the PROFESSIONAL EDGE

The Professional Development Program is becoming the Professional Edge, the career readiness initiative at the Trulaske College of Business. With both in-classroom and out-of-classroom experiences through Business Administration courses, workshops and seminars, the Professional Edge is preparing business students for their careers. General information about the Professional Edge and related links is located online at business.missouri.edu/edge. Students and interested parties can follow up-to-the minute programming and BA course information on Twitter @TrulaskeEdge.

The Professional Edge | Cornell Hall 304 | (573) 884-2007 | edge@missouri.edu | @TrulaskeEdge

Table of Contents

General Information

*Professional Edge programming is open to any undergraduate student enrolled in the
Robert J. Trulaske, Sr. College of Business. Students may choose to participate in both in-person and online events, regardless of traditional or online student status. In other words,
all Professional Edge programming is open to all Trulaske undergraduate students.*

"About this Event" & Transparency Regarding Expectations for EDGE Events

Edge approved events vary widely in scope, time commitment, expectations for successful completion, and other factors. In an effort to be as transparent as possible, event listings on the Trulaske calendar include an "About This Event" section. Students can see details for any event by clicking to "open" an event. The following details will be outlined:

- Minimum dress requirement for attendance at this event.
- The expected time commitment for successful completion.
- Number of points earned toward the professional development programming requirement.
- Competency/ies addressed
- The organizing party for the event
- Any other known details or requirements that may affect student success (for example, if a student is required to bring something, like a resume).

*See also:
Organizing Party*

Academic Integrity

Integrity is a core competency of the Professional Edge, and key to successful business operations in the working world. Academic integrity is a fundamental expectation of students at the University of Missouri, as outlined in the Standard of Conduct for Academic Integrity.

Professional Edge programming is a graduation requirement. Therefore, integrity violations are reported to the Office of the Provost, according to academic dishonesty reporting guidelines set forth by the Office of Academic Integrity.

Examples of violations that will be reported include (and are not limited to):

- Cheating or misrepresentation of work within an online workshop.
- Misrepresenting or falsifying identity in any way.
- Leaving an in-person event after checking in and before completion, without notifying the Professional Edge office. This includes any instance when a student exits an event after checking in and before event

completion (or the published end time of the event); when the student does not explicitly notify the Edge office via email to edge@missouri.edu within one business day.

Accommodations

If you need accommodations, we are happy to work with you. Please inform the Professional Edge office via email to edge@missouri.edu. To receive accommodations, students must first register with the Office of Disability Services. The Disability Center is the campus office responsible for reviewing accommodation-related documentation and requesting accommodations on behalf of students. Accommodation requests must be completed in advance of the expected accommodation.

Calendar of Events

The official listing of Professional Edge point opportunities is on the Trulaske College of Business website, at business.missouri.edu/calendar. The calendar shows events for all of Trulaske. In order to view a list that is exclusively points-eligible Edge events, students can click on the "Professional Development Program" filter under "Event Types". There is no printed listing of events.

Each semester, the calendar is posted prior to the first official day of coursework. New events are added only when opportunities for student professional development become available through official channels, and are approved for Edge status. However, students should not plan on additions to the schedule, as they are not guaranteed. On rare occasions, events are removed due to cancellation or inclement weather/illness.

Any changes to the official Edge approved schedule are posted to the Trulaske calendar and also noted on the Professional Edge Twitter account @TrulaskeEdge.

Etiquette

Students participating in Edge events shall practice professionalism in all learning environments. Students are "expected to abide by all University of Missouri System Collected Rules and Regulations and to uphold the Standard of Conduct for the University of Missouri," as stated on the Standard of Conduct page of the Student Accountability and Support office online at https://accountability.missouri.edu/standard-of-conduct/.

See also:
Etiquette for in-person Edge events

Suitable

An online system called "Suitable" tracks student progress toward the Professional Edge programming point requirement for Upper Level and graduation. Students can view a complete record of events attended and points earned by logging in with pawprint email address at app.suitable.co. Students can view Suitable on the

Suitable is the app that students use to record attendance at EDGE events. Students may scan a QR code at an event, provide a short reflection or submission of a document/picture about the EDGE event through the Suitable app.

Notifications

Programming changes and other notifications are announced via Twitter @TrulaskeEdge. Students who do not have a Twitter account – or do not wish to follow the Professional Edge office – can easily view this information

by navigating to https://twitter.com/TrulaskeEdge. Notifications include programming additions, cancellations, deadline changes and other important or helpful information regarding professional development.

Organizing Party

The Professional Edge office is the organizer for the majority of Edge approved events. However, it is possible for an event with a different organizing party to be sanctioned as an official "Edge Approved" point opportunity. When this is the case, the organizing party for the specific event will be noted in the Suitable Calendar of Event listing. Procedures for event registration, check-in, timeline for processing points and other event details may be different from a typical Edge event. Students will need to refer to information in the body of the calendar event or contacts directly from the organizing party for information or instructions.

NOTE: while some details may vary, there will be no change regarding:

- the students' responsibility to take appropriate steps to have their participation documented in order for attendance to officially be recorded
- the deadline for appealing a points decision, and
- specifics for any minimum attire requirement.

See also:
"About this Event" & Transparency Regarding Expectations for EDGE Events

Points Processing

It is the student's responsibility to take appropriate steps for each Professional Edge event to have their participation officially count toward the point requirement. Please check your point status often. Earned points should appear in a student's Suitable record immediately when scanning a QR code for most in-person events, or within ten business days in the case of an online event or any event when the Edge office is not the organizing party.

Points processing - submitting an appeal

In the instance that an event does not appear in the Suitable record, students may submit an appeal to the Professional Edge office. If you believe you have attended or successfully completed an event, but do not see a record of the event in Suitable, contact the Edge office to submit an appeal within the required deadline. The deadline to submit an appeal is within five (5) business days after event completion (for in-person events) or fifteen (15) business days for online events and any event where the Edge office is not the organizing party). **Appeals submitted past the deadline are not considered.**

See also:
Appeal Process for Online Edge Opportunities
Appeal Process for In-Person Edge Opportunities

Priority Admittance

Professional Edge programming is intended for – and financially supported by – students who are officially enrolled in Robert J. Trulaske, Sr. College of Business (Trulaske). Priority for registration, scheduling, seating, and admittance of Edge events will be accorded to students currently enrolled in Trulaske. The Professional Edge office reserves the right to exclude any individual who is not enrolled, regardless of reservation status, arrival

time, or any other factor. The Edge office is not obligated to admit or track attendance for students who are not enrolled in Trulaske at the time of an event.

Repeating Events

Students are welcome to participate in a Professional Edge session more than once. However:

- Students will NOT receive additional points for attending the same workshop multiple times, and
- NO additional points are awarded for retaking the same event, unless the event is uniquely different each year, i.e. Leadership Conference.
- In the instance of a full-capacity event, seats will go first to students who are enrolled in the Trulaske College of Business and have not yet attended the workshop for the first time; this is regardless of reservation status or arrival time of the student who is repeating the event.

Requirements

Professional Edge programming requirement progress is tracked with points earned for successful participation and/or completion within a variety of professional development experiences. An online system called "Suitable" tracks student progress.

Lower level students must earn a minimum of 70 Edge points (formerly PDP points) in order to complete the Professional Edge point requirement to maintain admittance status into the Upper Level. These points must be earned by the end of the semester in which the student applies for Upper Level. A maximum of 100 points can be earned while in the Lower Level.

Once admitted to the Upper Level, students must continue their professional development. A minimum of 200 total Edge points (formerly PDP points) are required in order to complete the Professional Edge programming point requirement for graduation. There is no maximum number of points that students may earn; students may continue to gain professional development competencies after the requirement is met.

See also:
Suitable

Reservations

Reservation information for all Edge events is included in the Trulaske calendar event listing. Students can see reservation details for any event by clicking to "open" an event listing to view details.

See also:
Calendar of Events

Reservations - when the Professional Edge office is NOT the organizing party
Reservation timeline and procedure will be different if the event is not organized by the Edge office. Always check "About This Event" in Trulaske calendar listing for full details.
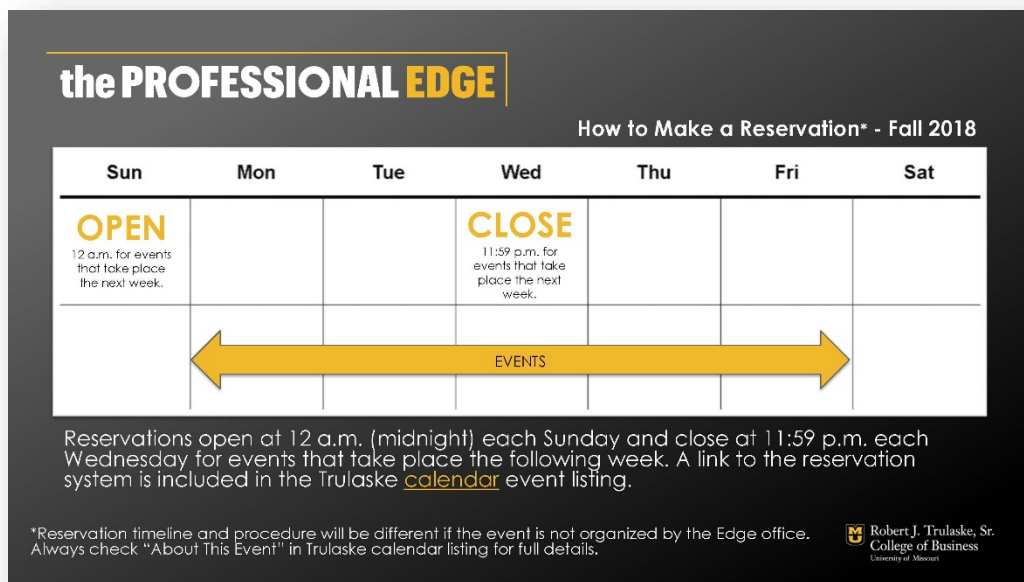
See also:
Organizing Party

Reservations - when the Professional Edge office IS the organizing party

All events hosted by the Professional Edge office offer advance reservation. This is intended to provide ample opportunity for students to secure a "seat," allow for special considerations such as food or

materials, and manage capacity issues. The reservation schedule is the same for both in-person and online events.

Reservations for events where the Professional Edge office is the organizing party work this way: reservations open at 12 a.m. (midnight) each Sunday, and close at 11:59 p.m. each Wednesday for events that take place the following week.

See also:
Organizing Party

Reservation system

A link to the reservation system is included in the Suitable app. A third-party system – Eventbrite – is used for reservations. Students are responsible for establishing their own account, keeping track of account details (such as username and password) and understanding the terms and conditions of being an Eventbrite user.

Students must agree to current policies and expectations set by the Professional Edge office each time they submit a registration. The month and year of any update to the policies and expectations is included within the registration information, so that students know if they need to look for changes.

It is imperative that students are careful to input registration information correctly. Specifically, the **MU student ID number and MU student email address must be correct in order for a student's registration to be valid**.

Reservations - cancelation

Students may cancel a reservation before the event registration closes on Wednesday at 11:59 p.m. To cancel a reservation, log in to your [Eventbrite](#) account and follow the steps for cancellation.

Reservations - during high demand

Sessions are in high demand during the last several weeks of each semester. All sessions will allow ONLY the stated capacity. Students are encouraged to complete their requirements earlier in the semester to avoid possible complications.

Reservations - transferability

Reservations are non-transferrable. Students who make a reservation and then decide to no longer attend the event are asked to cancel the reservation so the space can be made available to others.

See also:
Reservations – cancelation
Reservations for online - ONE time per event, per semester
Reservations for in-person - ONE time per event, per semester

Student Accountability as an Instrument of Professional Development

Successful completion of 200 Professional Edge points is a graduation requirement. It is a mission of the Trulaske College of Business to prepare students for success as global citizens, business leaders, scholars, innovators and entrepreneurs. Practicing professionalism and personal accountability is a major milestone in student preparedness; therefore**, it is the responsibility of the student to ensure they have met the necessary Edge point requirements** in advance of cut-off dates for maintaining admittance into the upper level or graduation.

Online Programming

A large variety of Edge programming is available for students to engage completely online. Online opportunities can be more rigorous than student expect, as the online platform allows students to have a "deeper dive" into current business trends, access expansive materials and tap into ideas from thought leaders around the globe.

The majority of online sessions will take place on the Canvas online learning platform. A "Requirements & Expectations" section exists within each session that details the exact criteria for successful completion (students must meet this criteria in order to earn Edge points toward the professional development requirement).

Attendance for Online Programming

An advantage of the online platform is flexibility. Students may access online materials at any point from the posted start to end time of the event (as an example, the majority of online events will open on a Monday at 8 a.m. and close on the following Sunday at 11:59 p.m.) It is highly recommended that students review the "About this Event" and "Requirements & Expectations" sections of the event description and then schedule enough time on their calendar to successfully complete an online event.

See also:
"About this Event" & Transparency Regarding Expectations for EDGE Events

Capacity for Online Programming

All online sessions are limited to the stated capacity of the session. Session capacity varies, as it is based on factors such as grading intensity and staff availability. Additional spots will not be added. There are various times during the semester that full capacity is reached. Students are encouraged to schedule their Edge opportunities in advance of the end of the semester, as capacity can be an issue at that time. **No accommodations will be made to override capacity or give preference for access.**

Ownership of Online Programming Components

All aspects of design, functionality, flow and processing for online experiences are the property of The Robert J. Trulaske, Sr. College of Business Professional Edge office. Students may not copy, distribute or otherwise disseminate any aspect of online programming for any reason other than is expressly to do with completing the module as intended for professional development educational purposes. Any attempt to do so may be in violation of the University of Missouri student Standard of Conduct for Academic Integrity.

Points Processing for Online Edge Opportunities

See also:
Points Processing (general information)

Points processing for online - notification regarding online Edge opportunities
Grading and administrative processing for all students takes place AFTER the published end date of the online session. Once a session has ended, it can take up to ten (10) business days to process an online event before posting to Suitable. Students will be notified via email (from edge@missouri.edu) of their standing within ten business days after the event ends.

Points processing for online - appeal process for online Edge opportunities
You may submit an appeal if you believe you successfully completed an event, but do not see a record of the event in Suitable. The deadline to submit an appeal for an online event is fifteen business days after the event end date. **Appeals that do not follow the process as outlined below and appeals submitted past the 15-day deadline are not considered**.

Follow this process to submit an appeal for an online session:

1. First, double-check the notification email that you received from the Edge office; there should be a reason listed as to why points were not awarded.
2. If you still want to appeal, send an email to edge@missouri.edu
3. Use this subject line: "Points appeal – [*fill in event name, event date*]"
4. In the email, state the reason that you want to appeal (in other words, tell us specifically why you believe the original reason that the Edge office did not award points is incorrect).

Remember: Appeals that do not follow this process, and appeals submitted more than 15 business days beyond the session end date, are not considered.

Requirements and Expectations for Online Events
Online events vary widely. Students are encouraged to review the full event description – including "About this Event" and "Requirements and Expectations" in order to understand the commitment they are making before registration.

See also:
Successful Completion of Online Events
"About this Event" & Transparency Regarding Expectations for EDGE Events (general information)

Reservations for Online events
Reservations are available for all programming organized by the Edge office. Students can see reservation details for any event by clicking to "open" an event listing on the Truluske calendar of events to view details. The Edge

office reserves the right to close reservations for an event for any reasons deemed necessary by the Director.

See also:
Reservations (general information)

Reservations for online - ONE time per event, per semester

Students may register ONE time per event, per semester. This is regardless of participation (whether or not you accept the Canvas invitation, or amount of work completed). Subsequent reservations for the same event title are invalid. Students who make reservation and do not meet the "Requirements & Expectations" as outlined in the Canvas module may not register again for the particular session for the remainder of the semester (with the exception of special enrollment as described directly below).

Occasionally, the Edge office offers a few sessions with special enrollment toward the end of the semester, where students may register regardless of previous/repeat registration; however, this is not guaranteed.

NOTE: Students who gain access from a waitlist placement may appeal to the PDP office for an additional reservation opportunity.

Successful Completion of Online Events

Students who do not meet the criteria spelled out in the "Requirements & Expectations" section will receive no (zero) Edge points for that particular online session. Partial points are not awarded.

See also:
Reservations for online - ONE time per event, per semester
Requirements and Expectations for Online Events

In-Person Programming

Innovative in-person programming provides students with the opportunity to practice the nuances of live interpersonal connection. Students have the opportunity to experience the energy in the room and shake hands with industry executives, successful entrepreneurs, thought leaders, and power players in government and other influential organizations.

Attendance for In-Person Programming

Students must arrive prior to the published start time for an event in order to receive credit for participation. Once the facilitator has begun the session in earnest, it is disruptive to the learning environment for students to enter the room. It is the student's responsibility to take appropriate steps at each Edge event to have their presence documented in order for attendance to officially be recorded.

Please plan to arrive 5-10 minutes prior to the start of "regular" in-person events. Students should plan to arrive a minimum of 15 minutes early for one-time events, large-lecture speakers, and other special circumstances.

During the last two weeks of each semester, it is more likely that Edge approved point opportunities will have greater demand than capacity allows. It is highly recommended that students are intentional in planning opportunities to avoid waiting so late in the semester to attend events.

See also:
Etiquette (general information)
Etiquette for In-Person Programming
Event Check-In for In-Person Events

Attire for In-Person Programming

Most events do not have a dress code/attire requirement. If an event does require a dress standard, that information is provided in the calendar event description that can be seen in full by clicking to "open" a calendar event. In cases where either business casual or business professional attire is required, please note that students will not receive points toward the professional development programming requirement if they are not appropriately dressed. Students can refer to the [Dressing for Success in Business](#) page on the Trulaske website for specific guidance regarding dress.

See also:
"About this Event" & Transparency Regarding Expectations for EDGE Events

Capacity for In-Person Programming

All in-person sessions are set by both the safe capacity of the room and additional considerations, such as optimal size for effective learning. Additional seating will not be added. **No accommodations are made to override capacity, change location for larger capacity, or give preference for seating.**

See also:
Attendance for In-Person Programming
Event check-in for in-person events – how check-in works

Verification for In-Person Programming

Upon scanning a QR code at an in-person event a notification that the student received EDGE points will immediately appear on the Suitable app. **The Professional Edge office reserves the right to make the final determination of points eligibility, regardless of student check-in status**. Students who do not properly complete an in-person session (for instance, students who exit early or are disruptive to the learning environment) will not receive points for the session in question.

See also:
Suitable (general information)
Academic Integrity (general information)
Etiquette for In-Person Programming

Etiquette for In-Person Programming

Students are expected to behave appropriately during Professional Edge events. This includes being respectful of the facilitator and fellow participants and being engaged in the event. Specifically, students are asked to turn off and put away phones, devices, and other distractions. Inappropriate or disruptive behavior will not be tolerated. The facilitator may ask any student to leave an event for inappropriate conduct. If this occurs, the student forfeits points for the event. Further disruption may result in additional punitive action.

See also:
Academic Integrity (general information)

Event Check-In for In-Person Events

It is the student's responsibility to take appropriate steps at each Professional Edge event to have their presence documented in order for their attendance to officially count toward their points total. Students can do this in a variety of ways, including:

- Ask the person swiping ID cards to read back your name when checking in to an event to be sure the swipe was good.
- Check your Suitable record before leaving the event space; if you scanned a QR code and the confirmation or points do not appear, say so before you exit.
- Be sure to scan the QR code with the Suitable app before you wait in line to talk with a

  guest speaker; otherwise, the person with the QR code may not see you before leaving the event.

See also:
Organizing Party (general information)
Identification for In-Person Events
Attendance for In-Person Programming
Etiquette for In-Person Programming

Event check-in for in-person events - professional expectations
It is important to keep in mind that **merely being present at an event is not sufficient to earn points**; students must practice professionalism by attending the entire event (start and end times are published in the Suitable calendar listing), wearing appropriate attire when specified, and meeting any other requirements indicated in this syllabus and within the Suitable calendar listing. A student who does not meet these requirements may be allowed to attend the event, but their participation does not count toward the professional development programming requirement.

Event check-in for in-person events – student responsibility
In most cases, students will attend an in-person Edge workshop and have their student ID card reviewed upon entering or exiting the event. The process for documenting student attendance may vary due to factors including organizing party, size, location, expected turnout, and timing of various programming opportunities. Occasionally, students may be asked to physically sign an attendance sheet and/or scan both in and out of an event.

Event check-in for in-person events – how check-in works
All workshops will admit students with reservations first. Students without a reservation may still be admitted, and are welcome to queue up for admittance on a first-come, first-in basis. All sessions will fill ONLY to capacity that allows for learning without overcrowding. Students will be admitted in the following order:

1. Students with reservations who are on time to the event, then
2. students on the waitlist (in order that they appear on the waitlist), and finally
3. students who are waiting for a walk-in spot (in the order that they arrived and are lined up).

NOTE: A reservation does NOT guarantee a seat if the student arrives after the published start time of the event.

See also:
Capacity for In-Person Programming

Exiting an Event prior to completion or the published end time
Students are expected to practice professionalism by attending the full event without interruption. Many sessions are a mere 50 minutes long; missing just five minutes means missing 10% of the content. For this reason, **leaving the room for reasons such as going to the bathroom, taking a phone call, etc. will result in no points awarded** for that workshop. Workshop/event participation is a key factor in gaining knowledge from the

Professional Edge program. Students are encouraged to take care of personal needs prior to the start of an event.

See also:
Accommodations (general information)
Academic Integrity (general information)

Identification for In-Person Events

The Professional Edge office reserves the right to require a valid photo ID in order to enter an event. If you cannot find your current Student ID, make sure to bring an alternate photo ID (military ID, driver license or passport). Digital IDs or images are NOT accepted.

Points Processing for In-Person Edge Opportunities

The information in a student's Suitable account is a complete and up-to-date documentation of all of the Professional Edge programming attendance we are aware of for each student. The only exception would be credit pending within fifteen business days of an event because it was online, required administrator approval or the Edge office was not the organizing party.

See also:
Points Processing (general information)
Organizing Party

Points processing for in-person – notification regarding in-person Edge opportunities

Once you scan a QR code with the Suitable app at an in-person event a notification should immediately appear on your phone. If you do not see the notification that points were awarded, ask to re-scan the code.

See also:
Suitable
Etiquette for In-Person Programming

Points processing for in-person – appeal process for in-person Edge opportunities

You may submit an appeal if you believe you successfully completed an event, but do not see a record of the event in Suitable. **Appeals that do not follow the process as outlined below and appeals submitted past the deadline are not considered**. The deadline to submit an appeal for an in-person event is as follows:

- five (5) business days after the event when the Professional Edge office is the organizing party, or
- fifteen (15) business days after the event when the Professional Edge office is NOT the organizing party.

Follow this process to submit an appeal for an online session:

1. First, consider the fact that it is the student's responsibility to take appropriate steps at each Professional Edge event to have their presence documented.
2. If you still want to submit an appeal, send an email to edge@missouri.edu
3. Use this subject line: "Points appeal – [*fill in event name, event date*]"
4. In the email, state the reason why you believe your presence was not accounted for at the event, and why points should be awarded after the fact.

See also:
Event Check-In for In-Person Events
Attendance for In-Person Programming
Etiquette for In-Person Programming

Reservations for In-person events

Reservations are available for all programming organized by the Edge office. Students can see reservation details for any event by clicking to "open" an event listing on the [Suitable app](#) to view details. The Edge office reserves the right to close reservations for an event for any reasons deemed necessary by the Director.

See also:
Reservations (general information)
"About this Event" & Transparency Regarding Expectations for EDGE Events

Reservations for in-person - ONE time per event, per semester

Students may register ONE time per event, per semester. This is regardless of participation (whether or not you actually attend the event). Subsequent reservations for the same event title are invalid. Students who make reservation and do not receive points – for whatever reason – may not register again for the particular session for the remainder of the semester (with the exception of special enrollment as described directly below).

Occasionally, the Edge office offers a few sessions with special enrollment toward the end of the semester, where students may register regardless of previous/repeat registration; however, this is not guaranteed.

NOTE: Students who gain access from a waitlist placement may appeal to the PDP office for an additional reservation opportunity.