

**PROFESSIONAL SKILLS FORUM I 52:135:202 Section 91
(1-Credit Course)**

COURSE SYLLABUS FOR FALL 2022

INSTRUCTOR: Carla Mandell

Preferred Contact Method: Canvas Inbox

***This course will be delivered in-person (meeting in BSB 132 on Monday 2:05 – 3:05 pm)
and will have online components making it a hybrid course***

To schedule a meeting with me via RaptorConnect: <https://rucamden.campus.eab.com/pal/tD1-xI79a6>

PURPOSE

Professional Skills Forum I (PSF1) is a foundational course for first-year business students to build personal and professional competencies including professionalism, teamwork, effective communication (written & oral), and career and self-development. These competencies are based on the National Association of Colleges & Employers (NACE) 2021 Competencies for a Career-Ready Workforce. The four NACE competencies are embedded throughout the course which focus on Professionalism, Communication, Teamwork, and Career & Self-Development.

COURSE DESCRIPTION

The course is a face-to-face course with supported by online learning materials. There may be some classes presented virtually to accommodate guest speakers or focused on larger projects and out of class engagement.

The course is divided into two broad categories: College Journey Success and Early-Stage Career Management. The topics are designed to progress students from informational knowledges to application through course activities and assignments. The course has multiple weekly assignments to expand the learning outside of the classroom and develop artifacts to demonstrate active learning and competency development. Students will work in teams provide topic related lessons, supported by activities. Students will generate a reflective assessment, construct an effective resume, and build collaboration skills while developing professional competencies.

COURSE LEARNING OBJECTIVES

Upon successful completion of this course students should be able to:

- Understand & demonstrate effective work habits, and act in the interest of the larger community and workplace
- Build and maintain relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities
- Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization

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.

The course introduces and supports two program level learning goals

- Teamwork and Interpersonal Relations
- Communication Impact & Effectiveness.

HOW TO BE SUCCESSFUL IN THIS COURSE

To be successful in this course will take an effort on your part. This class has activities where you will engage with others in and outside of the class (networking events, informational interviews, etc.). As a 1 credit course, you should expect to spend 1 hour in class sessions and 2 hours of activity/assignments per week (including preparing for the next class session).

1. Follow the Canvas Modules - they are built to guide your way through each week
 1. Before class sessions - review the module materials (videos, articles, podcases, or slide decks) to prepare for the in-class discussions.
2. Attend class sessions and career development events - many of our activities & assignments will be started in class.
3. Participate in class discussions
4. Submit assignments on time - paying attention to the detailed instructions provided
5. Maintain your weekly reflection journal - this will help you complete later assignments
6. Communicate with your instructor. Seek assistance and ask for help when needed
7. Know your Campus Resources
8. Bring a positive attitude to class
9. Act in a professional manner – in-person, virtually, and in all your communications
10. Have fun! - this course is designed to support you to reach your personal and professional goals

CLASS ORGANIZATION & ADMINISTRATION

- **Class Materials:** All class materials will be available within the course Canvas site. There is no separate textbook for this course.
- **Class Communication:** All class communication will be through Canvas and your Rutgers e-mail. You are expected to check Canvas and your Rutgers e-mail regularly (for full time students at least two or three times per day is recommended).
- **Pronouns:** This course affirms people of all gender expressions and gender identities. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me.
- **Chosen Name (Preferred Name):** If you have a chosen name or preferred name other than what is listed on the roster, kindly let me know. If you would like to have your name changed within the rosters officially, go to: <https://deanofstudents.camden.rutgers.edu/chosen-name-application>
- **Professor Communication:** During the week, from Monday through Friday, I will reply to all Canvas Inbox messages within 24 hours. Please do not expect an immediate response. If you do not hear from me within 24 hours, please re-send your message. If you send a message on a weekend, I will respond by Monday morning.
- **Attendance and Participation:** As this course focuses on professionalism and work ethic, attendance and participation are a form of measuring this competency.
 - Students are expected to attend and participate throughout the semester and will receive an Attendance & Participation grade discussions and activities up to 10% of overall grade.
 - Promptness is also expected as we meet for 1 hour per week. Arriving more than **5 minutes** after the class has begun, without communication with the instructor, may result in a deduction of points for that session. Routinely arriving late or leaving class early is disruptive and exhibits poor professional etiquette.
 - To get the most out of this class, students should plan to arrive on time and remain until the class concludes.

- Students are encouraged to communicate with the instructor in the event a class will be missed or has been missed. In some cases, the instructor may offer a make-up assignment for the class session or suggest meeting with the **Dean of Students Office** for extenuating circumstances.
- **Etiquette expectations:** The following protocols on the codes of behavior reflect professional business norms on manners, courtesy, and respect. (*In general, you should treat others as you would like others to treat yourself. Be mindful that what is acceptable in a text or chatroom with friends may not be appropriate in a classroom or in an online conversation with an instructor.*)

Even though many of you are already aware of these protocols, they are explicitly stated here so that everyone is cognizant of the same protocols. These protocols should be followed by all students taking this course to help ensure the online experiences for everyone involved are pleasant. They are as follows:

- If you were to send an e-mail to the professor / tutor, please address the person appropriately such as “Dr.” or “Mr./Ms.” ,not ‘Hey’. Note that I will address you with your first name, unless you prefer that I address you differently.
- When sending an e-mail, you can get better attention by using the following guidelines:
 - use descriptive subject lines, (I am sure you have received a lot of Spam e-mails and I have occasionally and accidentally deleted student e-mails that I thought was Spam.)
 - please be as brief as possible by going straight to the point, and if possible, limit the use of attachments
- **Never send offensive and insulting messages*** (this is a violation of the Student Code of Conduct). If you disagree, say so and state your reasons. Social media is a very powerful tool for communication. However, it can be badly misused if it is not used correctly or professionally. For example, you may have personal and legitimate concerns with this course. However, other students, who do not have similar feelings, can be negatively influenced by your concerns. This will unnecessarily and negatively affect their overall experience of the course. Therefore, to minimize such an occurrence, please feel free to directly contact the instructor/tutor first to resolve any concerns that you may have to help ensure that everyone’s online experience of this course is beneficial.
- Always guard against inciting others when it comes to content, opinions, etc. That is, avoid blaming or accusing others of wrongdoing.
- Do not start a volley of back-and-forth e-mails, with copies distributed to every student in the class.
- Copy the minimum number of people. That is, send e-mails to only the people you think should receive and will benefit from it.
- Treat all e-mails and postings as permanent forms of written record and do not expect that any your e-mail communications to be private, unless stated otherwise. Instead, assume that all e-mail communications are public.
- Do not publicize your own or others’ personal information (i.e. email, phone numbers, last names, etc.)

Violations of the Student Code of Conduct should be reported to the Dean of Students office deanofstudents@camden.rutgers.edu or 856-225-6050. If the violation is immediate and a potential threat is a concern, call the Rutgers-Camden police at 856-225-6111.

Assignments

Assignments are designed to apply your learning, recognize your accomplishments and areas to improve. Assignments will support your development of your network and engage in professional enrichment activities.

All written assignments must be uploaded to Canvas (Word, PDF, JPEG formats only) by the due date. We cannot accept Google Docs or .Pages, instead upload as a .PDF (under “File” in the menu) and then submit that .PDF to Canvas.

Exceptions for late assignment submission may be granted through communication with the instructor **prior to the due date**. In some situations, students are encouraged to contact the Dean of Students Office should they experience any of

the following concerns:

- A health or other condition that requires a long absence from the University.
- A mental or emotional health condition that causes the student to be a threat to self or others.
- Behavior that is disruptive to the educational environment.
- A traumatic event experienced by a student.

If the situation does not allow for advance notification (for example, emergency hospitalization), contact the professor as soon as possible. The professor reserves the right to request written documentation to support your absence (such as a doctor’s note, an obituary, or military orders).

Grading –Your course grade is point based:

Individual based*	Class Attendance & Participation (11 class sessions)	55
	Reflection Journal (10 points x 11 posts)	110
	Pre and Post-Assessment (short surveys)	20
	Asking & Reframing Questions assignment	40
	Graduation Plan (meeting required with RSBC Advisor)	50
	Connect to Others Assignment	50
	Course Schedule Planner Quiz	10
	iStart Strong Interest Inventory	50
	Career Planning Research	30
	Professional Enrichment – Toolkit Artifact	50
	Create Handshake Profile	20
	Competency Evaluation	30
Final Project – A Look Back	50	
Team based*	Team Contract/Charter	10
	Campus Resource Assignment	40
	Team Discussion & Activity	60
	Peer Feedback Evaluations	30

*subject to change

TOTAL Points Available: 705

Points are based on completion of all assignment components, effective communication practices (content, language, grammar, sentence structure), and following directions outlined in Canvas.

Your final numeric score will be converted to a percentage. Course grade will be based on percentage earned.

- A = 90% or higher
- B+ = 85% to 89%
- B = 80% to 84%
- C+ = 75% to 79%
- C = 70% to 74%
- D = 60% to 69%
- F= below 60%

COURSE SCHEDULE

Classes meet in BSB 132 at Monday's 2:05 – 3:05 pm. Assignment Due dates are posted in Canvas (canvas.rutgers.edu). It is your responsibility to check the Modules.

*subject to change

Module	DATE	TOPICS
1	9/6-9/18	Defining Success: Course Overview, Introductions, & Self- Awareness
2	9/19 – 9/25	Building Successful Teams
3	9/26 – 10/2	Campus Resources & First-Year Transitioning
4	10/3 – 10/9	Motivation, Study Skills, Notetaking, Time Management, & Goal Setting
5	10/10 – 10/16	Purposeful Communication Practices
6	10/17 – 10/23	Asking & Reframing Questions
7	10/24 – 10/30	Grit, Resilience, & Growth Mindset (exploring personal failures as a launch for growth)
8	10/31 – 11/6	Guest Panel - Connecting Goals to Outcomes
9	11/7 – 11/13	Career Exploration Assessment
10	11/14 – 11/20	Professionalism, Business Etiquette, & Your Online Presence
	11/21 – 11/27	Thanksgiving Break
11	11/28 – 12/4	Handshake account & Career Enrichment
12	12/5 – 12/11	Competency and Self-Development Reflection - Assessing & Developing Competencies for Career & Life
13	12/12 – 12/18	Course Wrap up - What did we learn?
		Good Luck on all your finals!

Key Fall 2022 Dates:

Fall 2022 classes begin	Tuesday, September 6th
Last day to drop classes w/o "W"	Thursday, September 15th
Last day to add classes	Thursday, September 15th
Last day to withdraw with a "W"	Monday, November 21 st
Change in designation of day	Tuesday, November 22 nd (observe Thursday class schedule)
Change in designation of day	Wednesday, November 23 rd (observe Friday class schedule)
Thanksgiving break	Thursday, November 24 th – Sunday, November 27 th
Regular classes end	Wednesday, December 14th
Reading day	Thursday, December 15th
Final exam period	Friday December 16 th – Thursday, December 22 nd

The academic calendar is subject to change and can be found at:

<https://registrar.camden.rutgers.edu/academic-calendar-2022-2023>

Campus Resources (Alphabetical Order)

Academic Integrity

The Academic Integrity policy can be found at <http://studentconduct.rutgers.edu/student-conduct-processes/academic-integrity/>

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you (the student) must:

- properly acknowledge and cite all use of the ideas, results, or words of others,
- properly acknowledge all contributors to a given piece of work,
- make sure that all work submitted as your own in a course activity is your own and not from someone else
- obtain all data or results by ethical means and report them accurately
- treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken seriously and will be handled according to University policy.

Basic Needs Security

If you have difficulty affording groceries or accessing sufficient food to eat every day, lack a safe and stable place to live, and/or do not have regular access to technology, and believe this may affect your performance in the course, you are urged to contact the Dean of Students for support and/or can utilize the Rutgers University-Camden Food Pantry.

- **Dean of Students Office**- You can learn more about the free services by calling 856-225-6050, emailing deanofstudents@camden.rutgers.edu, or visiting the website at <http://deanofstudents.camden.rutgers.edu/>
- **Rutgers-Camden Food Pantry**- You can learn more about this free service by calling 856-225-6005, emailing scarlet-raptor-foodpantry@camden.rutgers.edu or visiting the website at <https://wellnesscenter.camden.rutgers.edu/ru-camden-raptor-pantry/>

Code of Conduct and Academic Integrity

Rutgers University-Camden seeks a community that is free from violence, threats, and intimidation; is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and does not threaten the physical or mental health or safety of members of the University community, including in classroom space.

As a student at the University you are expected adhere to the Code of Student Conduct.

To review the code, go to the Office of Community Standards:

<https://deanofstudents.camden.rutgers.edu/student-conduct>

Note that the conduct code specifically addresses disruptive classroom conduct, which means *"engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."*

Complaints

Rutgers University—Camden is committed to providing quality services, a great education and an engaged and caring experience for our students. Sometimes problems arise, and students may find that they would like to file a complaint about their experience or a particular situation. To file a complaint, students can complete the form at this link and someone will connect with you to discuss your complaint, explain options and to address the issue that was raised. Students do have the option of filing a complaint anonymously, but then there will be no way for the office handling the complaint to be able to let the student know how it was addressed. Filling out a form will allow students to understand all options and the different ways an issue can be addressed. The form is located here:

<https://deanofstudents.camden.rutgers.edu/reporting>

Dean of Student Office- CARES Team

College is a time when you may be testing your independence and/or striving to find yourself. It's not uncommon for these journeys to have rough points. The Dean of Students Office is here to assist you by strategically and effectively handling and referring student concerns/needs across all areas of the campus and University as needed. For some students, personal, emotional, psychological, academic, or other challenges may hinder their ability to succeed both in and outside of the classroom. The Dean of Students Office serves as your initial contact if you need assistance with these challenges. You can learn more about the free services by calling 856-225-6050, emailing deanofstudents@camden.rutgers.edu, or visiting the website at <http://deanofstudents.camden.rutgers.edu/>

Learning Center- Learning Specialists and Tutoring

I am committed to making course content accessible to all students. The Learning Center provides Learning Specialists who can help you build a learning plan based on your strengths and needs. Tutors, study groups and more services are available you for free. Many services are available in virtual formats and after normal business hours. In addition, if English is not your first language and this causes you concern about the course, the Learning Center can help. You can learn more about these services by calling 856-225-6442, emailing rclc@camden.rutgers.edu or learningcenter@camden.rutgers.edu, or visiting the website <https://learn.camden.rutgers.edu/> You can schedule an appointment with Learning Specialist to create a plan of action using the website.

Office of Disability Services (ODS)- Students with Disabilities

The University is committed to supporting the learning of all students and faculty will provide accommodations as indicated in a Letter of Accommodation issued by the Office of Disability Services (ODS). If you have already registered with ODS and have your letter of accommodations, please share this with me early in the course. If you have or think you have a disability (learning, sensory, physical, chronic health, mental health or attentional), please contact <https://success.camden.rutgers.edu/disability-services>.

Accommodations will be provided only for students with a letter of accommodation from ODS. Their services are free and confidential. Letters only provide information about the accommodation, not about the disability or diagnosis.

Office of International Students and Programs- International (F-1) Students

If you are an international student at Rutgers University-Camden and you need assistance with documentation, travel, campus assistance and/or advising, the Office of International Students and Programs provides support services. You can find more information by calling 856-225-6832, emailing ois@camden.rutgers.edu or by visiting the website at <https://international.camden.rutgers.edu/>

Office of Military and Veteran Affairs- Veteran, Active Duty and National Guard Member Services

The Office of Military and Veterans Affairs and Rutgers University-Camden supports our students who have served and their family members, including explanation of benefits, referrals to resources on and off campus, supporting students who are deployed for active duty and answering questions. If you are in need of assistance and are an active duty, National Guard or veteran (or are a family member), the Office of Military and Veteran Affairs can assist. You can find more information by calling 856-225-2791 or visiting the website at <http://veterans.camden.rutgers.edu/>

Title IX and the Violence Prevention & Victim Assistance Office

If you have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, know that help and support are available. The Rutgers University-Camden community is committed to helping to create a safe learning environment for all students and for the university as a whole. Rutgers University-Camden has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. If you wish to speak to a free, confidential employee who does not have this reporting responsibility, you can speak to staff in the Office of Violence Prevention & Victims Assistance. You can learn more about these resources by calling 856-225-2326 or by visiting the website <http://respect.camden.rutgers.edu>. You can schedule an appointment to connect with a member of the office by using this website.

Please Note: *All Rutgers employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers as listed in Appendix A to Policy 60.1.33) are required to report information about such discrimination and harassment to the University.* This means that if you tell me or any faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, we must share that information with the University's Title IX Coordinator

Undocumented and DACAmented Student Services

Undocumented students enrich our university community. Rutgers University-Camden is steadfast in its effort to protect and support all members of our community, regardless of immigration status or personal circumstance. If you are in need of resources (legal, career and support) you can find more information and schedule appointments on the website <https://undocumented.camden.rutgers.edu/>

Wellness Center- Health and Wellbeing Resources

Health and well-being impact learning and academic success. Throughout your time in college, you may experience a range of concerns that can cause barriers to your academic success. These might include illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation. The Wellness Center Medical and Counseling staff can help with these or other issues you may experience. You can learn about the free, confidential medical and mental health services available on campus by calling 856-225-6005, visiting the website at <https://wellnesscenter.camden.rutgers.edu/> or visiting the Wellness Center on the 2nd Floor of the Campus Center.

Writing and Design Lab-Writing Support and Services

If you need assistance with writing, audio recordings, web creation or other creating software used in class, the Writing and Design Lab can help. They provides personal tutoring, workshops and online assistance. You can learn more by emailing rutgers.wdl@rutgers.edu or visiting the website <https://wdl.camden.rutgers.edu/about-2/>. On the website you can schedule an appointment.

National and State Resources for Wellbeing (Alphabetical Order)

Crisis Text Line: text HOME to 741741

Crisis Text Line for Students of Color: text STEVE to 741741

National Domestic Violence Helpline: 1-800-799-7233 or text LOVEIS to 22522

National Suicide Prevention Lifeline: 1-800-273-8255

NJ HOPE line- <https://njhopeline.com/>

Trevor Lifeline (LGBTQ+): 1-866-488-7386