Professional Development Strategies 52:135:206:91

Term: Spring 2025
Mode of Delivery: Hybrid
In-person Meeting Days/Times: Mondays, 12:30pm-1:50pm in BSB 420
Some sessions may offered asynchronously to allow time for completion of hands-on experiences required outside of the classroom.

Professor: Kandace Diedrick, MPA, MSPA
Contact: Canvas Inbox – Allow at least 2 days prior to sending a follow-up
Office Hours: Mondays at 12:00pm – contact instructor to confirm location

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Key Spring 2025 Dates :

Spring 2025 classes begin	Tuesday, January 21st
Last day to withdraw with a "W"	Monday, April 21st
Last day of classes	Monday, May 5th
Final Exam period	Thursday, May 8th – Wednesday, May 14th

Course Description

Professional Development Strategies (PDS) is a two-credit course offered by the Rutgers School of Business–Camden (RSBC) designed to enhance business students' personal and professional competencies. The course emphasizes professionalism, leadership, effective communication (both written and oral), and career and self-development, aligning with the National Association of Colleges & Employers (NACE) Competencies for a Career-Ready Workforce

Course Learning Objectives

Upon successful completion of the **Professional Development Strategies (PDS)** course at Rutgers School of Business–Camden, students should be able to:

- **Understand and demonstrate effective work habits**, acting in the interest of the larger community and workplace.
- **Clearly and effectively exchange information, ideas, facts, and perspectives** with individuals inside and outside of an organization.
- **Proactively develop oneself and one's career** through continual personal and professional learning, awareness of strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and beyond one's organization.
- **Recognize and capitalize on personal and team strengths** to achieve organizational goals.

These objectives are designed to build competencies in professionalism, communication, leadership, and career & self-development, aligning with the National Association of Colleges & Employers (NACE) Competencies for a Career-Ready Workforce

School of Business-Camden Program Learning Goals

The **Rutgers School of Business–Camden (RSBC)** has established comprehensive learning goals for its undergraduate and graduate programs to ensure that students acquire essential competencies for success in the business world.

Undergraduate Programs:

For the **Bachelor of Science (BS)** degree, the learning goals are as follows:

1. **General Management Knowledge:**
   o Students will demonstrate a broad understanding of business theory and practice.
2. **Critical Thinking and Analytical Decision Making:**
   o Students will analyze, interpret, and solve business problems using quantitative approaches where relevant.
3. **Teamwork and Interpersonal Relations:**
   o Students will work effectively in teams and relate well to others.
4. **Communication Impact and Effectiveness:**
   o Students will communicate ideas effectively, both orally and in writing.
5. **Ethical Reasoning:**
   o Students will identify ethical issues and apply ethical reasoning in decision-making.
6. **Technology Skills:**
   o Students will utilize information technology effectively in business contexts.
7. **Global Perspective:**
   o Students will understand the global context of business.

Course Materials:
Professor will provide open external resources

OTHER:
Narrated lectures, readings, and other posted material is available on the class Canvas site. This course will also use various vides and online articles as a supplement.

How to succeed in this course
- Read all text material assigned for each class
- Follow instructions in all assignments
- Start assignments early and get feedback from the instructor
- Consult/meet with the professor immediately when you need help.
- If an online tool is used (Canvas, specific software, etc.) ensure that you can access and use it appropriately.

Diversity Statement
This class strives to be an inclusive community, learning from the many perspectives that

come from having differing backgrounds and beliefs. As a community, we aim to be respectful to all. We reject all forms of prejudice and discrimination, including but not limited to those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status. Faculty and students are expected to commit to creating an environment that facilitates inquiry and self-expression, while also demonstrating diligence in understanding how others' viewpoints may be different from their own.

Our goal as a learning community is to create a safe environment that fosters open and honest dialogue. We are all expected to contribute to creating a respectful, welcoming, and inclusive environment. To this end, classroom discussions should always be conducted in a way that shows honor, respect, and dignity to all members of the class. Moreover, disagreements should be pursued without personal attack and aggression, and instead, should be handled with grace and care. This will allow for rigorous intellectual engagement and a deeper learning experience for all.

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.

COMMUNICATION and USE OF CANVAS

EMAIL- USE YOUR RUTGERS EMAIL ADDRESS
All communications to students will be done using the Rutgers email address provided to you. Please forward your Rutgers email to your personal email if necessary. **Not checking your Rutgers email is not an excuse for missing any communications.**

CANVAS
Canvas is the learning management system used for this course. Posted will be the syllabus, resources, Power Point slides, announcements, guides, etc. To access this system, go to http://canvas.rutgers.edu log in, and click on the course in the dashboard. For technical support 833-648-4357 or help@camden.rutgers.edu.

Professor Communication
Note that during the week, from Monday until Friday, I will try reply to all Canvas Inbox messages within 48 hours. Please do not expect immediate response. I will do my best to adhere to these guidelines; I ask that you do the same if I contact you directly. While I will make every effort to be responsive to your needs, please be respectful of my availability.

CLASSROOM POLICIES

Assignment Make-up Policy
Make-up Work Policy: If, for a university-approved reason, you cannot complete a quiz, assignment, or exam during the scheduled time, you must give me written notice via Canvas Inbox at least one week in advance so that other arrangements can be made. If the situation does not allow for advance notification (e.g., emergency hospitalization), contact the Dean of Students Office as soon as possible after the missed work and provide written

documentation. The ability to make up work for non-university approved reasons is not guaranteed. The professor reserves the right to request written documentation to support your absence (such as a doctor's note, an obituary, or military orders – submitted confidentially to the Dean of Students Office in a timely manner).

Late Work Policy: All work must be completed and uploaded to Canvas by the specified due date (with the exception of a university-approved, documented, and professor or Dean of Students verified reason; see Make-up Work Policy above). Any work submitted after the due date and time will receive a reduction of 10% for each day that it is late.

Incompletes: "Incompletes" or "IN" grades, will only be given through prior consultation, under extreme circumstances, and when completion of the course requirements in question would substantially improve your grade. In the rare event when an "incomplete" is given, you must submit all of the agreed-upon work to me by the Rutgers registrar deadline to avoid the "incomplete" converting to an "F": https://registrar.camden.rutgers.edu/gradeinstruction#incomplete.

Assessments

IN-CLASS PRESENTATION Students may be asked to present on various course related topics, including an Elevator Pitch, and Employment Trends Analysis. Students should plan to wear Business or Business Casual attire for their presentation days. The professor will confirm dates in advance of the presentation.

CLASS PARTICIPATION: It is expected that you will (1) attend class regularly and arrive on time, (2) listen attentively in class, and (3) contribute often to class discussions. Your in-class comments should be thoughtful and should reflect your careful reading of the assigned course material.

TESTS/QUIZZES There are no tests or quizzes in this course.

SPECIAL PROJECTS This course requires the practice of professionalism, including networking with peers and industry professionals. As such, students are required to participate in approved Professional Development activities. This will also include an Informational Interview that is completed outside of class time. Grading rubrics are available in Canvas (in the Module: Rubrics)

ASSIGNMENTS There will be an assignment each week of the semester, except for break times such as Spring Break or on Thanksgiving. Grading rubrics for assignments are available in Canvas (in the Module: Rubrics)

DISCUSSION BOARD ACTIVITY There several discussion board activities in this course. Discussions may involve any combination of prepared materials, journal articles, textbook readings, mini-cases, problems, videos, or other resources. Grading rubrics are available in Canvas (in the Module: Rubrics)

Course Grading

The assignment of final grades, the course requirements will be weighted approximately as follows:

Reflection Journal..............10%
Career & Self Dev..............25%
Comm Competency..........25%
Leadership Competency.25%
Active participation..........15%

Final Grade Ranges
A Highest grade (90% and above)
B+ Work of distinction (84.5% to 89.4%)
B Work of distinction (79.5% to 84.4%)
C+ Average work (74.5% to 79.4%)

C Average work (69.5% to 74.4%)
D Passing, but unsatisfactory (60% to 69.4%)
F Failure without credit (Below 60%)

Disability Services/Accommodations

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.

Academic Integrity
The Academic Integrity policy can be found at https://studentconduct.rutgers.edu/processes/university-code-student-conduct 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.

Artificial Intelligence Use
Neither the university nor the school has a standard policy on the use or non-use of artificial intelligence (Chat GPT, etc). Below are some language samples depending on your self-determined policy of AI use in the classroom.

Per Rutgers University
The following guidance is provided to assist you in developing coherent policies on the
use of generative AI tools in your course. Please adjust the guidance to fit your particular
context. Remember also to note in specific assignment descriptions where AI use is allowed or disallowed.

The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the
following activities:
● Brainstorming and refining your ideas;
● Finding information on your topic;
● Drafting an outline to organize your thoughts; and
● Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:
● Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom chat.
● Completing group work that your group has assigned to you, unless it is mutually
agreed upon that you may utilize the tool.
● Writing a draft of a writing assignment.
● Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that
it does not violate intellectual property laws, or contain misinformation or unethical content). **Your use of AI tools must be properly documented and cited in order to stay within
university policies on academic honesty.** Any assignment that is found to have used generative AI tools in unauthorized ways based on guidelines in this syllabus, will be subject to
report of a violation of Academic Integrity and thus the appropriate adjudication. When in
doubt about permitted usage, please ask for clarification.

Code of Student Conduct

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."*

Expectations of Classroom Civility (online or in-person)
(source: the Assoc of College and University Educators)

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.*)

- Classroom attendance is a necessary part of this course; therefore, your participation, or lack thereof, will have direct impact on grades.
- You are expected to do your own work. Cheating, plagiarism, and any other form of academic dishonesty will not be tolerated and will result in consequences appropriate within university guidelines.
- Meaningful and constructive dialogue is encouraged in this class and requires a willingness to listen, tolerance for different points of view, and mutual respect from all participants. All course members are expected to show respect for individual differences and viewpoints at all times.
- The use of electronic devices can be disruptive to those around you. As a result, the use of such devices should be limited to class-related tasks.