Professional Development and Academic Skills
University of Dayton, Fall 2023

UDG 503 10
Course Information

Class Day / Time	Thursday from 12:30 to 1:35pm
Course Length	Course starts August 24 and ends November 9
Online	Zoom link on Isidore
Instructor	Bianca Coria
Email	bianca.coria@shorelight.com

Course Description

Professional Development and Academic Skills (PDAS) is designed to help graduate students gain awareness of the work culture in the United States, advance professionally, make smart career decisions, and find future career opportunities. This course will ensure that students reflect on their academic and professional identities by highlighting their strengths as global students and collaboratively exploring venues for future growth.

Course Learning Objectives

1. Create a professional development profile throughout the course

2. Build a professional resume containing specific job objectives

3. Develop an online presence on Localize and LinkedIn

4. Construct networking strategies

5. Learn strategies to succeed in interviews

6. Design an elevator pitch and present it in class

7. Learn about university resources and expectations of graduate students

8. Develop awareness of diversity on campus, sexual assault prevention, and alcohol awareness

Course Requirements and Grading Policies

Required Texts & Resources

All course materials will be provided on Isidore.

Credits

This is a 1-credit course.

Progression Requirements

For progression, students must achieve a minimum grade of 70% (C). Any student that does not receive a 70% or higher grade must repeat the course.

Point Conversions

Letter	Quality Points	Percentage	Qualitative Descriptor
A	4.0	93.00-100%	Excellent
A-	3.667	90.00-92.99%	
B+	3.333	87.00-89.99%	
B	3.000	83.00-86.99%	Average
B-	2.667	80.00-82.99%	
C	2.000	70.00-79.99%	Poor
F	0	00.00-69.99%	Failing

Description of Evaluation Criteria and Course Assignments

Evaluation Criteria

	Percent of Final Grade	Tasks and Percentages	Policies
Assignments	50%	• Assignment 1: Resume (20%)	Two submissions are allowed.
		• Assignment 2: LinkedIn Profile (20%)	One submission is allowed.
		• Assignment 3 (Final Project): Elevator Pitch Video Recording (10%)	One submission is allowed.
Active Participation	20%	Active participation is based on in-class tasks: • Quizzes, short answers, polls, forums, and presentations	Participation points can be made up by submitting the in-class tasks within one week from the missed lesson.
Post-work	15%	Post-work is based on assignments to be completed after class.	Post-work assignments are due two weeks after the week they are assigned.
Attendance	15%	• Online and in-person attendance	Attendance can be made up partially (2 points) by watching the video lesson and submitting a summary of the lesson within one week from the missed lesson.

*There is no extra credit in this course. All assignments must be completed by the due date or will not be accepted otherwise.

Attendance (15% of the Final Grade)

Attendance is mandatory for this class since participation is a requirement. Full attendance points (4 points) are based on the following:
- **Online 65 minutes:** Students are expected to attend the full length of the class. If a student is going to be late or must leave early, they <u>must write an email</u> or send a chat message to their instructor.
- **Camera Policy:** Cameras must be on during the entire class and will count towards full attendance points. If a student's camera doesn't work, they must write an email or send a chat to their instructor.

Asynchronous online classes: There will not be attendance for asynchronous online classes.
On-campus Progression Workshop: Attendance will be taken for this session.

Attendance Make-Up Work

Attendance can be made up partially (2 points out of 4 total attendance points) by doing the following:

- **Watching the Zoom Video Recording** of the class that they missed, which will be made available under Zoom Meetings on Isidore.
- **Writing a 150–200-word summary** of the class using the **Class Summary Template** handout and copying and pasting it to the **Class Summary Box** that can be found in each lesson on Isidore. The summary must be submitted within **one week** from the missed lesson.

Excused Absences

For an absence to be excused, students must send an email to the instructor <u>prior to class</u> and provide a justification doctor note or another official document.

Active Participation (20% of the Final Grade)

Participation is expected during class meetings, and working on other things, logging into Zoom late, leaving early, etc. are not allowed without previously informing the instructor by email or chat. If a student misses a class, they can make up for Active Participation by submitting the Active Participation tasks within **one week** from the missed lesson.

Post-work (15% of the Final Grade)

Post-work assignments will be based on class content or content available on Isidore. Each guest speaker session will also include a post-work quiz. Post-work assignments are due **two weeks** after the lesson they are assigned (except for the last assignment). **Late assignments will not be considered for grading.**

Assignments (50% of the Final Grade)

There are three major assignments for this course, and they comprise 50% of the final grade. Assignments are due **one week** after the lesson they are assigned. The guidelines and the content to complete the Final Project will be available before midterm. These assignments must be submitted on the due date and will not be considered otherwise.

- **Assignment 1: Resume (20%)** Two submissions are allowed.
- **Assignment 2: LinkedIn Profile (20%)** One submission is allowed.
- **Assignment 3 (Final Project): Elevator Pitch Video Recording (10%)** One submission is allowed.

Course Format and Expectations

This course will be presented in a hybrid fashion. All classes with your instructor will be presented online in live synchronous (real-time) via Zoom. The asynchronous online classes can be followed by reading the resources in each lesson on Isidore and by watching the video lesson posted on Warpwire. The on-campus session is compulsory. No matter the format, all assignments must be submitted through Isidore.

Isidore

All course materials such as the syllabus, class slides, handouts, and videos can be found on the course web site located on Isidore (UD's electronic course management system). Students who cannot log into the site or have any problems viewing or accessing the course tab once they've logged in can contact the UDit Help Desk for assistance at 937-229-3888 or itsc@udayton.edu.

Pre-work and Post-work

Post-work refers to assignments that must be completed after class. However, pre-work refers to assignments that are due before class. Both post-work and pre-work assignments are the same assignments, but they serve as reminders for students to know what they need to work on after class and what they need to submit before class.

Directions

Students will find a list of reminders of the tasks they must complete and/or submit before each lesson in the Pre-work section at the beginning of each lesson module on Isidore. Students will find a list of the tasks they must complete and/or submit after each lesson in the post-work session at the end of each lesson module on Isidore.

Calendar

You can refer to the Course Calendar to find the due dates for the assignments in this course. The due dates can also be found in the Lesson modules on Isidore.

University Policies

Intellectual Property Statement

The materials shared with you during this course are authored by and owned by the instructor, the department, the school and/or the book publisher. Copyright laws must be respected in using these materials. **For example, unless authorized to do so, do not share course materials with anyone outside the course.**

Academic Honesty

You are encouraged to talk with each other about the readings and ideas brought up in class. However, for all assignments that will be graded, you are expected to do your own written work. In the case of group work, all members of a group will be held responsible for the content of work turned in to satisfy group assignments. Your instructor will keep an eye out for possible plagiarism when reading your work. There are possible consequences to your I20, SEVIS, housing etc. for serious or frequent issues.

University Services

It is the University's goal that learning experiences be as accessible as possible. Your learning in this course is important, and you should be aware of existing supports on campus which are available to all university students.

Support for Your Learning in This Course

The Ryan C. Harris Learning Teaching Center's Office of Learning Resources (OLR) is a learning resource for students, parents, faculty, and staff at the University of Dayton. OLR offers a wide variety of services to help everyone become a successful learner. Peruse the web site, attend one of their offerings, or contact their office and meet with a staff member -- however you look at it, OLR is Your Partner in Learning! Please contact OLR at 937-229-2066 or visit the office on the ground floor of Roesch Library (LTC 023) if you would like to talk about how you could become a more effective learner. You can also check out the website: go.udayton.edu/learning.

Students with Disabilities

If you anticipate or experience physical or academic barriers based on disability, please let your instructor know immediately so that we can discuss options. You are also welcome to contact the LTC's Office of Learning Resources (OLR) to discuss reasonable accommodations. Please contact OLR at 937-229-2066 / disabilityservices@udayton.edu or stop by OLR in the LTC, room 023 Roesch Library. If you have an Accommodation Letter provided by OLR, please contact me to discuss.

Writing Support for This and Other Courses

The Write Place offers peer-to-peer writing support on any writing assignment. You can drop-in to the Write Place without making an appointment. The Write Place is located in the Roesch Library Knowledge Hub. Contact the Write Place Coordinator at cklimo1@udayton.edu if you have any questions or visit the website at http://www.udayton.edu/ltc/writeplace/

Student Evaluation of Teaching

The University will ask for your anonymous feedback regarding instruction in this course through the online Student Evaluation of Teaching (SET) as your candid, respectful opinions and constructive suggestions have an impact on the quality of teaching at UD. Instructions for how to complete SET will be sent to your UD email account toward the end of the semester, and I may give you additional instructions (for example, whether you will complete SET in the classroom). If you encounter technical problems accessing SET, contact the IT Service Center at 937-229-3888 or itservicecenter@udayton.edu . **To learn more about SET, visit** go.udayton.edu/set.

Where to Find Help

If you are struggling physically, mentally, or emotionally, in this class, other classes, or outside of the classroom there are campus resources at your service.
- **Counseling Center**: If you are interested in mental health services, I encourage you to consider scheduling a one-time Let's Talk consultation, join one of our seminars or groups, or schedule a consultation.
  - https://udayton.edu/studev/health_wellness/counselingcenter/index.php
  - 937-229-3141
- **Campus Ministries**: Rooted in Catholic and Marianist tradition, Campus Ministry cultivates the faith life of the campus community through transformative encounters with God. They foster spiritual growth through worship, pastoral care, faith formation, service and reflection. Committed to peace and justice, they challenge people to

develop their unique gifts in service to the world and to be leaders who nurture human dignity through building faith-filled communities.

- o https://udayton.edu/ministry/index.php
- o 937-229-3339

- **Health Center**: Whether you're not feeling well (including COVID-19 symptoms), need a physical or require a vaccination, the Student Health Center is here for you. Located in Gosiger Hall, the Student Health Center is staffed by a team of board-certified primary care physicians and registered nurses.
  - o https://udayton.edu/studev/health_wellness/healthcenter/index.php
  - o 937-229-3131
- **Recplex (UD's gym)**: Graduate students need to pay for a membership to the Recplex or may drop in for $8 per day. There is a pool, basketball course, weight rooms, and much more.
  - o https://udayton.edu/studev/health_wellness/campusrec/facilities/recplex.php
  - o 937-229-2731