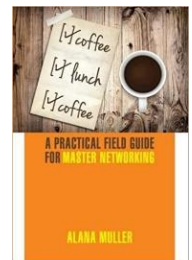




Instructor: Chelsey Decker, M.S.Ed.
Office: Kelce, 101E
Hours: By appointment
Phone: 620-235-4109
E-mail: cdecker@pittstate.edu

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:

Requirements	Points
Class & Event Participation	100
Syllabus Quiz	10
<i>Coffee, Lunch, Coffee</i> Assignments (6 @ 10 points each)	60
Topic Assignments (3 @ 10 points each)	30
Professional Headshot	25
Resume Appointment (25) & Resume Submission (25)	50
Cover Letter	20
Thank You to Networkers (2 @ 10 points each)	20
Final Project (50) & Presentation (50)	100
Total	415

Module	Date	T/TR	Topic	Required Readings	Assignments (due before class except where noted)
1	Jan. 17	T	Introduction to course & each other		
	Jan. 19	TR	Introduction to course text: <i>Coffee, Lunch, Coffee</i>	Get text and READ!	Syllabus Quiz on Canvas due Sunday, January 22
2	Jan. 24	T	Establishing Credibility		
	Jan. 26	TR	<i>Coffee, Lunch, Coffee</i>	CLC p1-13	“Where do I fit in?” Exercise, p14 (CLC 1)
3	Jan. 31	T	Interpersonal Communication & Emotional Intelligence		Emotional Intelligence Survey (bring results to class)
	Feb. 2	TR	<i>Coffee, Lunch, Coffee</i>	CLC p15-48	Questions on p. 34; List 1: People I Know, p.40 (CLC 2)
4	Feb. 7	T	Using Email & LinkedIn for Business Communication		Create LinkedIn account in class
	Feb. 9	TR	No class – set up appointment for professional headshot		Professional Headshot due on Canvas by Sunday, 2/12



5	Feb. 14	T	Community Engagement <i>Guest: Blake Benson</i>		
	Feb. 16	TR	<i>Coffee, Lunch, Coffee</i>		LinkedIn Profile Exercise p47 (CLC 4)
6	Feb. 21	T	No class – attend Spring Career Fair on Wednesday, February 22		Company Analysis due Sunday, February 26 (TA 1)
	Feb. 23	TR	<i>Coffee, Lunch, Coffee</i>	CLC p49-61	Email Introduction Assignment, p.59 & 60 (CLC 5)
7	Feb. 28	T	Delivering Business Presentations and Speeches		
	Mar. 2	TR	Elevator Speech	CLC p63-82	Elevator Speech Exercise p. 72 (CLC 6)
8	Mar. 7	T	Creating Effective Business Messages		Self-Assessment of Approach to Writing (TA 2)
	Mar. 9	TR	No class – Take the Plunge!		Take the Plunge: Contacting Networks (see Canvas for details)
PSU Spring Vacation (no class)					
9	Mar. 21	T	Professional Dining Etiquette		Research Employer Assignment (TA 3)
	Mar. 23	TR	Five Tips for Networking Success <i>Online Visitor: Alana Muller</i>		Questions for Alana Muller
10	Mar. 28	T	Resume		
	Mar. 30	TR	Job Analysis & Motivation <i>Online Visitor: Brenda Flood</i>		Questions for Brenda Flood
11	April 4	T	No class – set up in-person appointment with Career Services & review resume		
	April 6	TR	Etiquette Lunch, 2pm Crestwood Country Club		Resume due on Canvas
	April 11	T	Hand-Written Thank You <i>Guest: Katie Swezey</i>		



12	April 13	TR	Cover Letter		
13	April 18	T	Introduction of Visiting Speaker		Cover Letter due on Canvas
	April 20	TR	Mock Introduction		Mock Introductions & Cover Letter Exchange In-Class
14	April 25	T	No Class – final project goes live		
	April 27	TR	Team Communication & Difficult Conversations		Thank You to Networkers due Sunday, April 30
15	May 1-5		PSU “DEAD WEEK” (no class - work on final project)		
16	May 9 2-3:50pm		Final Project & Presentation		See Canvas

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

PSU Final Exam Schedule: <https://www.pittstate.edu/registrar/final-exam-schedule.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.
- 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,