



UNIVERSITY of
DENVER

DANIELS COLLEGE OF BUSINESS
Undergraduate Programs



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DANIELS COLLEGE OF BUSINESS
School of Business

BUS 2099 – Daniels Professional Development Program (Part II) (Spring 2020)

Classroom: None - Course is offered online only

Instructor: Catherine Kelley (Catherine.Kelley@du.edu)

TAs: Angie Jimenez (Angie.Jimenez@du.edu) and Greg Michalowski (Greg.Michalowski@du.edu)

Course Information

Course Description and Purpose:

This course is designed for second year students who have completed BUS 1099 and have been admitted to the Daniels College of Business. The purpose of this course is to provide students with a framework to successfully complete Part II of the Daniels Professional Development Program (DPDP). DPDP is a prerequisite for future required coursework which is part of the Daniels Business Core Curriculum. DPDP intends to help students master skills through experiential-based learning opportunities, giving them the necessary tools to succeed in their career development and today's world of work.

Prerequisites: Admission to Daniels, Completion of BUS 1099 Course

Learning Outcomes:

At the conclusion of the course, students are expected to be able to:

1. Create a professional LinkedIn profile that highlights activities, skills and education to date.
2. Demonstrate interview skills through completing a video mock interview.
3. Understand the hiring process; demonstrate professional skills, including how to utilize search tools for jobs and internships, navigate professional events and network with employers, dress for success in professional situations, etc.

Grading Scale:

Assignments are graded on a Pass/Fail basis. Students must pass all assignments in order to pass the class and receive a 'P' (passing) grade.

Assignment		% of Course Grade
1 – Week 1 Quiz		10%
2 – Week 4 Reflection Paper		20%
3 – Week 5 Reflection Paper		20%
4 – Approved LinkedIn Profile		25%
5 – Completed Video Mock Interview		25%

BUS 2099 Class Schedule:

Week	Topic	Assignments Due
Week 1	Course Overview	Complete Course Overview Quiz.
Week 2	Getting Started on LinkedIn	Complete or update LinkedIn profile. Upload link to Canvas by Friday of Week 6.
Week 3	Interviewing Skills	Complete Video Mock Interview and submit URL from Big Interview to Canvas by Friday of Week 6.
Week 4	Internships: Getting the Most Out of Them	Watch lecture video in Canvas and upload 2-page reflection paper to Canvas by Friday of Week 6.
Week 5	Navigating the Recruiting Process	Watch lecture video in Canvas and upload 2-page reflection paper to Canvas by Friday of Week 6.
Week 6	Optional: Schedule a Zoom Appointment with a Career Advisor	Schedule a 30-minute appointment with a Career Advisor at Pioneer Careers Online. Ensure all assignments have been uploaded to Canvas by Friday this week!
Week 7	No Class. Work on making any needed revisions to assignments.	Check Canvas gradebook. Make sure you have completed all assignments.
Week 8	No Class. Work on making any needed revisions to assignments.	Check Canvas gradebook. Make sure you have completed all assignments.
Week 9	No Class. Work on making any needed revisions to assignments.	All requested assignment <i>revisions</i> must be <i>completed</i> and must be APPROVED by 5:00 pm on Friday of Week 9. If they are not approved, students will not earn a passing grade for the course and will receive an 'F' on their transcript.
Week 10	No Class	No late assignments will be accepted during week 10 or during finals week. There is no final exam or project for this course.

Reflection papers:

Please review expectations for each assignment on the Canvas page for this course. While the content of the reflection paper is of a personal, reflective nature, students are expected to follow conventions of formal, academic writing. Ensure reflection papers are ***your own original work*** - clear, concrete, and free of spelling and grammatical errors – as per DU's Honor Code (referenced below).

Turnitin.com

Students agree that by taking this course all required papers will be subject to submission for textual similarity review to **Turnitin.com** for the detection of plagiarism. All submitted papers will be included as source documents in the **Turnitin.com** reference database solely for the purpose of detecting plagiarism of such papers.

Shopneck Family Writing Center:

Students are strongly encouraged to utilize the services of the Shopneck Family Writing Center, The Center offers free 45-minute consultations, working with students individually and in groups to discuss their work and to help them hone their skills and practices, with an eye both on the texts at hand and on the writers' goals and needs. For more information, and to view additional online resources at the center, visit the center's website at <https://www.du.edu/writing/writingcenter/>.

Video Mock Interview Approval Process:

The video mock interview assignment consists of common business interview questions. Students will receive virtual feedback from a DU alum, employer partner, faculty, and/or staff. Attend class and visit the Canvas page for overall interview tips. Students should dress as though they are attending a professional business interview.

Note: Students will not have a specific job description, so answers so not need to be tailored to a specific role. Students will not need to prepare for a case interview for this assignment.

1. Register at du.biginterview.com with DU email address
2. Click on the Practice tab
3. Click: *Practice Interviews*
4. Click: *Custom Sets* (on right)
5. Click: *Set*
6. Record answers for all five questions and click *save* when finished
7. Click: *My Videos*
8. Select all questions and click *Share*
9. Copy URL and upload to Canvas page as an assignment (due by Friday of Week 6)

To view feedback (expect feedback by the end of Week 9):

1. Log into du.biginterview.com and click *My Videos*
2. Click on the video you'd like to view
3. Select: *External Reviews*
4. Click: *View Details* to read feedback
5. If the reviewer provided contact information, it is highly recommended that students send a thank you email, ask for further feedback, and/or ask for an informational interview or coffee chat.

LinkedIn Profile Approval Process:

1. Create a LinkedIn account
2. Ensure profile picture is a professional headshot
3. Include a headline (something more informative than just "DU student")
4. Ensure about section is at least 3-5 sentences long, highlighting current, future and past experiences
5. Include a description of each professional role under "Experience". This can be in paragraph format or in bullet points.
6. Complete Education section
7. Follow at least three companies/organizations/influencers of interest and/or join at least three groups
8. Include relevant skills in Featured Skills section
9. Submit assignment to the Canvas page. Make any recommended changes to your LinkedIn profile and resubmit URL as many times as needed until it is APPROVED. If you need assistance, attend drop-in week and/or meet with a career advisor.

To make your profile viewable to instructor:

1. Click on profile picture at the top of the home page of LinkedIn
2. Click *Privacy and Settings*, then click *Privacy*
3. Next to *Edit your public profile* click *Change*
4. Ensure all sections of profile are set to *Public*
5. Upload LinkedIn URL as an assignment to the Canvas page
6. Students may adjust these settings back to preferred privacy settings after profile is approved

University Expectations, Policies, and Resources

University of Denver Honor Code:

All students are expected to abide by the University of Denver Honor Code. These expectations include the application of academic integrity and honesty in your class participation and assignments. The Honor Code can be viewed in its entirety at this link: <http://www.du.edu/honorcode>

All members of the University of Denver are expected to uphold the values of Integrity, Respect, and Responsibility. These values embody the standards of conduct for students, faculty, staff, and administrators as members of the University community.

In order to foster an environment of ethical conduct in the University community, all community members are expected to take “constructive action,” that is, any effort to discuss or report any behavior contrary to the *Honor Code* with a neutral party. Failure to do so constitutes a violation of the DU Honor Code. Specifically, plagiarism and cheating constitute academic misconduct and can result in both a grade penalty imposed by the instructor and disciplinary action including a failing grade, suspension or expulsion. As part of their responsibility to uphold the Honor Code, instructors reserve the right to have papers submitted through **Turnitin.com** to check for plagiarism against a database of papers submitted previously at DU, a national database of papers, and the Internet.

Students with Disabilities:

A student who qualifies for academic accommodations because of a disability must submit a Faculty Letter to the instructor from the DU Disability Services Program (DSP) in a timely manner, so that the needs of the student can be addressed. Accommodations will not be provided retroactively, e.g., after the due date of an assignment. DSP determines eligibility for accommodations based on documented disabilities. DSP is located in Ruffatto Hall, 1999 E. Evans Ave. (303-871-2278).

University Expectations:

Please review the University Expectations on the Daniels College of Business syllabus webpage (<http://daniels.du.edu/university-expectations/>)

- University of Denver Honor Code
- Policy Concerning Official Communication
- Students with Disabilities
- Policy Concerning Religious Accommodations
- Policy Concerning Emergency Procedures
- Policy Concerning Conflicts of Interest, Including Gifts from Students