

**PROFESSIONAL SKILLS FORUM I (1-CREDIT COURSE)**

**[52:135:202 SECTION 91](#)**

**COURSE SYLLABUS FOR SPRING 2018**

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**PURPOSE**

The main objective of this course is to equip first time, first-year students at Rutgers School of Business-Camden (SBC) with improved academic and professional skills via lecture and targeted workshops. This course will also provide basic career guidance via student self-assessment/personalized development plan, and instill an appreciation for various professional branding documents.

**COURSE DESCRIPTION**

This course will consist of lecture and academic skill-building workshops such as resume development, self-awareness, note taking, study habits, and time management. A variety of techniques will be presented so students may choose those that fit their needs, and these skills will be reinforced by classroom discussion and targeted assignments.

The course will facilitate the foundation for a successful, enriching career by cultivating an awareness and appreciation for authoring a professional resume. Furthermore, students will develop a Personalized Development Plan (PDP) with results from the Strong Interest Inventory and mentoring from a Career Education Counselor. The PDP will equip students with a plan to ensure a defined path toward career goals.

**ASSURANCE OF LEARNING**

RSBC graduates are knowledgeable professionals who are capable decision-makers, confident communicators, and prepared for the professional work environment. RSBC is accredited by the Association to Advance Collegiate Schools of Business (AACSB). To seek continuous improvement, we assess our program through an assurance of learning plan. Undergraduate students are evaluated in the following areas: knowledge of business, interview practice, decision-making, communication, technology and professionalism.

*Area:* Knowledge, Awareness, Skills for Life and Career Decision Making

*Goal:* Students will learn a greater sense of self-awareness, be able to make an informed career choice; and develop the basic professional skills needed to succeed in college and in a competitive job market.

*Outcome:* Students will generate a career awareness assessment, will construct an effective resume, and can learn the foundational skills of successful individuals.

## CLASS ORGANIZATION & ADMINISTRATION

**Please Note: Dates & Assignments on this syllabus are subject to change.**

### Dress Code Policy

**A Business Casual Dress Code is requested** - Since RSBC is a professional school, the dress code policy is intended to contribute to your overall professional development. In general, you should ask yourself if you would wear “that outfit” to a business event. If the answer is “No” then you should not wear it to class.

**Desirable Class Attire:** Khakis, twill, cotton, or dress pants; dresses and skirts that are at or below the knee; sweater sets, blouses, cardigans, polo shirts or button-down shirts; closed toe, dark, soft bottom shoes. For more information, see the About.com article: [http://humanresources.about.com/od/workrelationships/a/dress\\_code.htm](http://humanresources.about.com/od/workrelationships/a/dress_code.htm)

**Acceptable Class Attire:** Respectable jeans, t-shirts, sneakers.

**Attire Not Tolerated:** Sagging pants (top of pants below the waist), hats of any kind, except religious considerations, leggings/jeggings/meggings, camisole, bare midriffs, spaghetti straps, plunging neck lines, micro miniskirts, flip flops.

*Violators of the Dress Code Policy will result in a deduction of 2 points per violation.*

### Academic Integrity

There is a University-wide policy on academic integrity, which will be followed. It is not worth the risk of suspension from the University to cheat or plagiarize. Every student is expected to abide by the following honor pledge: “On my honor, I have neither received nor given any unauthorized assistance on this examination or assignment.”

<http://academicintegrity.rutgers.edu/policy-on-academic-integrity>

### Attendance

Students are expected to attend class; attendance is one of the best indicators of a student’s performance. Attendance will be taken at the beginning of each class. Every class ‘no show’ will result in a reduction of points towards the final grade. *You do not earn points for attendance, however, you will have 2 points deducted for every missed class.*

### Tardiness and Leaving Early

Promptness is expected. If you arrive more than 5 minutes after the class has begun, you will be marked absent. Habitually arriving late and departing early is disruptive and rude. Students are expected to arrive on time, and remain until the class concludes.

### Technical Devices

Use of personal technical devices is prohibited in class, workshops, or other meetings (including laptops, tablets, iPad, cell/smart phones, etc.) Phones must be in the silent, vibrate, or off mode and must be put away.

### Student Code of Conduct

Violations of the Student Code of Conduct are considered serious infractions of student behavior and students who violate the code are subject to penalties relative to the level of the matter. In general, students may not disturb normal classroom procedures by distracting or disruptive behavior.

Examples of disruptive behavior include, but are not limited to, the following:

- *Repeatedly leaving and entering the classroom without authorization*
- *Answering cellular phone or allowing message devices to beep*
- *Making loud or distracting noises*
- *Repeatedly speaking without being recognized, interrupting the instructor or other students, or otherwise acting in disregard of the instructor’s requests*
- *Threats or violence*

Violations of the code should be reported to the Dean of Students office [deanofstudents@camden.rutgers.edu](mailto:deanofstudents@camden.rutgers.edu) or 856-225-6050. If the violation is immediate and a potential threat is a concern, call Rutgers-Camden police at 856-225-6111.

### **Disability Services**

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation. Web page: <https://ods.rutgers.edu/students/documentation-guidelines>.

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

*Ajeenah Nuriddin-Little: (856) 225-2722; [Ajeenah.nuriddin-little@camden.rutgers.edu](mailto:Ajeenah.nuriddin-little@camden.rutgers.edu)*

Rutgers-Camden Disability Services at the Rutgers-Camden Learning Center

Armitage Hall, Room 240, 311 North Fifth Street, Camden, NJ 08102-1405

Web page: <https://learn.camden.rutgers.edu/disability-services>

### **Assignments**

All written assignments must be turned in by the due date. No late assignments will be accepted under ANY circumstances. There will be NO opportunities to make-up missed requirements – NO exceptions.

### **Grading**

#### ***Your final grade is comprised of:***

Business LIFT OFF Workshop Participation (4)	40 points
Pre/Post-Assessments & Reflections	10 points
Resume Workshop, Creation & Review	10 points
Strong Interest Inventory Assessment Completion & Review	20 points
Personal Development Plan Meeting & Portfolio Completion	20 points
	<b><u>100 points total</u></b>

- *Your final numeric score will be converted to a percentage.*
- *Course grade will be based on percentage obtained.*
- *Grades are final—there is no curve and no rounding up.*

A = 90% or higher

B+ = 86% to 89%

B = 80% to 85%

C+ = 76% to 79%

C = 70% to 75%

F= less than 70%

## OVERVIEW OF COURSE SCHEDULE

### **1<sup>st</sup> CLASSROOM MEETING: Attend Business LIFT OFF Workshop #1 in Professional Development Lab (BSB420)**

This 1-hour workshop begins with downloading the required Rutgers-Camden Mobile Event Pass to your smartphone or tablet (downloading should ideally be completed prior to the first class). The course then introduces you to critical keys to building a foundation for success in business school. Topics covered include definition of success in business school, proper business school etiquette, and awareness of success metrics for business students.

### **2<sup>nd</sup> CLASSROOM MEETING: Attend Business LIFT OFF Workshop #2 in Professional Development Lab (BSB420)**

This 1-hour workshop continues to build a foundation for success in business school and explores the personal mindset required for success. Topics covered include the value and impact of goal setting, setting SMART goals, various models for personal motivation, and exploring a motivation model that works for each student.

### **3<sup>rd</sup> CLASSROOM MEETING: Attend Business LIFT OFF Workshop #3 in Professional Development Lab (BSB420)**

This 1-hour workshop explores what habits successful business people have utilized during their time in business school. Various success habits explored include proper business etiquette, the elevator pitch, study and notetaking habits, and time management methods.

### **4<sup>th</sup> CLASSROOM MEETING: Attend Final Business LIFT OFF Workshop #4 in Professional Development Lab (BSB420)**

This final 1-hour workshop sets students up for success in their first year of business school. Topics covered include awareness of campus resources, utilizing available resources, and hearing success stories from upper division students.

#### **Assignments Include:**

- Registering for all 4 Lift Off Classroom sessions by the week prior to the class meeting (register via Sakai)
- Pre-Assessment and Post-Class Reflection writing assignments (details to be discussed in class) due by start of week following class meeting.
- Register for and attend the Resume Workshop delivered by the Career Center no later than February 2, 2018.
- Take the online Strong Interest Inventory Assessment. Assignment must be completed by February 2, 2018. Assessment results will be emailed to students.
  - The Strong Interest Inventory® assessment provides robust insight into a person's interests, so you can better consider potential careers, educational path and the world of work. Built on psychologist John Holland's theory, it is backed by more than 80 years of research into how people of similar interests are employed, and what motivates individuals in the workplace. A recent survey reported that 80% of organizations saw improvement in their ability to help students choose the right major after implementing the Strong assessment. It delivers effective and powerful results that contribute to students' success. It is critical that students possess a solid sense of awareness.
- Register for and attend the Strong Interest Inventory Review Workshop delivered by the Career Center no later than February 16, 2018.
- Draft your resume using the guidelines presented at the Resume Workshop. Submit resume to the Career Center for review and feedback no later than March 23, 2018.
- Attend a one-on-one session with a Student Experience Officer to discuss your personal goals, career plans and ways you can better utilize your strengths throughout your academic career. Create a Personal Development Portfolio that you will be able to update and use as a guide throughout your career and academic journey.

#### **Contact Information for Student Experience Center:**

Business & Science Building Room 212  
Email: [experience-rsbc@camden.rutgers.edu](mailto:experience-rsbc@camden.rutgers.edu)  
Phone: 856-225-6228  
Monday-Thursday 9:00am-5:00pm  
Friday 9:00am-1:00pm

#### **Contact Information for Career Center:**

Lower-Level Campus Center  
Email: [careercenter@camden.rutgers.edu](mailto:careercenter@camden.rutgers.edu)  
Phone: 856.225.6046  
Tuesday, Wednesday, Friday 8:30am - 4:30pm  
Monday & Thursday 8:30am - 6:00pm

### CLASS MEETING DATES, WORKSHOPS & ASSIGNMENTS

PSF SECTION 91	Workshops	Assignments/Tasks	Due Date	Points
Week 1: Jan 16-19	<i>NO MEETING WEEK</i>	<b>Register for LIFT OFF 1 via Sakai</b> Pre-Class Assessment Survey via Sakai	By Jan. 18 By Jan. 18	2
Week 2: Jan 22-26	LIFT OFF CLASS 1: BSB 420 Short Writing Assignment	Class Participation Post Class Reflection (link via Sakai)	By Jan. 29	10 2
Week 3: Jan 29-Feb 02	Career Center Resume Workshop: BSB 420  Career Center Activity: Strong Interest Inventory	<b>Register for (via Sakai) &amp; attend a Resume Workshop</b>  Take the online Strong Interest Inventory Assessment – <i>must schedule via Career Center; results will be emailed to students.</i>	By Feb. 02  By Feb. 05	5  10
Week 4: Feb 05-09	<i>NO MEETING WEEK</i>	<b>Register for Strong Interest Inventory Assessment Workshop via Sakai</b>	By Feb. 09	
Week 5: Feb 12-16	Career Center Interpreting Your Strong Inventory Workshop: BSB 420	Attend the Strong Interest Inventory Review Workshop delivered by the Career Center.	By Feb. 16	10
Week 6: Feb 19-23	<i>NO MEETING WEEK</i>	<b>Register for LIFT OFF 2 via Sakai</b>  Draft resume using guidelines presented at Resume Workshop. Submit resume to Career Center for review and feedback.	By Feb. 22 By Mar. 23	5
Week 7: Feb 26-Mar 02	LIFT OFF CLASS 2: BSB 420 Short Writing Assignment	Class Participation Post Class Reflection (link via Sakai)	By Mar. 05	10 2
Week 8: Mar 05-09	<i>Student Experience Center: Personal Development Plan Meetings</i>	PDP 1-1 Meetings with SEC – schedule via Raptor Connect— <i>attend once-worth a total of 10 points toward PDP</i>  <b>Register for LIFT OFF 3 via Sakai</b>	By Mar. 09  By Mar. 29	
<i>Week 9: Mar 12-16</i>	<b>SPRING BREAK</b>			
Week 10: Mar 19-23	<i>NO MEETING WEEK</i>	<b>Submit resume to Career Center for review and feedback.</b>	By Mar. 23	
Week 11: Mar 26-30	<i>NO MEETING WEEK</i>	<b>Register for LIFT OFF 3 via Sakai</b>	By Mar. 29	
Week 12: Apr 02-06	LIFT OFF CLASS 3: BSB 420 Short Writing Assignment	Class Participation Post Class Reflection (link via Sakai)	By Apr. 12	10 2
Week 13: Apr 9-13	<i>NO MEETING WEEK</i>	<i>Work on PDP Portfolio</i>		
Week 13: Apr 16-20	<i>NO MEETING WEEK</i>	<b>Register for LIFT OFF 4 via Sakai</b>	By Apr. 19	
Week 14: Apr 23-27	LIFT OFF CLASS 4: BSB 420	Class Participation PDP Portfolio ( <i>Due in Class</i> ) Post Class Reflection (link via Sakai)	By Apr. 30	10 20 2