

Syllabus for PDP Professional Development Programming

*The Joint Office of Business Administration
and the Professional Development Program*
Cornell Hall 304
(573) 884-2007
mubuspdp@missouri.edu

Veronica Salmons

Programming Coordinator
573.882.0475

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.

The Professional Development Program takes students beyond the foundational knowledge gained in the BA course series (BA 1500, BA 2500, BA 3500) and helps students prepare for BA 4500 internship course opportunities and the professional world beyond. This innovative program provides students with the opportunity to attend a wide range of panel discussions; online experiences; conferences; and presentations by industry executives, successful entrepreneurs, thought leaders, and power players in government and other influential organizations.

Successful completion of the Professional Development Program is a graduation requirement. It is the responsibility of the student to ensure they have met all PDP requirements in advance of cut-off dates for maintaining admittance into the upper level or graduation.

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 programming calendar of events (organized by the PDP department) is posted at the beginning of each semester. There are a number of additional events posted during the semester (as other organizations/departments request official PDP status for events they are hosting).

Accommodations

If you need accommodations because of a disability, please inform the PDP Director immediately. To request accommodations, students must also register

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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" 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 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 throughout the semester to help students 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

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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 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. 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 in-person sessions 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. There are various times during the semester that full capacity is reached. Students without a reservation 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

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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. Many sessions are a mere 50 minutes long; missing five minutes 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.

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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 an in-person 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 programming 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 an online or 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.

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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.

Online Programming

A large variety of PDP programming is available for students to engage completely online. Students must make a reservation for online programming at least seven (7) days before the start date of an online session.

Each online session lists the estimated time requirement and PDP points earned for successful completion within the TCoB Calendar of Events listing.

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 PDP points).

More information about online programming can be found in the PDP Programming FAQ's at business.missouri.edu/PDP.

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.

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Repeating Events

Students are welcome to participate in a PDP session 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 are (1) enrolled in the Trulaske College of Business and (2) 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 Development Program progress is tracked with points earned for successful participation in a variety of professional development experiences.

Lower level students must earn a minimum of 70 PDP points in order to complete the PDP requirements 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 PDP 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 PDP points are required in order to complete the PDP points requirement for graduation. There is no maximum number of points that students may earn; students are welcome to continue to gain professional development competencies after their requirements are met.

Reservations

All events hosted by the PDD office offer advance reservation. 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 offer a reservation will give a link to the reservation system within the event details on the TCoB Calendar of Events.

RESERVATIONS ARE STRONGLY ENCOURAGED FOR ALL PDP EVENTS DURING THE LAST TWO WEEKS OF THE SEMESTER. Sessions 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

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admittance on a first-come, first-in basis. The reservation system allows a waitlist of up to 20 attendees. 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 for any reasons deemed necessary by the PDP Director.

Find more information about reservations on the PDP Programming FAQ's link at business.missouri.edu/PDP.

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.