discussion and interaction. Students are expected to actively engage in the course activities and discussions on a regular basis. Students are expected to log-in to the course 4-5 per week. It is your

responsibility to participate and be active in the class. Simply logging in to the course Moodle site is not sufficient for participation in the course. Your participation grade will be calculated based on the quality of your engagement in course related activities and assignments.

Reading Assignments

Apply a critical lens to the readings. Just because something is printed does not make it an absolute truth. Be critical of what you read and draw upon your own experience and knowledge. It is absolutely acceptable to disagree with a particular article, just be prepared to provide the reasons and evidence for your disagreement. I also want to challenge you to keep an open mind. Listen to what the writers have to say. Do not skip the reading or cram it in the night before class. Allow yourself time to reflect on the information, insights, and perspectives offered in the readings. You will be expected to apply the course readings to our discussions and assignments.

Assignments and Grading

All assignments will be graded and returned within 7 days. Grade scale for all graded materials:

A: 100-90

B: 89-80

C: 79-70

D: 69-60 |

F: 59-0

Assignment	Percentage of Total Grade
Class Participation	10%
Class participation active participation in course discussions and activities. Logging into Moodle, viewing videos and podcasts, and posting to the discussion boards as assigned are all included in the class participation points. You must be an active member of the class to earn participation points.	
Written Assignments	70% (total for this section)
Self-Assessment	5%
Autobiographical sketch on personal leadership	5%
Reaction paper to ethics quiz	5%
Selling your liberal arts education	5%
Graduate school statement of purpose	10%
Cover Letter and Resume	15%
Elevator Pitch	5%
Informational Interview	15%
Job search - investigative research of company or organization	10%
Etiquette Presentation	10%
Course Evaluation	5%
	Total 100%

Weekly Activities/Assignments

Written papers are required to be typed, double-spaced with all sources cited appropriately using APA format. Edit papers carefully for spelling and grammatical errors. You are expected to cite the readings and literature from each week in your written assignments.

Assignment / Activity	Due Date
WEEK ONE: 5/10 – 5/16	
Written self-assessment	5/16
3-4 page autobiographical sketch on Personal leadership	5/16
WEEK TWO: 5/17 – 5/23	
2-3 paragraph that “sells” your liberal arts education to a perspective employer	5/23
Prepare 1-2 questions for career services expert on resume and cover letter writing	5/23
2-3 page reaction paper to Ethics Quiz	5/23
WEEK THREE: 5/24 – 5/30	
Statement of purpose for graduate school application (500 word max)	5/30
Search and identify a job that you would like to apply for and create a cover letter and resume (you do not need to actually apply for the position)	5/30
WEEK FOUR: 5/31 – 6/6	
Sign up for 2 Miss Manners Questions You will respond to your Miss Manners Questions in Week 6	6/6
WEEK FIVE: 6/7 – 6/13	
Write Elevator Pitch	6/13
Informational Interview	6/13
WEEK SIX: 6/14 – 6/20	
Miss Manners responses due (*Wed due date)	6/16
Responses to Peers’ Miss Manners responses due	6/20
Using job found during Week 3, research the company and identify salary range and prepare a 1-2 page summary of the organization & job	6/20
Prepare 5-10 Interview Questions for job	6/20
Prepare list of 3 references	6/20
WEEK SEVEN: 6/21 – 6/26 (ends on a Saturday)	
Etiquette Presentation	6/26
Course Evaluations	6/26