

# the TRULASKE EDGE

Cornell Hall 304 | (573) 884-2007 | [edge@missouri.edu](mailto:edge@missouri.edu)

Welcome to the Edge at Trulaske professional development program! In addition to your Edge coursework, you will participate in Edge programming with industry-leading professionals in a variety of events, and earn a minimum of 200 Edge points required for graduation. This syllabus covers what you need to know about Edge programming and how it fits into your overall degree requirements. To get the most out of your programming experience, develop a programming roadmap and customize your personal Edge programming experience.

## **Programming Guidelines and Expectations**

These guidelines help to ensure the integrity of the Edge Programming academic requirement.

## **Edge Points Degree Requirement and Deadlines**

As a degree requirement, you must earn:

- 100 points to be admitted to the upper level (70 points for students admitted prior to Fall 2022)
- 200 points to graduate

To guarantee you can access Edge events in time to meet your degree requirement deadlines, register for events early and be sure to earn the required Edge points by the following dates:

- Nov 15: December grads/applying for upper level in Fall
- April 15: May grads/applying for upper level in Spring
- July 30: August grads

You are welcome to participate in an Edge event more than once, but no additional points are awarded for retaking the same event, unless the event is comprised of unique programming each year, (i.e. Leadership Conference). A graduation cord recognition is given to students who earn 250 or more Edge points.

## **Edge Approved Events**

Edge events expose you to industry-driven professional competencies, topics, and experiences that are valuable in today's workplace. You will engage with and learn from industry executives, successful entrepreneurs, thought leaders, and power players in business and other influential organizations.

Edge Approved events vary in scope, time commitment, and the effort required for successful completion. Events are offered in person and virtually (including on-demand). The Edge office creates and partners with Edge affiliates to offer Edge Approved events.

## **Event Registration**

Most events offer advance registration, typically two weeks prior to the event. Registration is the same for in-person and online events. Events are listed in our Trulaske Edge Group in MU Engage. Students must agree to Trulaske Edge policies and expectations to register. Affiliate events sometimes have different procedures for event registration, check-in, timeline for processing points, etc. Log in using your MU Pawprint ([pawprint@umsystem.edu](mailto:pawprint@umsystem.edu)) to view and register for events in the MU Engage mobile app or at [engage.missouri.edu](https://engage.missouri.edu). Once logged in, search for the Trulaske Edge group to see events and point values. To register for an event, click the event information then the green Register button and follow the steps to complete registration.

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## **MU Engage : Event Info and Points Tracking App**

[MU Engage](#) is a mobile-friendly app that serves as the central hub for Edge programming. You can check points earned, view the programming calendar (including details and requirements), and register for Edge events. Students earn Edge points by participating in events and either scanning a QR code (points will appear in the app within 24 hours) or submitting a reflection or quiz in MU Engage (points are added after successful completion). **Access to MU Engage is granted once admitted and enrolled to courses within the Trulaske College of Business.**

MU Engage maintains a complete, current record of Edge points for each student. Allow up to 15 business days to see points earned for graded assignments or events with Edge Approved affiliates.

All previously earned points from Suitable have been transferred into MU Engage.

## **Programming Attire**

Most events do not have a dress code/attire requirement. If an event does have a dress code, information is provided in the event description. When business casual or business professional attire is required, students need to wear the required attire for admission to the event. Refer to [Professional Presence](#) for attire guidance.

## **Etiquette**

While participating in Edge events, you represent the Trulaske College of Business and MU to external stakeholders. All participants are held to high standards of professionalism. You are expected to follow all [university rules and regulations](#) as well as the professionalism expectations for each event.

Edge event participants are expected to foster a welcoming and engaging professional environment by being respectful of the facilitator and fellow participants and staying engaged in the event. Distracting behavior (such as cell phone/device use, talking, etc.) or failing to appear professionally engaged on camera for virtual events (i.e. black screen, unprofessional background or attire, etc.) could lead to not earning Edge points. Disrespectful or disruptive behavior is not tolerated.

## **Event Capacity and Check-In**

Event capacity is determined for optimal engagement and learning, both in person and online. Event registration is first come, first served. Many events fill quickly, so plan ahead to participate in events that meet your Edge programming goals. Students on standby or a waitlist will be admitted in the place of any students who do not arrive on time.

## **Confirming Points Earned**

Check your points progress in the [MU Engage app](#) frequently. Once logged in and on the home page, click My Involvement then My Points to see your earned points. You are responsible for confirming points have been added for all events you attend/complete. Students who do not meet Edge event requirements (including appropriate dress, arriving on time, actively engaging, staying for the duration of the event, etc.) **may be allowed to attend the event, but participation will not earn Edge points.**

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## Attendance

Being on time showcases your trustworthiness and reliability. Plan to arrive 10 minutes prior to the start of all Edge events (15 minutes prior for large one-time events) to check-in and be ready on time. After five minutes, you may be admitted, but Edge points will not be earned for attendance. Leaving the event will result in no points awarded.

- Attendance at in-person events:
  - For most in-person Edge events attendance is taken at the beginning of the event and a QR code is scanned at the end of the event (you must be logged into the MU Engage app for the check in to occur.). When scanned correctly, a notice of successful check-in will pop up. Any issues need to be emailed immediately to [Edge@missouri.edu](mailto:Edge@missouri.edu).
  - For some events, a reflection will be required. Submit reflections in MU Engage by the posted due date/time. Points could take up to 15 days to be graded and posted in MU Engage.
- Attendance at virtual events:
  - **Each student** must [Use the SSO login option](#) to log into Zoom using your UM System credentials: [pawprint@umsystem.edu](mailto:pawprint@umsystem.edu). Important: You cannot earn credit by viewing programming with another student who is logged in, since there is no unique attendance record for your own participation. You must log in yourself with your MU credentials.
  - **You must [enter your first and last name](#) in your zoom account or your university pawprint in cases where FERPA protections are desired.**
  - Stay engaged and undistracted, professional, and viewable on camera (with appropriate attire and a professional backdrop) for the event duration. **Students who attend virtual events without video, while doing other activities or with an unprofessional background/attire will not receive Edge points and may be removed from the event.**
  - Participate in all program activities (breakout room, survey, etc.).
  - Confirm your camera works *before* planning to attend an online event. You need to make a conscious effort to show that you are participating, listening and engaged (raising your hand, using the chat feature, completing polls, etc.).

## Academic Integrity

Academic integrity is expected in all aspects of university activities, including Edge events. Suspected academic integrity violations are reported to [Office of Academic Integrity](#) in the MU Provost's Office. Examples of violations that will be reported include (and are not limited to):

- Cheating or misrepresentation of work/attendance at an Edge event or sharing an event QR code with another student.
- Misrepresenting or falsifying one's identity in any way.
- Misrepresenting your full attendance at an event.
- Arriving late and/or leaving an event early while attempting to earn full participation credit.

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## **Appeals**

If you believe you successfully completed an event, but do not see a record of the event in MU Engage, you can submit an appeal within 5 business days after the event. **Appeals that do not follow the process as outlined below and appeals submitted past the deadline are not considered.** Follow this process to submit an appeal:

1. Confirm that you took the required steps at each Edge event to have attendance and event completion documented (i.e. scanned QR code and checked that points loaded in MU Engage, logged into a virtual session with your UM System zoom account on time and remained on camera, etc.).
2. Send an email to [edge@missouri.edu](mailto:edge@missouri.edu) within 5 business days after the event using the subject line: "Points appeal – [fill in event name, event date and time]"
3. In the email, state the reason why you believe your presence was not accounted for at the event, and why points should be awarded.

## **Accommodations**

If you need an accommodation for Edge programming, please email the Edge office at [edge@missouri.edu](mailto:edge@missouri.edu). To receive an accommodation, you must first register with the [Office of Disability Services](#). The Disability Center is the campus office responsible for reviewing accommodation-related documentation and requesting student accommodation(s). Accommodation requests must be completed prior to an accommodated program.

## **Copyright: No Event Recording or Sharing**

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of academic discussions at the university. The policy is described fully in section 200.015 of the Collected Rules and Regulations. **Students may not make audio or video recordings of Edge event 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 programming activities 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 Trulaske Edge and of any participants who are recorded.

## **Discrimination and Reporting**

Edge events are designed to be a welcoming space for diverse individuals with diverse perspectives. We do **not tolerate any form of discrimination or harassment towards any member of our University community.** MU 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. If you experience discrimination, you are encouraged to report the incident to the [MU Office of Institutional Equity](#). You can 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.