The Professional Development Program is comprehensive in its approach to ensuring that all undergraduate students graduate with a wide range of competencies that are necessary for success in an increasingly competitive and global world. This innovative program provides students with the opportunity to:

- Attend a wide range of panel discussions; conferences; and presentations by industry executives, successful entrepreneurs, thought leaders, and power players in government and other influential organizations.
- Participate in skill-building seminars and hands-on events such as etiquette dinners and mock interviews.

Successful completion of the program is a graduation requirement. It is the responsibility of the student to ensure they have met all PDP requirements in advance of graduation or application for the upper level. Students can track points and workshops attended by logging into the mobile-friendly MyPoints system at business.missouri.edu/MyPoints.

PLEASE NOTE: The complete PDP calendar is posted at the beginning of each semester. Although there are occasionally a small number of additions during the semester, students should plan to earn their points based on the posted calendar and not assume any additions will be made.

**Accommodations**

If you need accommodations because of a disability, please inform the PDP Director (Michelle Kemp, kempms@missouri.edu or (573) 884-2007) immediately. To request accommodations, students must also register with the Office of Disability Services (http://disabilityservices.missouri.edu), S5 Memorial Union, (573) 882-4696. It is the campus office responsible for reviewing documentation provided by students requesting accommodations and for accommodations planning in cooperation with students and instructors, as needed, and consistent with course requirements. For other MU resources for students with disabilities, click on “Disability Resources” on the MU homepage.
**Attendance**

Students must arrive on 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 PDP 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” events (workshops that are repeated throughout the semester). 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 PDP point opportunities will have greater demand than capacity allows. It is highly recommended that students are intentional in planning out their PDP opportunities to avoid waiting so late in the semester to attend events. However, the PDP department sets up a reservation system during this time to help students who attend workshops during the last two weeks to negate waiting in line for a seat. See “**Reservations**” and “**Capacity**” sections below.

**Attire**

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 on any calendar event. In cases where either business casual or business professional attire is required, please note that students will not receive PDP points if they are not appropriately dressed. Students can refer to the **Dressing for Success in Business** page on the TCoB website for specific guidance regarding dress.

**Blackboard**

As of January 2016, Blackboard is no longer the place for students to find their PDP record. Students can navigate to [business.missouri.edu/MyPoints](http://business.missouri.edu/MyPoints) and enter pawprint and password to log into the MyPoints system. See “**MyPoints**” section below.

**Calendar**

The official PDP offerings are listed on the Trulaske College of Business website, at [business.missouri.edu/calendar](http://business.missouri.edu/calendar). The calendar shows all of the events for Trulaske College of Business (TCoB); students can click on the “Professional Development
Program” filter under “Event Types” in order to view a list that is exclusively points-eligible PDP events.

Each semester, the calendar will be posted. With a few exceptions, the calendar in its entirety will be posted at the beginning of the semester. On rare occasions, events may be removed due to cancellation or inclement weather/illness, or added. Any changes to the schedule will be posted immediately. Students should not plan on any additions to the schedule as they are not guaranteed.

**Capacity**

All workshops are limited to the stated capacity of the room. Additional seating may not be added. This is due to safety concerns as well as the desire to manage workshop size. Near the end of each semester, capacity is sometimes reached. Students will not be permitted to attend if they arrive after capacity is attained. In cases when capacity is reached prior to the announced start time, the facilitator may elect to begin early.

Students are encouraged to earn points prior to the end of the semester and to arrive early. **No accommodations will be made to override capacity, change location for larger capacity, or give preference for seating.**

**Etiquette**

Students are expected to behave appropriately during PDP 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.

Students are expected to practice professionalism by attending the full event without interruption. Leaving the room for reasons such as going to the bathroom, taking a phone call, etc. will result in no PDP points awarded for that workshop. Workshop/event participation is a key factor in gaining knowledge from the PDP program. Most workshops are 50 minutes long; missing five minutes of a workshop means missing 10% of the content.

**Honesty**

According to the MU Faculty Handbook, academic dishonesty is an offense against the University. A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is relevant to the evaluation of the student's level of performance, and is a
basis for disciplinary action by the Provost's office. Please see: http://facultycouncil.missouri.edu/handbook/article-6.html if you have questions.

Falsifying check-in information and/or leaving an event before completion with the intention of receiving points are examples (but not a complete listing) of incidents of academic honesty in PDP. Academic dishonesty will be reported to the office of the Vice Provost.

Email Verification

An email verification system is in place to give students a courtesy notification that their attendance has been recorded. The courtesy email will be sent for most – but not all – PDP events attended. The email is a confirmation of a check-in ONLY; it is not proof of attendance or a guarantee that points will be awarded. The Professional Development Program office reserves the right to make the final determination of points eligibility, regardless of student check-in status. Please refer to the "MyPoints" section of this syllabus for information on how to view and track points earned. Students who do not properly complete a PDP session (for instance, students who exit early or are disruptive to the learning environment) will not receive points for the session in question.

Event Check-In

It is the student’s responsibility to take appropriate steps at each PDP event to have their presence documented in order for their attendance to officially count toward their PDP points total. In most cases, students will attend a PDP workshop and have their student ID card scanned upon exiting the event. The process for documenting student attendance may vary due to factors including size, location, expected turnout, and timing of various points-earning opportunities. Occasionally, students may be asked to physically sign an attendance sheet and/or scan both in and out of an event.

Missing Points

Please check your PDP points often. Events should appear in a student’s MyPoints record almost immediately for card-swipe events, or within 5-7 business days in the case of a non-direct-swipe event (for instance, if another department will be sharing the attendee list with PDP). If you believe you have attended an event, but do not see a record of the event in MyPoints, please contact the PDP office as soon as possible. It is the student’s responsibility to take appropriate steps at each PDP event to have their presence documented in order for attendance to officially count toward their PDP points total.
In the instance that an event does not appear in the MyPoints record, students may submit an appeal to the PDP office by the end of the semester in which an event occurred. After the semester ends, appeals for events that occurred during that semester will no longer be considered. Points will only be awarded in cases where attendance can be confirmed by locating the record.

MyPoints

An online system called “MyPoints” is used to track student PDP point progress. The tracking process is triggered when a student ID is entered into the system (most often, when the ID is swiped in or out of a PDP event). MyPoints sends an immediate email to the student to confirm the system entry. A student’s entire PDP point progress is viewable in a mobile-friendly online portal at business.missouri.edu/MyPoints.

An email verification system is in place to give students a courtesy notification that their attendance has been recorded. The courtesy email will be sent for most – but not all – PDP events attended. The email is a confirmation of a check-in ONLY; it is not proof of attendance or a guarantee that points will be awarded. The Professional Development Program office reserves the right to make the final determination of points eligibility, regardless of student check-in status.

It is the student’s responsibility to check MyPoints to ensure points are accurate.

Newsletter

Students are encouraged to check their student email for the weekly joint newsletter from PDP and Advising. This e-newsletter provides information about upcoming PDP point opportunities and provides additional announcements.

Priority Admittance

The Professional Development Program is intended for – and financially supported by – students who are officially enrolled in Robert J. Trulaske, Sr. College of Business (TCoB). Priority for scheduling, seating, and admittance of PDP events will be accorded to students currently enrolled in TCoB. Students who are not enrolled in TCoB may be asked to leave, regardless of reservation status or arrival time. The PDP office is not obligated to admit or track attendance for students who are not enrolled in TCoB at the time of an event.

Repeating Events
Students are welcome to attend a workshop more than once. However, students will NOT receive additional points for attending the same workshop multiple times. 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 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**

Lower level students must earn a minimum of 70 PDP points (attend approximately 7 50-minute events) in order to complete the PDP requirements to be accepted to 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 PDP points can be earned while in the Lower Level.

**Freshmen entering college FALL 2016 and after** will be awarded 30 of the 70 points after successful completion of the BA1500 course. Those points will appear on the MyPoints record as (1) PDP 101 Journey Map, (2) Resume 101 and (3) TCoB Professional Expectations. Therefore, freshmen entering college FALL 2016 and after should not attend those particular stand-alone workshops.

Once admitted to the Upper level, students must continue to earn PDP points. A total of 200 PDP points are required in order to complete the PDP points requirement for graduation. There is no maximum number of points that students are allowed to earn; students are welcome to continue to benefit from PDP workshops after their requirements are met.

**Reservations**

Some events require an advance reservation in order to attend. This is intended to provide ample opportunity for students to secure seating, allow for special considerations such as food service, and manage capacity issues. Events that require a reservation will be designated as such in the event description and will include reservation details and instructions within the calendar listing.

**RESERVATIONS ARE STRONGLY ENCOURAGED FOR ALL PDP EVENTS DURING THE LAST TWO WEEKS OF THE SEMESTER.** Points opportunities are in high demand during this time, and ALL workshops will admit students with reservations first. Students without a reservation are often likely to be admitted, and are welcome to queue up for admittance on a first-come, first-in basis. All sessions will be allowed to fill ONLY to the safe room capacity that allows for learning without overcrowding.

Students may be asked to present their reservation ticket and/or a form of photo ID to enter the event and must still meet all other requirements for the event to be awarded.
points. A reservation does NOT guarantee a seat if the student arrives after the published start time of the event.

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. The PDP office reserves the right to close reservations for an event up to three business days prior to the event date.

**Self-Scheduled PDP Point Opportunities**

Students have several unique opportunities to earn PDP points that allow for scheduling flexibility.

**One-on-One Workshops with Business Career Services**

Up to 20 points may be earned for two different workshops (10 points per), each scheduled in advance with Business Career Services (BCS). Students can complete both “Cover Letter” and “Managing Your Job Search” by making individual appointments through BCS. Advance registration and preparation is required. Special attention needs to be paid to blackout dates for scheduling with BCS, and to cutoff dates for when points will count toward a specific semester. Submissions after the deadline will have points awarded to count toward the following semester. Details are available on the [Professional Development Program page on the TCoB website](#).

**StrengthsQuest Assessment & Reflection**

Students may also earn 15 PDP points for completing the StrengthsQuest assessment and submitting a reflection paper. StrengthsQuest papers may be submitted to the PDP office at any time. However, special attention needs to be paid to cutoff dates for when points will count toward a specific semester. Submissions after the deadline will have points awarded to count toward the following semester. Details are available on the [Professional Development Program page on the TCoB website](#).

**Status Updates**

Students will receive regular communication from the PDP office in regards to their point status. All students will receive an email indicating their current standing (total points earned and completion of required workshops) at the beginning of each semester. Students will receive additional updates throughout the semester they apply for the upper level and apply for graduation.

If you have a discrepancy with the information provided on your status update, please contact the PDP office.