

Developing a Professional Image
Course Syllabus

Instructors:

Shanel James

Phone: (809) 555-5555

Email: Shaneljames99@webster.edu

Learning Objectives: In this course you will learn the four components of professional development...

1. Professional appearance
2. Professional etiquette
3. Professional behavior
4. Professional communication

Required Text:

Professional Development: What Works, Edition 2

Sally J. Zepeda October 2, 2013

Student Responsibilities:

1. Attend class regularly
2. Complete all reading assignments
3. Complete all activities
4. Participate in class discussions
5. Ask questions

To be successful in this course, you must complete all assigned activities. All assignments are listed in the assignment section of the class page. All assignments must be turned in by the end of the course. This course is designed for your personal development, take it seriously. If there is something you would like taught or discussed that will assist you with your personal development, please ask.

Grading and Course Assignments Class:

Participation 150 Reading Quizzes (10 pts/each)

20 Career Assignment #1

30 Career Assignment #2

40 Project/Presentations

10 Journals

100 Total

Grading:

A 93 - 100	C 73-76
A- 90-92	C-70-72
B+ 87-89	D+ 67-69
B 83 - 86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F 0-59

Assignments:

All assignments must be submitted by 11:59 on the due date. Late assignments will receive a 2 point deduction for each day the assignment is late.

Week 1:

JUNE 1

Introductions & Syllabus Review

Read Chapter 2

Self-Reflection

Week 2:

JUNE 8

Read Chapter 4 – 6

Complete assignments

Personality quiz using the following link

<https://quizizz.com/admin/quiz/5b4b51d2d173f00019f45a9d/professionalism-in-the-workplace>

Week 3:

JUNE 15

Set 4 goals for developing your professional image using the SMART system.

Discuss your goals in the class discussion.

Read chapters 6 and 8

Week 4:

JUNE 22

Review chapters 1 – 8 and study for the exam

Prepare a plan for completing your SMART goals.

Week 5:

JUNE 29

Complete exam

Complete class survey