MGMT 6690

MS Management Career/ Professional Development Seminar

Summer 19 / Fall 19 / Spring 20

Instructor: Solange Tricanowicz

INSTRUCTOR: Solange Tricanowicz (and guests)

E-MAIL: solange.tricanowicz@uncc.edu

OFFICE HOURS: By appointment in HireANiner

COURSE REQUIREMENTS AND ASSESSMENT: Attendance is mandatory and must be proven to gain course points. Assignments will be required by the due date and points deducted for late submission. Standards for passing deliverables will be communicated to students.

GRADING: The course is graded using pass fail criteria: PASS = ≥ 200 points, FAIL = <200 points

COURSE DESCRIPTION: This class is a zero-credit, continuous learning course meeting various times per semester for the duration of the 10.5 month MS Management program. Students must enroll in this course in the summer, fall, and spring semesters. Students will receive an “Incomplete in Progress (IP)” grade at the end of the summer and fall semesters, and a “Pass/ Fail (P/F)” grade at the end of spring semester, based on student’s points accumulated from summer, fall and spring semesters. The class will cover various career development topics including: self-assessment, personal branding, resume writing, interview skills, leadership, networking, and community/corporate speakers. No pre-requisites.

LEARNING OBJECTIVES: Students will learn to understand the basic structure of business and their place in it given their unique non-business backgrounds, will learn the availability of career development/professional development tools and resources, will receive relevant professional development content, will learn to communicate relevant experience to potential employers, will learn how to write a professional resume/LinkedIn profile, will learn how to communicate their personal brand in writing and speaking, will have a general understanding of career development topics, will build confidence as a professional, will have the ability to communicate the value of the MS Management Program, and will be provided the opportunity to network with potential employers.

ATTENDANCE POLICIES: It is your responsibility to make sure your name is on the attendance sheet for every required event/seminar/class when a sheet is available. If your name is missing, I will conclude that you were not there, so please do not forget to sign in. It is a violation of academic integrity to sign someone’s name other than your own to an attendance document.

SYLLABUS REVISION: The instructor reserves the right to alter this syllabus based on best practices that fit changing circumstances.
**ACTIVITIES / POINT VALUES**  (see course calendar/Canvas for dates)

**Career advising appointments (10 pts)** - Students should take advantage of career services staff resources through career advising appointments with either me or Robin. All appointments must be made through Hire-A-Niner. Please come to these appointments prepared with specific questions and materials as needed. **NOTE: You are required to attend at least one career advising appointment in Summer (during week 3, 4 or 5) and one in Spring (before the end of week 10). Each appointment (up to two for credit) counts 10 points.**

**Summer career development seminars (5 pts.)** - Students are required to attend seven (7) of the ten (10) scheduled summer seminars. These classes will be led by me, Robin or local employers. For full credit, students must dress appropriately, arrive on time and stay for the entire class. Lively participation is strongly encouraged. These seminars will be a combination of lecture, individual exercises and group work. Should conflicts arise, please communicate with me in advance. **NOTE: Each summer seminar class period counts 5 points.**

**Fall and spring career development seminars (10 pts)** - Students must attend three (3) of the four (4) available career development seminars in each semester, for a minimum total of six. These seminars will be led by area employers and other partners. Business dress is expected. For full credit, students must dress appropriately, arrive on time and stay for the entire class. Lively participation is strongly encouraged. These seminars will be a combination of lecture, individual exercises and group work. Should conflicts arise, please communicate with me in advance. **NOTE: Each fall/spring seminar session counts 10 points.**

**University Career Events (5 pts)** – Students are required to attend at least one Career Center event in Fall and one in Spring, though you are encouraged to attend as many events as possible. These events will take place at the Center City Building or on UNCC Main campus through Grad Programs, the University Career Center (UCC), The Center for Graduate Life or the Niblock Center. These may be attended at any point in the Fall and/or Spring semester. If you intend on going to these events, you must 1) get approval from me, 2) provide photo evidence of attendance 3) write a 300-word reflection on the event. Reflection must address what you got out of the event, how it relates to your career goals, positive take-aways and negative takeaways. Most events will require registration through Hire A Niner. **NOTE: Each event counts 5 points. Attendance to at least one event in Fall and Spring is required.**

**Outside Networking events (10 pts)** - Students are required to attend at least one outside networking event in the Charlotte community in Fall and one in Spring, though you are encouraged to attend as many events as possible. This includes but is not limited to: young professionals’ events (mixers, meetings or luncheons), volunteer events (mixers, meetings, luncheons, etc), and others. All outside networking events must be pre-approved before attendance. Photo evidence of attendance and a 300-word reflection are required to receive points. Reflection must address what you got out of the event, how it relates to your career goals, positive take-aways and negative takeaways. I reserve the right to approve or disapprove of any events as I see fit. **NOTE: Each event counts 10 points. Attendance to at least one event in Fall and Spring is required.**
ACTIVITIES BY SEMESTER:

SUMMER

Career Development Seminars (Mondays 1:30pm and Thursdays 10:30am.) – Each meeting = 5 points*.

Week 1 What is Career Development & Business
Week 2 Self-Assessment & Personal Branding
Week 3 Personal Branding
Week 4 Resume Writing/LinkedIn
Week 5 Networking/Interviewing

*Attendance is required for 7 out of 10 available summer career development seminars. Topics subject to change.

Career advising appointment – First appt = 10 points

Week 3-5 At least one appointment is required in Summer session.

FALL

Seminars (All sessions scheduled for 1:00pm in CITY 902) – Each meeting = 10 points.

Aug 22 Diversity and Inclusion
Sept 11 Professionalism as a New Hire
Oct 2 Global Awareness
Nov 6 Salary Negotiation

*Attendance is required for 3 out of 4 available Fall seminars. Topics subject to change.

Other Events (Events can be completed pending availability during semester)

TBD University Career Center event (one required in Fall) 5 points
TBD Outside networking events (one required in Fall) 10 points

SPRING

Seminars (All sessions scheduled for 1:00pm, location TBD) – Each meeting = 10 points.

Jan 13 *Spring seminar, Values-Based Job Search
Feb 10 *Spring seminar, Career Development Plan
Mar 9  *Spring seminar, *Conflict Management*

Apr 6  *Spring seminar, *Public Speaking*

**Other Events (Events can be completed pending availability during semester)**

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<thead>
<tr>
<th>TBD</th>
<th>University Career Center event (one required in Spring)</th>
<th>5 points</th>
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<tbody>
<tr>
<td>TBD</td>
<td>Outside networking events (one required in Spring)</td>
<td>10 points</td>
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**Career advising appointment - First appt = 10 points**

Week 1-10  At least one appointment is required in Spring session.

**ASSIGNMENTS REQUIRED TO BE SUBMITTED FOR GRADE:**

Exact due dates will be discussed in class. All of these assignments are required.

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<thead>
<tr>
<th>Jobzology Self-Assessment</th>
<th>Due Summer Week 2</th>
<th>5 points</th>
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<tbody>
<tr>
<td>Resume</td>
<td>Due Summer Week 3</td>
<td>5 points</td>
</tr>
<tr>
<td>LinkedIn Profile</td>
<td>Due Summer Week 3</td>
<td>5 points</td>
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<tr>
<td>Big Interview Recording</td>
<td>Due Summer Week 5</td>
<td>5 points</td>
</tr>
<tr>
<td>List of company targets</td>
<td>Due Fall Week 12</td>
<td>5 points</td>
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<tr>
<td>Career development plan</td>
<td>Due Spring Week 7</td>
<td>20 points</td>
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**UNIVERSITY POLICIES**

“**Code of Student Responsibility.**” *The UNC Charlotte Code of Student Responsibility* (the Code) sets forth certain rights and responsibilities in matters of student discipline. The Code defines these responsibilities and guarantees you certain rights that ensure your protection from unjust imposition of disciplinary penalties. You should familiarize yourself with the provisions and procedures of the Code” (Introductory statement from the UNC Charlotte brochure about the Code of Student Responsibility). The entire document may be found at this Internet address: [http://legal.uncc.edu/policies/up-406](http://legal.uncc.edu/policies/up-406)

**Academic Integrity.** All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or online at: [http://legal.uncc.edu/policies/up-407](http://legal.uncc.edu/policies/up-407).

*Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.*

**Codes of Conduct.** All students are required to read and abide by the UNC Charlotte Code of Student Academic Integrity and the UNC Charlotte Code of Student Responsibility ([http://legal.uncc.edu/policies/up-407](http://legal.uncc.edu/policies/up-407)). Violations of the Codes will result in disciplinary action as provided in the Codes.
It is the student’s responsibility to be fully and accurately informed of University policies, including, but not limited to, rules regarding dropping and adding classes, graduation requirements, and student conduct. The Dean of Students Office is the authoritative source for these policies.

**Special Needs.** If you have a documented disability and require accommodation in this course, contact Disability Services, Fretwell 230, phone: 687 4355 voice/TDD) the first week of the semester. Information about available services may be found at http://legal.uncc.edu/policies/up-501. Accommodations for learning will be arranged by that office and communicated to the Instructor. If you speak English as a second language, please inform the instructor.

**Diversity Statement.** The Belk College of Business strives to create an academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

All students are required to abide by the UNC Charlotte Sexual Harassment Policy (http://legal.uncc.edu/policies/up-502) and the policy on Responsible Use of University Computing and Electronic Communication Resources (http://legal.uncc.edu/policies/up-307). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

**Religious Accommodation.** It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to their instructor prior to the census date for enrollment for a given semester (http://legal.uncc.edu/policies/up-409. The census date for each semester (typically the tenth day of instruction) can be found in UNC Charlotte’s Academic Calendar (http://registrar.uncc.edu/calendars/calendar.htm).