

Syllabus for PDP Professional Development Programming



Professional Development Program

Robert J. Trulaske, Sr. College of Business
University of Missouri

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About the Professional Development Program

The Professional Development Program (PDP) 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 experience a wide range of learning opportunities, both in-person and online.

Opportunities include panel discussions; exposure to trending business topics; conferences; and presentations by industry executives, successful entrepreneurs, thought leaders, and power players in government and other influential organizations.

Student Accountability as an Instrument of Professional Development

Successful completion of the Professional Development Program is a graduation requirement. It is a mission of the Trulaske College of Business to prepare students for success as global citizens, business leaders, scholars, innovators and entrepreneurs.

Practicing professionalism and personal accountability is a major milestone in student preparedness; therefore, **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.

Syllabus for PDP Professional Development Programming

General Information for all Students and Event Types

Professional development programming is open to any undergraduate student enrolled in the Robert J. Trulaske, Sr. College of Business. Students may choose to participate in both in-person and online events, regardless of traditional or online student status. In other words, all PDP programming is open to all TCoB undergraduate students.

Accommodations

If you need accommodations because of a disability, please inform the PDP Director immediately by email to mubusdpd@missouri.edu. To receive 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.

Calendar of Events

The official listing of PDP offerings is on the Trulaske College of Business website, at business.missouri.edu/calendar. The calendar shows events for all of 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. There is no printed listing of events.

Each semester, the calendar will be posted prior to the first official day of coursework. With a few exceptions, the calendar in its entirety will be posted at this time. On rare occasions, events may be removed due to cancellation or inclement weather/illness. New events may also be added. Any changes to the schedule will be posted immediately to the calendar and noted on the PDP Twitter account @MIZBIZ_PDP. Students should not plan on any additions to the schedule, as they are not guaranteed.

Syllabus for PDP Professional Development Programming

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://faculty council.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 dishonesty in PDP. Academic dishonesty is reported to the office of the Vice Provost.

Missing Points

Please check your PDP points often. Events should appear in a student's MyPoints record almost immediately for most in-person events, or within 15 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 or successfully completed 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 for each PDP event to have their participation officially count toward their PDP requirement.

In the instance that an event does not appear in the MyPoints record, students may submit an appeal to the PDP office within five days of notification (notification is different for in-person and online, see "*Points - Appealing*" within the specific event type for more information). Appeals submitted past the five-business-day period will not be considered.

MyPoints

An online system called "MyPoints" tracks student PDP progress. Students can view a complete record of events attended and points earned by logging in with pawprint and password at business.missouri.edu/mypoints. Students are encouraged to check their MyPoints record often.

Notifications

Syllabus for PDP Professional Development Programming

Programming changes and other notifications are announced via Twitter @MIZBIZ_PDP. Students who do not have a Twitter account – or do not wish to follow the PDP office – can easily view this information by navigating to https://twitter.com/mizbiz_pdp. Notifications include programming additions, cancellations, deadline changes and other important or helpful information regarding professional development.

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 total 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

Be sure to review detailed reservation sections for in-person and online events for important information. All events hosted by the PDP office offer advance reservation. This is intended to provide ample opportunity for students to secure a “seat,” allow for special considerations such as food or materials, and manage capacity issues. Reservation details and timelines are different for online versus in-person events; see specifics in each category below. Events that offer a reservation will give a link to the reservation system within the event details on the TCoB Calendar of Events.

Organizing Party

The BA/PDP office is the organizer for the majority of PDP events. When this is the case, event check-in, timeline for processing PDP points and other event details

Syllabus for PDP Professional Development Programming

will be as outlined in this PDP Programming Syllabus.

It is possible for an event with a different organizing party to be sanctioned as an official PDP point opportunity. When this is the case, the office/organization for the specific event will be noted in the official TCoB Calendar of Event listing. Procedures for event registration, check-in, timeline for processing PDP points and other event details may be different from typical PDP sessions. Students will need to refer to information in the body of the calendar event, emails from the event organizer or contact the PDP office for possible further information or instructions. *NOTE: while some details may vary, there will be no change regarding (1) the students' responsibility to take appropriate steps to have their participation documented in order for attendance to officially be recorded (2) the five-day deadline for appealing a points decision, and (3) specifics for any minimum attire requirement.*

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 at the beginning of each semester. Students will receive additional updates throughout the semesters 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.

Online Programming

A large variety of PDP programming is available for students to engage completely online. Online opportunities can be more rigorous than student expect, as the online platform allows students to have a “deeper dive” into current business trends, access expansive materials and tap into ideas from thought leaders around the globe.

The majority of online sessions will take place on the Canvas online learning platform. A “Requirements & Expectations” section exists within each session

Syllabus for PDP Professional Development Programming

that details the exact criteria for successful completion (students must meet this criteria in order to earn PDP points).

Attendance

An advantage of the online platform is flexibility. Students may access online materials at any point from the posted start to end time of the event (as an example, the majority of online events will open Monday at 8 a.m. and close on the following Sunday at 11:59 p.m.) It is highly recommended that students review the "About this Event" and "Requirements & Expectations" sections of the event description and then schedule enough time on their calendar to successfully complete an online event.

Capacity

All online sessions are limited to the stated capacity of the session. Session capacity varies, as it is based on factors such as grading intensity and staff availability. Additional spots will not be added. There are various times during the semester that full capacity is reached. Students are encouraged to schedule their PDP opportunities in advance of the end of the semester, as capacity can be an issue at that time. **No accommodations will be made to override capacity or give preference for access.**

Etiquette

Students are expected to practice professionalism in online learning environments. This includes being respectful of the facilitator and fellow participants (when applicable) and being engaged in the materials.

Ownership

All aspects of design, functionality, flow and processing for online experiences are the property of The Robert J. Trulaske, Sr. College of Business Office of Business Administration & Professional Development. Students may not copy, distribute or otherwise disseminate any aspect of online programming for any reason other than is expressly to do with completing the module as intended for professional development educational purposes.

Syllabus for PDP Professional Development Programming

Points

The information in a student's MyPoints account is a complete and up-to-date documentation of all of the PDP attendance we are aware of for each student. The only exception would be credit pending within fifteen business days of an event because it was online, or the PDP office was not the organizing party.

It is the student's responsibility to take appropriate steps for each PDP event to have their participation officially count toward their PDP requirement.

Points – Appeal Process

Please also see the "Point Notification" section immediately below. Once the timeframe for point notification has been met, please contact the PDP office as soon as possible, if you have attended an event but do not see a record of the event in MyPoints. **Appeals submitted more than five business days past the notification period will not be considered.**

Students may submit an appeal to the PDP office in this way:

- Send an email to mubusdpd@missouri.edu
- Use the subject line "Points appeal – [event name, event date]"

Points – Notification

Grading and administrative processing takes place AFTER the online session has ended. It can take up to 15 business days (approximately three weeks) to process online grading before posting to MyPoints. Students will be notified via email of their standing – points awarded or points not awarded – within 15 business days after the event ends. Students will then have five business days after the email notification to request an appeal (see Points – Appeal Process). No appeals will be considered after the five business day period.

Reservations for Online events

Reservations – availability

Syllabus for PDP Professional Development Programming

Reservations are available for all PDP programming organized by the PDP office. Students can see reservation details for any event by “opening” an event listing on the TCoB Calendar of Events to view details.

Reservations open on the 15th of the prior month (so, all February events open Jan. 15, all of March opens Feb. 15, etc.). Reservations for online events close seven (7) days prior to the event start.

Reservations – ONE time per event, per semester

Students may register ONE time per event, per semester. This is regardless of participation (if you show up). Duplicate reservations will not be honored. Students who make reservation and do not meet the “Requirements & Expectations” outlined in the event details will not be able to register again for the particular session for the remainder of the semester. *NOTE: Students who gain access from a waitlist placement may appeal to the PDP office for an additional reservation opportunity.*

Reservations – cancelation

For online events, registration closes seven (7) days before the event start date. You may cancel your reservation without penalty any time before registration ends. However, reservations canceled within seven days of the event start time are considered a “no-show,” and you will not be able to register again for this particular session until next semester.

To cancel a reservation, log in to your Eventbrite account and follow the steps for cancellation.

Reservations – during high demand

Sessions are in high demand during the last several weeks of each semester. All sessions will allow ONLY the stated capacity. Students are encouraged to complete their requirements earlier in the semester to avoid possible complications.

Reservations – transferability

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.

Syllabus for PDP Professional Development Programming

Requirements and Expectations

Online events vary widely. Students are encouraged to review the full event description – including “About this Event” and “Requirements and Expectations” in order to understand the commitment they are making before registration.

Students who do not meet the criteria spelled out in the “Requirements & Expectations” section will receive no (zero) PDP points for any particular online event. There are no partial PDP points awarded. In addition, students who do not successfully complete will need to wait until the next semester to register again for the same session.

In-Person Programming

Innovative in-person programming provides students with the opportunity to practice the nuances of live interpersonal connection. Students have the opportunity to experience the energy in the room and shake hands with industry executives, successful entrepreneurs, thought leaders, and power players in government and other influential organizations.

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.

Syllabus for PDP Professional Development Programming

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.

Capacity

All in-person sessions are limited to the stated capacity of the room. Additional seating will not be added. This is due to safety concerns as well as the desire to manage workshop size for effective learning. There are various times during the semester that full capacity is reached. 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.**

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 progress. 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.

Etiquette

Students are expected to behave appropriately during PDP events. This includes being respectful of the facilitator and fellow participants and being engaged in

Syllabus for PDP Professional Development Programming

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. Many sessions are a mere 50 minutes long; missing five minutes means missing 10% of the content.

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 organizing party, 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.

Identification

The PDP office reserves the right to require a valid photo ID in order to enter an event. If you cannot find your current Student ID, make sure to bring an alternate photo ID (military ID, driver license or passport). Digital IDs or images will NOT be accepted.

Points

The information in a student's MyPoints account is a complete and up-to-date documentation of all of the PDP attendance we are aware of for each student. The only exception would be credit pending within fifteen business days of an event because it was online, or the PDP office was not the organizing party.

Syllabus for PDP Professional Development Programming

It is the student's responsibility to take appropriate steps for each PDP event to have their participation officially count toward their PDP requirement.

Points – Appeal Process

Please also see the “Point Notification” section immediately below. Once the timeframe for point notification has been met, please contact the PDP office as soon as possible if you have attended an event but do not see a record of the event in MyPoints. Appeals submitted more than five business days past the notification period will not be considered.

Students may submit an appeal to the PDP office in this way:

- Send an email to mubuspdp@missouri.edu
- Use the subject line “Points appeal – [event name, event date]”

Points – Notification

Events/points should appear in a student's MyPoints record almost immediately for the majority of in-person events. When your ID card is swiped or keyed into the MyPoints system, you will receive an email confirmation of swipe and the event will load immediately into your MyPoints record.

Occasionally, there will be an instance when the MyPoints system is not available for check-in, or poor internet connection does not allow for direct connection to the MyPoints system. A common example of this is another organization/department acting as the organizing party.

When an instant email confirmation is not available, students will need to check with the event organizer and/or the PDP office to determine when points will appear on the MyPoints record. The maximum amount of time for points to be awarded and/or documented in a student MyPoints record is fifteen business days after the date of the event.

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 registration, 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

Syllabus for PDP Professional Development Programming

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 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 enrolled in the Trulaske College of Business and 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.

Reservations for In-Person events

Reservations – availability

Reservations are available for all PDP programming organized by the PDP office. Students can see reservation details for any event by “opening” an event listing on the TCoB Calendar of Events to view details.

Reservations will open on the 15th of the prior month (so, all February events open Jan. 15, all of March opens Feb. 15, etc.). Reservations for in-person events close five (5) days prior to the event start.

Reservations – ONE time per event, per semester

Students may register ONE time per event, per semester. This is regardless of participation (if you show up). Duplicate reservations will not be honored. Students who make reservation and do not show up will not be able to register again for the same session for the remainder of the semester. Students may still be able to attend in-person events they previously “no-showed” for on a walk-in basis, but only if there are seats available after all reserved and waitlist students are checked in. *NOTE: Students who gain access from a waitlist placement may appeal to the PDP office for an additional reservation opportunity.*

Reservations – cancellation

Syllabus for PDP Professional Development Programming

For in-person events organized by the PDP office, registration closes five (5) days before the event date. You may cancel your reservation without penalty any time before registration ends. However, reservations canceled within five days of the event start time are considered a “no-show,” and you will not be able to register again for this particular session until next semester.

To cancel a reservation, log in to your Eventbrite account and follow the steps for cancellation.

Reservations – during high demand

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 may still 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 will be admitted up to the stated room capacity in the following order:

- (1) students with reservations who are on time to the event
- (2) students on the waitlist (in order that they appear on the waitlist), and finally
- (3) students who are waiting for a walk-in spot (in the order that they arrived and are lined up).

A reservation does NOT guarantee a seat if the student arrives after the published start time of the event.

Reservations – transferability

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.