

Advanced Professional Development Principles

Business Administration (BA) 3500 - 3 credits | Spring 2025
Robert J. Trulaske Sr., College of Business, University of Missouri
Lecture: Date and Time: Tuesday and Thursdays @ 11:00am, 201 Cornell Hall



Instructor: Tim Hill
Office: 304 Cornell Hall
Email: BA3500@missouri.edu



COURSE DESCRIPTION

Provides a discussion of professional competencies important for success as a business professional. Includes the assessment, communication and development of competencies valued by employers. Graded on A-F basis only. Prerequisites: Must be a BSBA or ACCT_BSACC major.

CONTACT Information



Tim Hill

Course material,
lecture notes

BA3500@missouri.edu
hilltim@missouri.edu



Project Managers (PM)

Grade inquiry, absences,
homework, remote meetings

message in Canvas
Project Manager email



MU Tech Support

IT Question, Canvas issues,
submission trouble, etc...

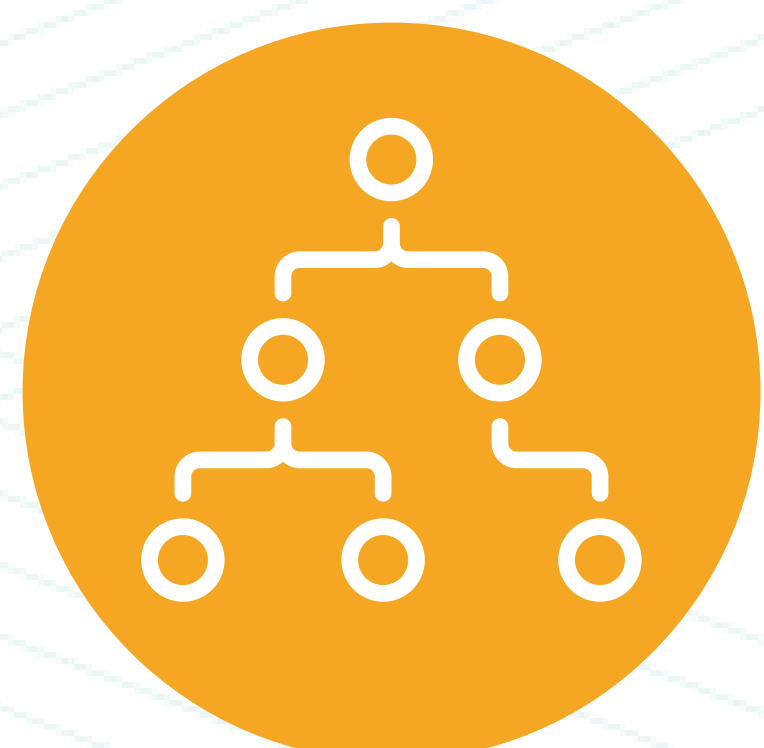
(573) 882-5000;
techsupport@missouri.edu

Resources



- *Dare to Lead by Brené Brown (Required Text)*
 - Brown, B. (2018). *Dare to lead: Brave work. Tough conversations. Whole hearts.* Random House.
- Readings, videos, and resources posted weekly in Canvas
- Microsoft Teams, Microsoft Office suite, and Zoom (available at no additional cost).

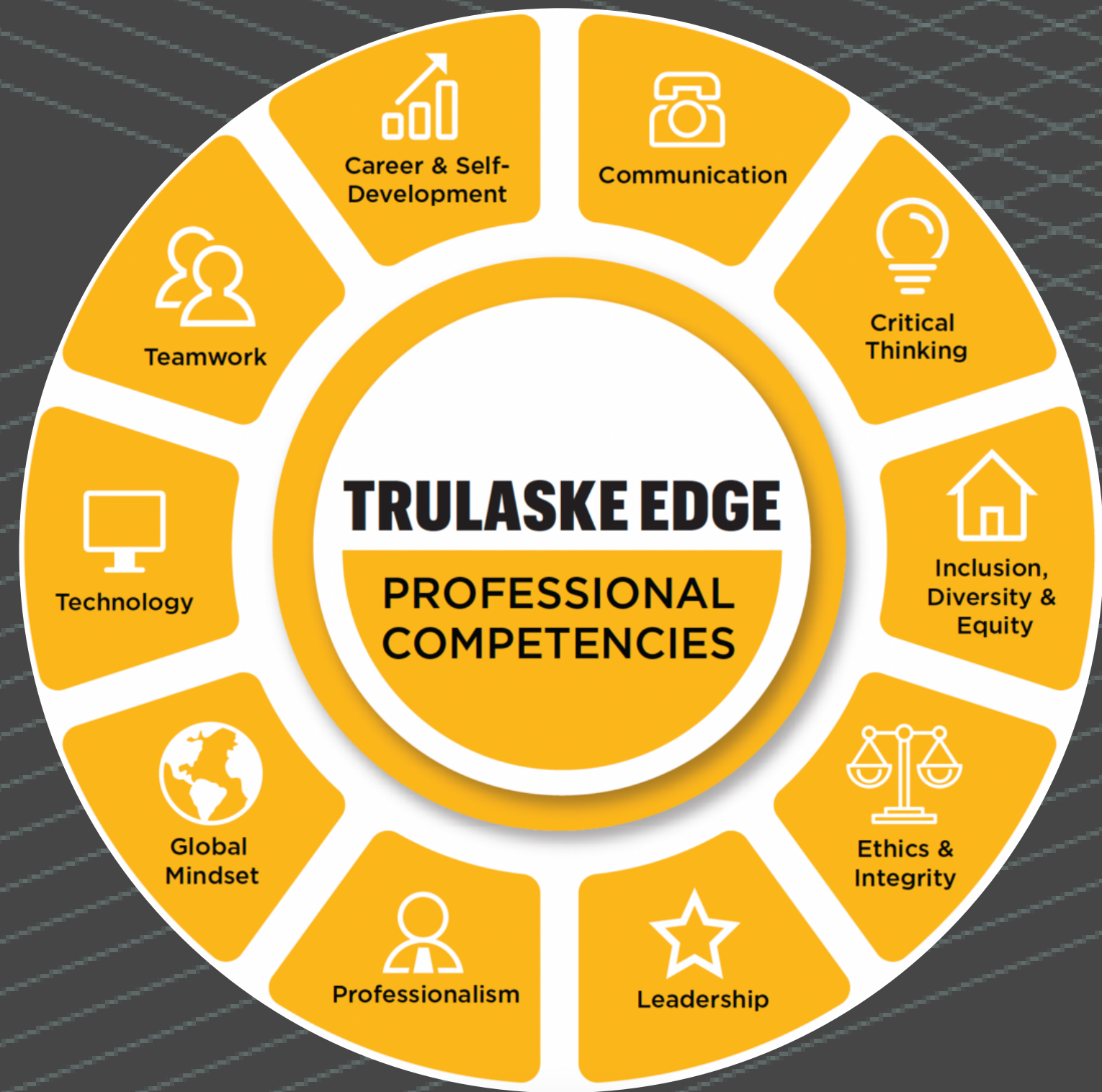
Course Format



Class is comprised of biweekly lectures (Tuesday and Thursday at 11am), readings and weekly exercises & assignments. Along with individual assignments, you will participate in experiential learning through an Organizational Field Experience 2.0 with the Center for Engaged Learning, team projects, and the continued development of your professional portfolio (Resume, Individual Development Plan, LinkedIn profile, etc...).

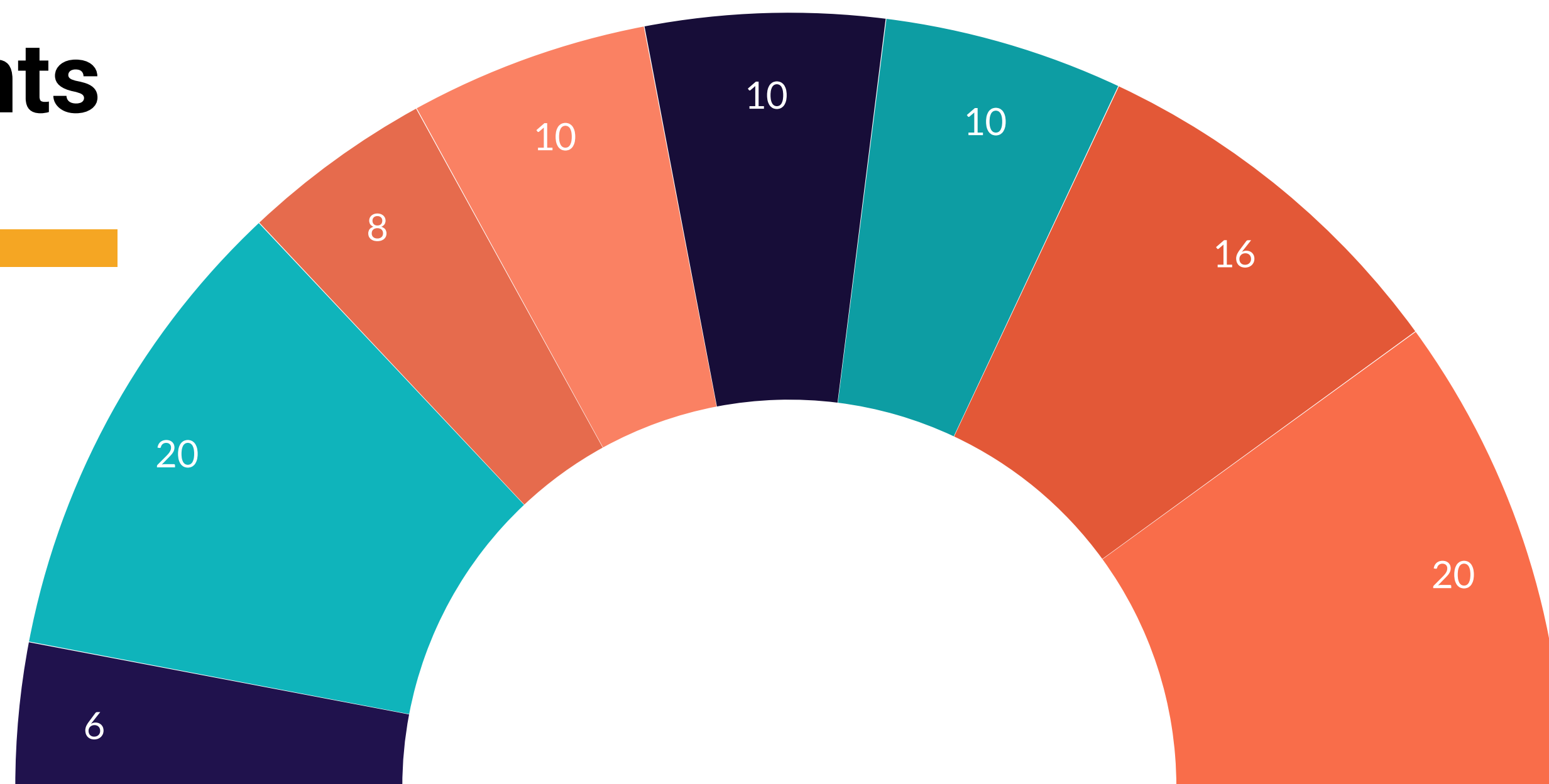
LEARNING OBJECTIVES

BA 3500 is the third course in the Professional 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 the Trulaske professional competencies, especially through a leadership lens and consideration of the following:

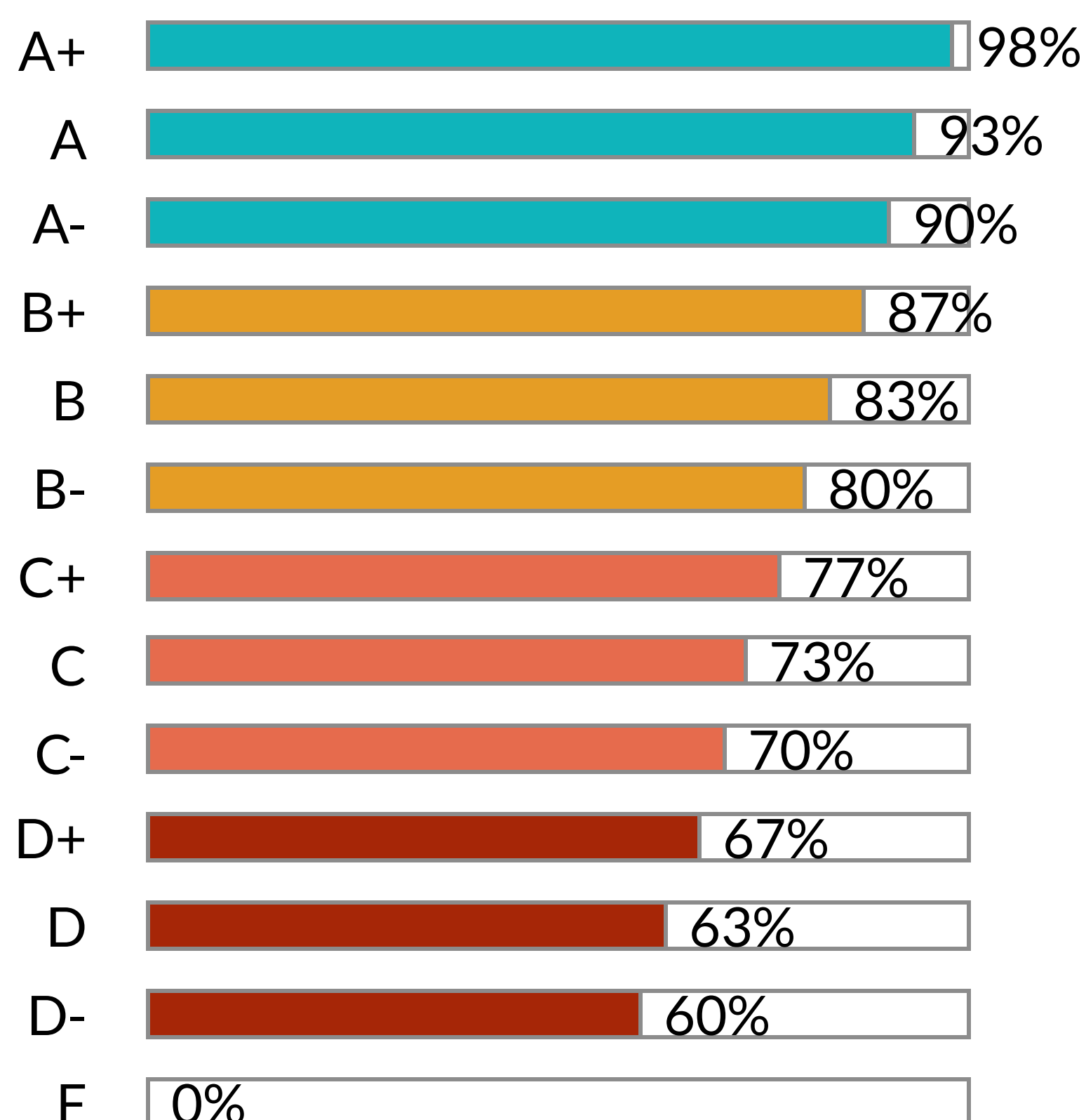


- Demonstrate effective verbal and written communication skills in challenging professional settings.
- Exhibit professional behavior and ethical decision-making in various workplace scenarios.
- Apply critical thinking skills to analyze complex problems and develop innovative solutions.
- Evaluate the effectiveness of different leadership approaches in addressing organizational challenges.
- Reflect on personal strengths and areas for improvement to establish goals and foster continuous development.

Assignments & Grades



- Participation & Professionalism (6%)
- Reading & Reflection Exercises (20%)
- Cover Letter & Resume Update (8%)
- LinkedIn Assignment (10%)
- Midsemester Assessment (10%)
- Letter to a Leader (10%)
- Ethics Case Study (16%)
- Organizational Field Experience (20%)



Participation & Professionalism (x10 @ 3 points)	6%	30 pts
Reading & Reflection Exercises (x10 @ 10 points)	20%	100 pts
Cover Letter & Resume Update	8%	40 pts
LinkedIn Assignment	10%	50 pts
Midsemester Assessment	10%	50 pts
Letter to a Leader	10%	50 pts
Ethics Case Study (Team Assignment)	16%	80 pts
• <i>Case Study Consultation</i>	• 1%	• 5 pts
• <i>Case Report & Presentation</i>	• 12%	• 60 pts
• <i>Group Evaluation</i>	• 3%	• 15 pts
Organizational Field Experience	20%	100 pts
• <i>OFE Placement</i>	• 4%	• 20 pts
• <i>Final Project & Reflection</i>	• 16%	• 80 pts

100% **500 pts**



Key Assignments Overview

Assignments in this class are designed to help you consider professional competencies and skills through a leadership lens and to practice applying those skills through practical and engaging assignments and activities. Key assignment opportunities are outlined below:

Participation & Professionalism (P&P)

You will have the opportunity to earn Participation & Professionalism (P&P) points during class. P&P participation provides regular, low-stakes opportunities to earn easy points throughout the semester. P&P points cannot be made-up or excused but all students get 2 free drops. Point values are kept low, at 3 points per opportunity, so that missing occasional P&P opportunities will have only a minimal impact on your grade. Students who miss more regularly, however, will experience a more significant impact.

P&P will typically be tracked using iClicker. It is your responsibility to ensure your iClicker is correctly synced to Canvas.

If your technology is not working properly on any given class day, you are required to email iClicker responses to ba3500@missouri.edu at the end of that day's lecture. P&P responses will not be accepted late.

To earn P&P credit, you must participate in all P&P opportunities throughout a given lecture. Partial credit is not awarded. If I determine you are not engaging in class at a scholarly level (i.e., videos off, distracted by phone or computer, watching videos, headphones, failing to respond to lecture discussion, sleeping, away from computer, etc...), I reserve the right to remove your P&P credit regardless of participation.

Note: P&P *will NOT be recorded every class period* but at random intervals as the instructor deems appropriate until at least 12 opportunities have been recorded for the semester.

If you attempt to misrepresent your P&P or that of another student, it will be treated as academic dishonesty and result in serious consequences, including failure of the course.

Reading & Reflection (R&R) Exercises

We will have regular exercises to reflect on reading and course materials. Exercises may include discussion boards, quizzes, worksheets, or other forms of engagement that allow you to demonstrate understanding and reflect on course concepts in light of your own leadership and professional development. Exercises will utilize Brown's *Dare to Lead* text, course content and supplemental readings posted in Canvas. R&R exercises will not be eligible for late submission. Students who fail to submit R&R Exercises on time will receive a zero for that assignment. The lowest score for exercises will be dropped allowing everyone one missed exercise for any reason (illness, work, interview, etc.).

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 and complete a series of networking activities to help you build your network to prepare for internship and job opportunities.

Midsemester Assessment

The midsemester assessment will be an opportunity to demonstrate your learned knowledge to that point, assess your performance in the OFE 2.0 as related to Trulaske's Professional Competencies, and establish continued goals for your professional development.





Key Assignments Overview

Letter to a Leader



You will interview a professional who has significantly influenced you as a result of their leadership, then write a letter to that person regarding their leadership and what you learned through your interview. In your letter, you will identify the leadership qualities you admire in this person and describe how they have impacted your life. Reflect on their leadership style, character and integrity, and consider the traits you would like to emulate in your own leadership journey. This assignment will help you recognize and appreciate effective leadership while also guiding your personal development as a future leader.

Ethics Case Study Assignment

You will work with a team of peers to respond to an ethical case study and present an ethical solution. This will require peer collaboration including participation in-person and virtual meetings to develop write-up and presentation.

Organizational Field Experience 2.0

The organizational field experience (OFE) 2.0 will be coordinated through MU's Office of Community Engaged Learning (CEL). In this experience, you have the opportunity to apply professional competencies while gaining work experience! You will be matched with an organization by CEL and will be **expected to devote a minimum of 20 hours** to the organization outside of scheduled class time.

CEL will visit our class during week 2 to discuss their office, the intention of the program, and your next steps to get matched with an organization and begin your experience. Students will receive feedback from a representative of the organization twice during their experience (midway and at the conclusion of the experience). Students' grade on the field experience will take into account their field experience supervisor's evaluation of their performance.

Assignments associated with OFE 2.0:

- OFE Placement Confirmation - submitted by your supervisor after you have made initial contact and agreed upon the terms of your OFE (20 pts)
- Final Project & Reflection - Reflects on experience in context of course material (80 pts)

These assignments will be introduced in lecture; however, it will be your responsibility to review each assignment overview, rubric, and other supporting material available via Canvas for details about the assignment.

Your grade on the final presentation will reflect success/failure in meeting the hour minimum requirement. Your OFE final project grade will be modified as follows:

Final presentation grade * (# of hours you served up to 20/20)

- Final projects cannot earn more than 100% of the grade you earned based on hours served (In other words, while your presentation will be reduced if you work less than the required hours, it cannot be improved by working more than required hours).

Your grade on the final presentation will reflect supervisor evaluations.

- Your presentation grade will be modified if you receive an overall "poor" evaluation from your supervisor as follows:
Final presentation grade * .75

If you do not meet hour minimum standard and receive an overall "poor" evaluation, you will receive a 0 on your final project.

CEL requires students to complete a site evaluation at the conclusion of your experience. **This site evaluation is due on 3.9.24 (submitted to CEL). You will be penalized 15 points on your final OFE project if it is late.**

OFE placement and organization questions should be directed to CEL. Questions about the assignment associated with the OFE should be directed to your professor or your BA 3500 PM.





Additional Information & Teaching Team

Team Communication

When Team assignments are required, meetings, activities and communication stays within MS Teams, including chats/texts, file sharing, etc.

Why do we use MS Teams?

- MS Teams is a university supported platform that is FERPA compliant. It ensures security standards for student data and company confidential information.
- 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 regular activity in teams, we assume you are not participating. If you are highly active, we see that you're a strong contributor!
- **Your PM and instructor are important members of your 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.



Bottom line: Do not use texting, GroupMe, or other platforms for project-specific correspondence. Project information shared outside of university supported (or otherwise approved) software will result in a grade deduction.

And of course: This is a class, in part, on professionalism. Please act professional on your calls and remember they are recorded. Disrespecting another team member, PMs, faculty, or the client will not be tolerated and will result in a loss of points and possible disciplinary action.

Teaching Team

Project Manager (PM): Your PM is a current graduate student who is here to help with course assignments, offer professional mentorship (current graduate student), and oversee individual and collaborative opportunities. Your PM is your go-to person for questions about class content, assignments, grades, project guidance, etc. Please get to know your PM throughout the semester.

NAME

Jack Bartley

Emily Brockmann

Jack Burton

Blake Conrad

Lauren Guest

Masen Hornberger

Sam Kushmier

Hannah Lee

Taylor Siebert

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COURSE POLICIES & EXPECTATIONS



Homework must be submitted through Canvas by the deadline specified. Unless otherwise stated in the assignment, all homework is to be completed individually and must be submitted as a Word (.doc or .docx) document. **As an MU student, you have free access to Microsoft Office 365 and should be in the habit of using this as a business student.** [Get Office 365 for free!](#)

You are responsible for submitting the correct assignment by the provided deadline and ensuring it is received in Canvas.

If you submit the wrong document (i.e., incorrect assignment, rubric, template, blank or inaccessible document, etc...) or no document is received, you will receive a 0 on the assignment. If you think you submitted an assignment but it does not show on Canvas by the deadline, you will receive a 0 on the assignment regardless of intent.

Always preview your submissions in Canvas!

In an emergency (*death in the family, medical emergency, or submission issue out of your control*), homework may be submitted to your PM or Professor via e-mail before the deadline. Turning in an assignment as a Canvas comment is not an acceptable form of submission unless directed to by instructor.

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Late homework will not be accepted for full credit. You will receive a 20% deduction on your assignment per day late, beginning at the first second it is late according to the Canvas system.

If you have circumstances (*death in the family, medical emergency*) that affect your ability to complete the homework, please contact your Lab Instructor **at least 1 day in advance** of the due date.



Technology is not always perfect. If you experience issues submitting through Canvas, it is your responsibility to email the assignment to your PM BEFORE THE ASSIGNMENT DEADLINE! If you email after the deadline or do not include your assignment when emailing, it will be treated as late.

Canvas deadlines are hard deadlines. If something is due by 11:59pm, that means before 11:59:00pm. If it is even 1 second late, Canvas will mark it as late and you will be graded accordingly. In other words, if you are submitting AT 11:59pm (instead of before), the assignment will be marked late by Canvas and automatically reduced or not accepted.

While you are welcome to wait until the last minute to submit an assignment, doing so removes your safety net should you encounter an issue. Always submit early to ensure you can address any circumstances that may come up.

Early communication is key. *When you reach out early about an issue (personal or technical), we can usually find a solution. If you wait until after the deadline to communicate, you will be held to the assignment and syllabus expectations.*

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If you have a question or concern about the grading of a homework assignment, quiz, or other graded material, you must follow up with your PM via email or discussion within 5 days of the grade being posted (unmuted) in Canvas.

After 5 days, all grades are considered final. Initial inquiries should begin with your PM, but if you have additional concerns, you can set a student appointment (via MU Connect) with Tim. All inquiries are considered closed if 5 days have passed without additional communication, response, or follow-up.

Grades are earned, and final grades are not rounded up at the end of semester.

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Unless otherwise stated, students are expected to complete all assignments, quizzes, and exams on their own. Assistance from other students, online resources, or external materials is prohibited unless pre-approved by the instructor. Students needing assistance on assignments should reference the textbook, lecture notes, meet with the lab instructor, or schedule an office hour appointment with the instructor. Students found to have used unapproved resources, misrepresented another's work as their own, shared their work with another student, or otherwise violated MU's Academic Integrity policy will be subject to failure of the assignment (forfeiting the opportunity to drop when possible) and possibly the course.



**GRADE
INQUIRY**

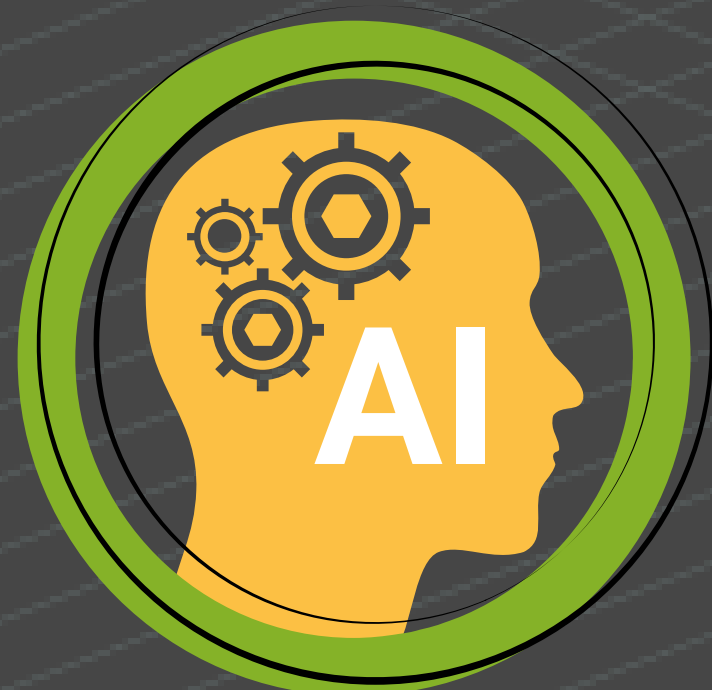


"PROFESSIONALISM STARTS WITH BEING CONSISTENT AND DEPENDABLE. IF YOU FAIL TO SHOW-UP CONSISTENTLY, YOU DO YOURSELF, YOUR PEERS, AND YOUR INSTRUCTORS A DISSERVICE!"

You will have the opportunity to demonstrate your engagement through weekly participation in class, discussion boards, group assignments, and the OFE 2.0. During these opportunities, you are expected to put your most Professional foot forward through timely communication, thoughtful reflection, and active engagement.

To earn points through these opportunities, you must be present, prepared, and engaged. If I or your PMs or OFE 2.0 supervisors determine you are not engaging in opportunities at a scholarly and professional level (i.e., videos off, distracted by phone or computer, watching videos, headphones, failing to respond to discussion, sleeping, away from computer, not thoughtful or sincere in reflection, showing up late, leaving early, not properly prepared or dressed, etc...), you will receive a 0 or be dismissed.

To make our class successful, we all need to show up and give our best to the assignment. By buying into the opportunities and professional experiences you'll be introduced to this semester, you create a rich and rewarding experience for you and your peers. Thank you for making this a priority every week.



In all academic work, the ideas and contributions of others must be appropriately acknowledged. AI tools, including ChatGPT, are permitted in this course for certain assignments, and specific instructions will be included with these assignment. Identify any writing, text, or media AI generates when submitting work.

If you are uncertain if AI is permitted in an assignment, ask your PM or professor.

Students should indicate how AI tools informed their process and the final product, including how AI-generated citations were validated. Failure to properly acknowledge AI-generated contributions will be treated as academic misconduct.



ADA RESOURCES

If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me, or if you need to make arrangements 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, alternative attendance format), please establish an accommodation plan with the [MU Disability Center](#), S5 Memorial Union, 573-882-4696, and then email me your [accommodations form](#) or schedule a meeting with me of your eligibility for reasonable accommodations. For other MU resources for persons with disabilities, click on "Disability Resources" on the MU homepage.

OOPS!

While professionalism requires consistent attention to deadlines, we also want you to have space to grow and put in your best work. The **Oops! appeal** is a one time opportunity to request late submission access for an assignment you received a 0 on because you forgot about it, had an issue submitting, or submitted a document that couldn't be graded (wrong doc, format, etc.), or to reduce a late penalty for an assignment you submitted late.

- Cannot be used for a quiz, group assignment, exam, or R&R exercise.
- Must be submitted within 5-days of grade posting for submitted work that can't be graded (timeline may be shortened at instructor's discretion, such as end of semester)
- Will incur a 10% penalty

Once you've used your **Oops! appeal**, you cannot undo it or choose to put it towards an alternative option later. Please review the syllabus for the regular late policy.

After submitting your Oops! appeal in Canvas (first module), you must also email BA3500@missouri.edu so we can review your appeal and determine if resubmission is possible.

Tim's Student Hours

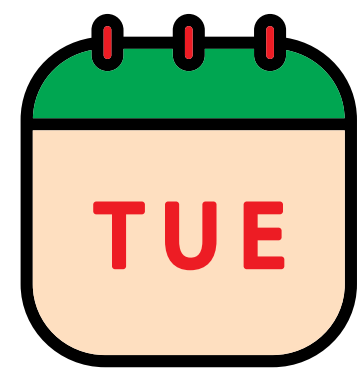


By appointment via MU Connect availability on Wednesday afternoons



304 Cornell Hall

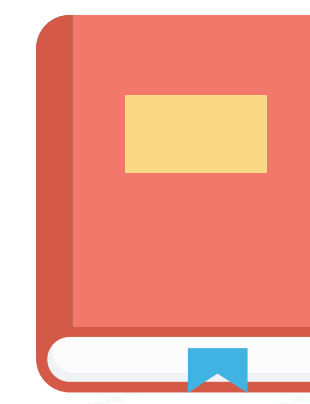
CALENDAR



Tuesday



Thursday



Reading & Reflection Exercise



Assignments

Week 1 1.21 - 1.25

Welcome to BA 3500 - Course Overview

Field Expert: Using AI to Enhance Your Resume and Cover Letter

Syllabus
R&R Exercise #1

Begin Cover Letter and Resume Update (due week 2)

Week 3 2.2 - 2.8

Self-Awareness and Leadership

Field Expert, OFE 2.0

DTL, pages 17-52
R&R Exercise #3

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Week 5 2.16 - 2.22

Emotional Intelligence, Empathy, and Leadership

Field Expert, OFE 2.0

DTL, pages 70-117
R&R Exercise #5

Continue LinkedIn Assignment

Week 7 3.2 - 3.8

Professionalism and Work Ethic

Attend the **Career Fair**

R&R Exercise #7

By 5pm Friday: LinkedIn Assignment
Begin Letter to a Leader Assignment (due week 11)

Week 2 1.26 - 2.1

Leadership and Influence

Organizational Field Experience (OFE) 2.0 Introduction with Office of Community Engaged Learning (CEL)

Dare to Lead (DTL), pages 1-15
R&R Exercise #2

By 5pm Friday: Cover Letter and Resume Update

Week 4 2.9 - 2.15

Communicating as a leader

Technology - Tools to Develop Your Network and Career Capital

DTL, pages 52-69
R&R Exercise #4

Begin LinkedIn Assignment* (due week 7)

**Important to start early! You will not be able to complete everything if you wait until deadline.*

Week 6 2.23 - 3.1

Leading through Conflict

Field Expert, OFE 2.0

DTL, pages 118-152
R&R Exercise #6

Continue LinkedIn Assignment

Week 8 3.9 - 3.15

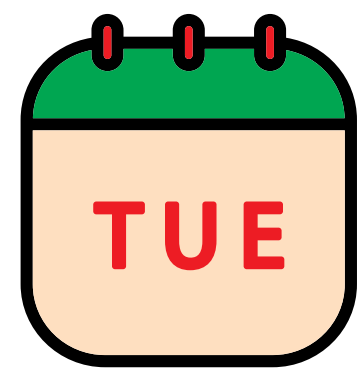
Creating and Communicating a Compelling Vision

Field Expert, OFE 2.0

DTL, pages 152-163
R&R Exercise #8

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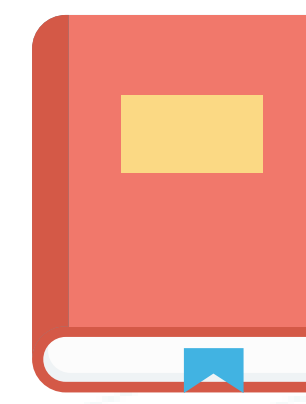
CALENDAR



Tuesday



Thursday



Reading & Reflection Exercise

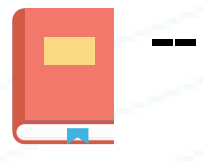


Assignments

Week 9 3.16 - 3.22

Midsemester Assessment

OFE 2.0



Midsemester Assessment (in-class)

Week 11 3.30 - 4.5

Critical Thinking and the Case Study Experience

Field Expert, OFE 2.0

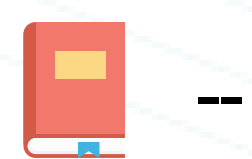
DTL, pages 164-181
R&R Exercise #9

By 5pm Friday: Letter to a Leader Assignment
Begin Case Study Assignment (due week 14)

Week 13 4.13 - 4.19

Communication - Presenting with Poise and Persuasion

Case Study Group (Workday)



By 5pm Friday: Case Study Consultation* (Schedule with PM).

Week 15 4.27 - 5.3

Overcoming Setbacks and Fostering Resilience

Field Expert, OFE 2.0

DTL, pages 239-272
R&R Exercise #12

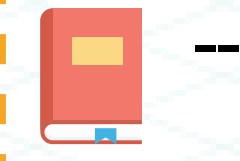


CALENDAR NOTE IMPORTANT

Week 10 3.23 - 3.29

No Class - Spring Break

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Week 12 4.6 - 4.12

Teamwork and Collaboration

Case Study Group (Workday)

DTL, pages 183-217
R&R Exercise #10



Week 14 4.20 - 4.26

Adaptability and Learning Agility in Leadership

Case Study Group (Workday)

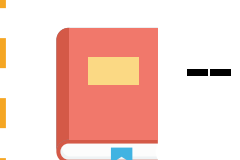
DTL, pages 219-238
R&R Exercise #11

By 5pm Friday: Ethics Case Study Report and Presentation

Week 16 5.4 - 5.8! (End of Semester)

Future of Work

Field Expert, OFE 2.0



By 5pm Friday: OFE Final Project

Schedule reflects class activities and deadlines. Activities and Deadlines may change to reflect course needs, such as speaker schedules or OFE 2.0 deadlines via CEL. You are responsible for any updates shared in Canvas, class, or instructor communications.

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 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 or 573-882-6638, or go to 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.

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. No students may post copyrighted course material (all) on external sites.