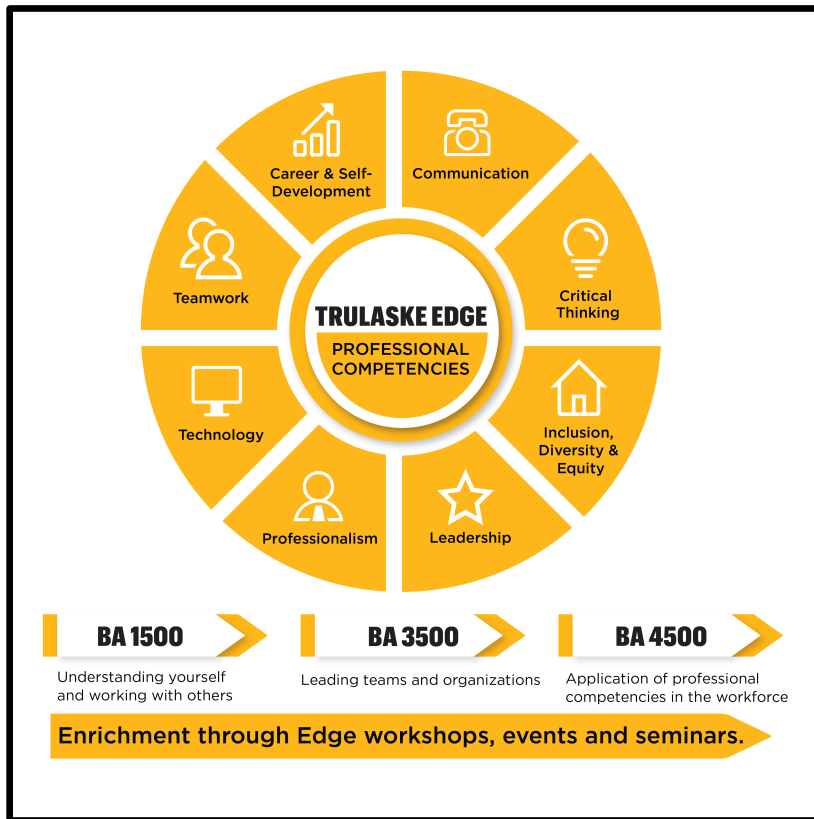


# the TRULASKE EDGE

## BA 3500: Advanced Professional Development

Robert J. Trulaske, Sr. College of Business, University of Missouri  
11-12:15 Tuesdays (virtual); Thursdays 11-12:15 (Bush Auditorium)



### Course Objective

BA 3500 is the third course in the Trulaske Edge series of courses at the Trulaske College of Business.

The objective for this course is to build upon what you have learned in previous Edge coursework and programming to further develop professional competencies.

You will learn about and practice skills in these areas through class meetings, individual and group assignments, and experiential learning through a client-focused team project

### Required Resources

- Readings and resources posted weekly in Canvas
- [Microsoft Teams](#), [Microsoft Office suite](#), and [Zoom](#) (always use MU credentials to sign in for class).
- [iClicker Reef](#) (available through MU IT Services at no extra cost)
- Cengage Unlimited (textbook readings)

### Course Format

Class is comprised of weekly class meetings on Tuesdays (virtual in MS Teams from 11-12:15 with your project team) and on Thursdays (in person for class lecture). You will also participate in online activities, and experiential learning through a professional project and the development of your LinkedIn profile and network.

## Quick Links

- Canvas support: [canvas@umsystem.edu](mailto:canvas@umsystem.edu)
- Trulaske Edge: [Edge@missouri.edu](mailto:Edge@missouri.edu)
- Advising: [businessadvising@missouri.edu](mailto:businessadvising@missouri.edu)
- Business Career Services: [BCS@missouri.edu](mailto:BCS@missouri.edu)
- BA 3500 library resources: <https://libraryguides.missouri.edu/ba3500>

## Communication

Canvas and Microsoft Teams are the two primary communication channels for our class. Please use these when messaging your Sr. Project Manager or instructor. This helps us to confirm FERPA compliance when messaging. **You are responsible for all communication sent through these channels and for responding to all messages within one business day.** Please allow one business day for replies from your TA and two business days from the course instructor.

To ensure FERPA protections, Canvas message or MS Teams call or text are the best ways to reach the teaching team. Please keep all messages clear and concise and limit them to no more than 250 words. If more detail or discussion is needed, then please set up a meeting with your TA or me.

Please also include your SPM name and project name for project questions.

- Example Subject: Holbert – Mack Iron Project

## Teaching Team

You will be assigned to a project group and Senior Project Manager (SPM) within the class. This will help you connect with a smaller group of students and a mentor (current graduate student) who can help you with course materials and your professional project. Your SPM is your go-to person for questions about class content, assignments, grades, project guidance, etc. Please get to know your SPM throughout the semester. The full list of class SPMs is in our canvas page, along with a brief bio.

## Grading and Assignments

Below is an outline of anticipated assignments for the semester. Full assignment details are posted in Canvas when assignments are assigned.

Item	Points Possible
P&P (iclicker, class exercises, team exercises)	100
LinkedIn Assignment	100
Professional Project	
• Project Plan	50
• Project Report	125
• Project Presentation	75
• Supervisor evaluation	35
• Group evaluation	35
Mid-semester assessment	80
Client meetings & Coaching calls (3 each @ 25 points)	150
Team Leader (x2)	100
Weekly Team Meetings (7 @ 25 points, 1 personal day allowed)	150
<b>Total points possible</b>	<b>1000</b>

## Assignments

### **LinkedIn Page & Networking**

- You will develop or refine a LinkedIn page that shares your talents and experiences with future employers. You will build a LinkedIn profile, polish your resume, and complete a series of networking activities to help you build your network to prepare for internship and job opportunities.

### **Class Exercises**

- We will have weekly in-class exercises (including iClicker, reflections, readings quizzes, team assignments). You need to be present in class to earn credit for these exercises. The lowest score for class exercises will be dropped allowing everyone one personal day for any reason (illness, work, interview, etc.).
- Ongoing absences beyond one personal day will require a meeting with me and documentation to determine if reasonable arrangements can be made to accommodate the circumstances.
- Please note: Some in class exercise will be based on the readings and resources assigned for that week of class. Review and take notes for all materials assigned each week before class. Other exercises will involve group work related to your project, so frequently missing class will impact your group project score (e.g., group evaluation).

## **Edge Project**

You and a group of class colleagues will be matched with a Missouri business client to complete a team professional project. Drawing upon our course competencies, the team will address a challenge or opportunity for the client and provide findings and recommendations in a final report and presentation. Project activities include:

### **Weekly Project Team Meetings**

The project team meets each Tuesday from 11-12:15 via MS Teams (except for week 1). These meetings are recorded to allow your SPM and instructor to provide support as needed. To earn credit for participating in the meeting, you and each of your team members will:

- Be on time and present for the meeting for the duration of the meeting in a professional setting.
  - Do not attend a virtual, on-camera meeting from bed, while driving, while in another event or meeting, or without a professional back drop. Wear at least casual attire (following Edge guidelines). When needed, use a digital professional backdrop.
- Present and share what you have worked on since the last meeting.
- Share what you will complete in the coming week.
- Promote a positive, inclusive working environment for all team members in your group including students, the SPM, instructor, and client. Disrespecting any member of the team or other community member will not be tolerated.

**Team Leader:** A team leader will guide the meeting each week and everyone will be the team leader at least two times this semester. Plan your team leader weeks in the project plan phase of class.

**Coaching Calls:** You will have three coaching calls with your senior project manager this semester. These calls take place in MS Teams and are an opportunity to touch base about your project and receive feedback and project guidance.

**Client meetings:** You will have three client meetings this semester. They can be conducted via zoom or in person.

- The first client meeting allows you to meet the client and understand the project expectations. You will also schedule meetings #2 and #3 and the final presentation date during the first meeting.
- The second meeting allows the group to touch base with the client and get additional information.
- The final meeting allows the group to do a final touch base to get any remaining details needed for the project and to confirm the presentation date.

### **Mid-semester assessment**

Half-way through the semester, you will reflect upon your project progress and demonstrate your understanding of how the projects connect with class content and Edge competencies. This is an in-class midterm assessment of content knowledge and project development. You will also give us some mid-semester class input and share what you may need from the teaching team to be successful.

### **Final assessment: Project report and presentation**

Your team's final recommendations are delivered to the client in a presentation and final report. Full assignment details are provided in canvas.

### **Project Communication**

**All project activity and communication stays within MS Teams, including chats/texts, file sharing, etc. With one exception – client meetings. Please record client meetings to the zoom cloud and link to the recording within MS Teams.**

Why do we use MS Teams?

- It keeps everything transparent and everyone in the loop.
- Group members get appropriate credit for the effort they put into the project. If you don't demonstrate weekly activity in teams, we assume you are not participating. If you are highly active, we see that you're a strong contributor!
- **Your senior project manager and instructor are important members of your project team and need to stay in the loop on project progress, concerns, and successes.**
- We all represent the University, our college, and each other in the project process and need to ensure a positive, professional interaction with external stakeholders.
- MS Teams is a university supported platform that is FERPA compliant. It ensures security standards for student data and company confidential information.

**Bottom line: Do not use texting, GroupMe, or other platforms for project-specific correspondence. Groups who share project/client information using non-university supported channels will receive one warning followed by an automatic 10% deduction and potential for project termination (and failure of the course) for any additional occurrence.**

## **Deadlines & Submitting Work**

Submit all work in Canvas prior to the assigned deadline and **allow time to troubleshoot any technical issues that you could encounter**. Anything submitted after the assigned deadline is late. If it is between one second and one hour late, you will receive a 20% deduction on your assignment per day late. If you have a deadline conflict, submit work early. Double check your work to ensure it was submitted as intended (the CORRECT file) and consider having a backup file for your work (i.e. a word document for any Canvas text entries).

## **Graded work**

Review graded work promptly. Any grade discrepancies or inquiries must be addressed via canvas message to your SPM and Dr. Brengarth within 5 business days of receiving your score to be considered. We will evaluate the request and respond to arrange a meeting if needed. In your canvas message, please include:

1. The assignment name
2. The specific reason for your appeal request. Clearly state the specific grading issue/error.
3. Your proposed resolution.

## **Grade Scale**

A final grade of C- or greater is required to pass the class, per college requirements.

93 to < 100 (A)	90 to < 93 (A-)	
87 to < 90 (B+)	83 to < 87 (B)	80 to < 83 (B-)
77 to < 80 (C+)	73 to < 77 (C)	70 to < 73 (C-)
67 to < 70 (D+)	60 to < 63 (D-)	< 60 (F)

**Course Activities and Deadlines** (subject to change)

*Check Canvas M-F for announcements.* Assignment details and readings are available in Canvas modules. Assignments are due in Canvas on Thursday at 11:59 PM unless notified.

<b>Weekly Activities</b>
<b>Readings &amp; resources in Canvas modules (complete before Thursday class)</b> <b>Tuesdays: Team meetings (virtual in MS Teams from 11-12:15 – not including week 1)</b> <b>Thursday: Class in Bush Auditorium from 11-12:15</b>
<b>Topics &amp; Activities</b>
<b>Week 1</b> Aug. 23: No team meeting Aug. 25: Teamwork: Course intro and Discuss Project Onboarding
<b>Week 2</b> Aug. 29: Project preferences from 8 AM - 5 PM in Canvas groups Aug. 30: Team meeting 1 Sept. 1: Professionalism: Working with teams and clients
<b>Week 3</b> Sept. 6: Coaching Call 1 Sept. 8: Leadership
<b>Week 4</b> Sept. 13: Client Meeting 1 Sept. 15: Technology - Gathering data to inform business decisions Due: Project plan
<b>Week 5</b> Sept. 20: Team meeting 2 Sept. 22: Technology - Tools to Develop Your Network and Career Potential Due: LinkedIn assignment (requires page creation, resume, networking activities, & written reflection)
<b>Week 6</b> Sept. 27 Team meeting 3 Sept. 29: IDE: Influencing Organizational Culture & Change
<b>Week 7</b> Oct. 4: Coaching Call 2 Oct. 6: Career and Self Development: Attend Career Fair (required)
<b>Week 8</b> Oct. 11: Client Meeting 2 Oct. 13: In-class Mid-Semester Assessment

<p style="text-align: center;"><b>Week 9</b></p> <p style="text-align: center;">Oct. 18: Team meeting 4 Oct. 20: Critical Thinking – Copyright Law Due: Report first half: cover page, table of contents, sections 2, 3, 4</p>
<p style="text-align: center;"><b>Week 10</b></p> <p style="text-align: center;">Oct. 25: Team meeting 5 Oct. 27: Career &amp; Self Development: Grad students tell all: Graduate school and post-graduation life Due: Report second half: section 5, 6, 7 and executive summary</p>
<p style="text-align: center;"><b>Week 11</b></p> <p style="text-align: center;">Nov. 1: Coaching call 3 Nov. 3: Communication: Presenting with Poise and Persuasion Due: Presentation rehearsal</p>
<p style="text-align: center;"><b>Week 12</b></p> <p style="text-align: center;">Nov. 8: Client meeting 3 Nov. 10: Critical thinking - Ethical considerations in the workplace Due: Panelist questions, Partner group presentation feedback</p>
<p style="text-align: center;"><b>Week 13</b></p> <p style="text-align: center;">Nov. 15: Team meeting 6 Nov. 17: Career &amp; Self Development: Professional Panel Due Tuesday, Nov. 15: Report for approval</p>
<p style="text-align: center;"><b>Nov. 21-25: Thanksgiving week. Have a nice break!</b></p>
<p style="text-align: center;"><b>Week 14</b></p> <p style="text-align: center;">Nov. 29: Project presentation to client and post in Canvas Dec. 1: Finalize report. Teaching team available for project support.</p>
<p style="text-align: center;"><b>Week 15</b></p> <p style="text-align: center;">Dec. 6: Team meeting 7 Dec. 8: Critical Thinking: Post-project debrief &amp; professional development next steps. Due: Project reports due in Canvas and email to client (copy TA on email); Group &amp; Project Feedback</p>
<p style="text-align: center;"><b>Week 16 – Finals week</b></p> <p style="text-align: center;">Due noon Dec. 13: <b>Full-color, printed</b> professional report</p>



## **Participation & Professionalism (P&P)**

Active participation and professionalism are expected throughout the course. Plan to attend each class, arrive on time, and stay actively engaged for the duration of the class. Professionalism is expected in all verbal and written communication with the instructor and peers. Students should prepare for daily discussions and assignments by reading all assigned materials, reviewing lecture content, taking notes on the readings, and critically synthesizing the information prior to class.

## **Respect for Diversity**

It is our intent that students from all backgrounds and perspectives benefit from participating in our class. The diversity of each member of our class and our campus is a valuable resource, strength and benefit to our learning and growth. I aim to present materials and activities that are respectful of diversity and inclusive of a wide variety of perspectives. **Your suggestions on how to continue to improve on this goal are encouraged and appreciated.** Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups. If there are any individual considerations you would like me to be mindful of during our time together, in order to best support you as a valued member of this class, please come discuss these with the course instructors.

## **Discrimination and Reporting**

Our class is designed to be a welcoming space for diverse individuals and diverse perspectives. As your instructor, **I will not tolerate any form of discrimination or harassment towards any member of our class or the University community.**

University of Missouri policies prohibit discrimination on the basis of race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, age, disability and protected veteran status. Discrimination includes any form of unequal treatment such as denial of opportunities, harassment, and violence. Sex-based violence includes rape, sexual assault, unwanted touching, stalking, dating/interpersonal violence, and sexual exploitation.

If you experience discrimination, you are encouraged (but not required) to report the incident to the MU Office for Civil Rights & Title IX. Learn more about your rights and options at [civilrights.missouri.edu](http://civilrights.missouri.edu) or call 573-882-3880. You also may make an anonymous report online.

Students may also contact the Relationship and Sexual Violence Prevention (RSVP) Center, a confidential resource, for advocacy and other support related to rape or power-based personal violence at [rsvp@missouri.edu](mailto:rsvp@missouri.edu) or 573-882-6638, or go to [rsvp.missouri.edu](http://rsvp.missouri.edu).

Both the [Office for Civil Rights & Title IX](#) and the [RSVP Center](#) can provide assistance to students who need help with academics, housing, or other issues.

## Academic Dishonesty

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. **All suspected cases of academic dishonesty will be reported to the MU Provost office.** When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult your teaching assistant or the course instructor.

## Accommodations

If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me (**INCLUDING COVID-19 CONCERNS**), or if you need assistance in case the building must be evacuated, please let me know as soon as possible. If disability related accommodations are necessary (for example, a note taker, extended time on exams, captioning), please establish an accommodation plan with the [MU Disability Center](#), S5 Memorial Union, 573-882-4696, and then notify me of your eligibility for reasonable accommodations. For other MU resources for persons with disabilities, click on "Disability Resources" on the MU homepage.

## Class Recordings

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in [section 200.015](#) of the Collected Rules and Regulations. **In this class, students may not make audio or video recordings of course activity, except students permitted to record as an accommodation under [section 240.040](#) of the Collected Rules or with permission of the instructor.** All other students who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of [section 200.020](#) of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters. Those students who are permitted to record are not permitted to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline in accordance with provisions of [section 200.020](#) of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters

**In summary, students cannot record course content without permission (based on accommodations) and students who are permitted to record course content cannot share content without permission.**