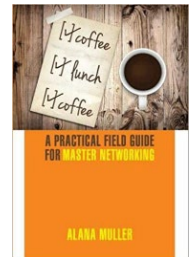




Instructor: Chelsey Decker, M.S.Ed.
Office: Kelce, 110G
Hours: By appointment
Phone: 620-235-4109
E-mail: cdecker@pittstate.edu

Textbook (required):

Coffee Lunch Coffee, Alana Muller, ISBN 13: 9780988347304



Catalog Course Description:

An introduction to the standards of business professionalism which focuses on the development of skills such as the development of interpersonal relationships, collaboration, time management, and professional communication (written and oral). Additionally, career planning and management will be addressed.

Prerequisites:

ENGL 101 English Composition and COMM 207 Speech Communication. Required for all business majors.

Course Objectives / Learning Outcomes:

MGT 210 lays the groundwork for personal and professional development. Topics include: goal setting, networking, workplace etiquette, job search skills, interviewing, teamwork and team building, motivation, leadership, business communication and workplace interaction.

Grading Rules:

1. After each assignment is graded, **you have one week** to ask me to reconsider any grades, at which point they become final. You may send me an email describing your question. Requests to change letter grades at the end of the semester will not be considered, nor will extra assignments be offered. Give your best the entire semester.
2. All assignments must be submitted on Canvas on the specified day/time unless you are told otherwise. Turning in any graded assignment late will automatically result in a 10% penalty per day unless you have a legitimately urgent reason and **let me know before the deadline**.
3. The best form of communication is via email or Canvas messenger.

Grading Scale:

Final grades will be based on a standard scale: 90% or greater = A; 80%-89% = B; 70-79% = C; 60-69% = D; below 60% = F.



Overview of Course Requirements and Evaluation:

Requirement	Points
Class Participation (50) & Event Participation (50)	100
Syllabus Quiz	10
<i>Coffee, Lunch, Coffee</i> Assignments (6 @ 10 points each)	60
Topic Assignments (3 @ 10 points each)	30
Resume	50
Cover Letter	25
Thank You Letters	25
Final Project: Personal Reflection & Next Steps	100
Total	400

Module	Date	T/TR	Topic	Required Readings	Assignments (due before class except where noted)
1	Aug. 23	T	Introduction to course & each other Introduction to course text: <i>Coffee, Lunch, Coffee</i>		
	Aug. 25	TR	No Class – Get text and READ!		Syllabus Quiz on Canvas (due on Sunday 8/28)
2	Aug. 30	T	Establishing Credibility		
	Sep. 1	TR	<i>Coffee, Lunch, Coffee</i>	CLC p1-13	“Where do I fit in?” Exercise, p14 (CLC 1)
5	Sep. 6	T	Interpersonal Communication & Emotional Intelligence		Emotional Intelligence Survey (bring results to class)
6	Sep. 8	TR	<i>Coffee, Lunch, Coffee</i>	CLC p15-48	Questions on p. 34; List 1: People I Know, p.40 (CLC 2)
7	Sep. 13	T	Instructor at Conference – No Class Attend Meet the Firms Day 10/12 (extra credit)		
8	Sep. 15	TR	Instructor at Conference – No Class		Professional Headshot due on Canvas by Sunday, 8/18



					(CLC 3)
9	Sep. 20	T	Using Email for Business Communication		
10	Sep. 22	TR	<i>Coffee, Lunch, Coffee</i>		Create LinkedIn account; LinkedIn Profile Exercise p47 (CLC 4)
11	Sep. 27	T	Team Communication & Difficult Conversations (no class)		Difficult Conversations Assignment (due Sunday, Oct. 2, 11:59PM)
12	Sep. 29	TR	<i>Coffee, Lunch, Coffee</i>	CLC p49-61	Email Introduction Assignment, p.59 & 60 (CLC 5)
13	Oct. 4	T	Creating Effective Business Messages		Self-Assessment of Approach to Writing (Canvas)
14	Oct. 6	TR	<i>Coffee, Lunch, Coffee</i> (no class)		Take the Plunge: Contacting People (see Canvas for details)
15	Oct. 11	T	Elevator Speech		
16	Oct. 13	TR	<i>Coffee, Lunch, Coffee</i>	CLC p63-82	Elevator Speech Exercise p. 72 (CLC 6)
17	Oct. 18	T	Attend Fall Career Fair on 10/19, 10-2PM (no class)		Career Fair Assignment due Sunday, 10/23 11:59 PM
18	Oct. 20	TR	Alana Muller, CLC & Networking Event		Questions for Alana Muller
19	Oct. 25	T	Topic: Resume		
20	Oct. 27	TR	Visitor: Brenda Flood		Questions for Brenda Flood
21	Nov. 1	T	(no class) Send resume to Career Services & revise		
22	Nov. 3	TR	Etiquette Lunch		Resume due on Canvas
23	Nov. 8	T	Topic: Cover Letter		
24	Nov. 10	TR	(no class)		Cover Letter Assignment due Sunday, 11/13 11:59 PM
25	Nov. 15	T	Topic: Thank You Letter		



26	Nov. 17	TR	(no class)		Thank You Letter (1) due 11/20 11:59 PM
27	Nov. 29	T	Research and Planning for Business Reports		
	Dec. 1	TR	(no class)		Thank You Letter to Networker due Sunday, 12/4 11:59 PM
	Dec 5 - 9		PSU "DEAD WEEK" NO CLASS		See Canvas
	Dec 12 – 16		PSU FINALS WEEK		See Canvas

PSU 2022-23 Academic Calendar: <https://www.pittstate.edu/academics/academic-calendar/2022-2023-academic-calendar.html>

Inclement Weather Policy

Instructor will provide readings and materials on Canvas should Pittsburg State University close campus due to inclement weather. We will not meet remotely if campus is closed.

Academic Integrity

All Pitt State students are bound by the academic integrity policies of the university as described and outlined in the current Syllabus Supplement. Please familiarize yourself with these rules and guidelines. In addition, as a course offered through the Kelce College of Business, students in this class are obligated to adhere to the college’s Student Code of Ethics as outlined below.

Students pledge to:

- Arrive on time, remain until dismissed at all class sessions, and notify instructors in advance of anticipated absences, late arrivals, or early departures whenever possible.
- Turn off cell phones or other electronic devices while in class, unless permission to use them has been granted.
- Refrain from class disturbances.
- Refrain from use of profane or vulgar language in a threatening or disruptive manner.
- Treat fellow students, staff, faculty, administrators, and property with respect.
- Refrain from giving or receiving inappropriate assistance.



KELCE
COLLEGE OF BUSINESS
Pittsburg State University

Course Syllabus:
Business Professionalism (WL)
MGT 210-04
Kelce, Room 206
T/TR 2-3:15 pm, WF22

- Prepare assignment and exams honestly, refraining from such unacceptable conduct as plagiarism or unacknowledged appropriation of another's work in any academic work.
- Obey the policies, regulations, and laws of the United States of America, the State of Kansas, The Kansas Board of Regents, Pittsburg State University, and the Gladys A. Kelce College of Business.
- If a student observes someone committing dishonesty in connection with academic work, the student is encouraged to report that dishonesty to the appropriate individual (ex, faculty member, or administrator).

Students with Disabilities

Please inform the instructor if you have a learning or physical disability that interferes with course requirements. Assistance and/or appropriate accommodations may be available through the contacts listed on the current Syllabus Supplement.

Please Note

The instructor reserves the right to amend and to reorganize this syllabus at any time.

