assessed and agreed upon by the instructor and the student. It is critical to discuss this with the instructor as soon as possible so that any accommodation can be
made. If you experience a work or personal situation that you believe could impact your progress in the
course, it is critical to discuss this with the instructor as soon as possible. Questions and clarifications are encouraged in this course.

If you have any difficulty understanding any of the material presented in the text or issues discussed in class,

- Late work will lose 10% of the grade earned.
- Missed assignments with the instructor. Late work will only be accepted within 1 week of the original due date.
- Only one exam may be "made up" with express and specific agreement with the instructor.
- If you are not present when exams are distributed, you must speak with the instructor to discuss the situation.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>326-400 F</td>
</tr>
<tr>
<td>Exam 2</td>
<td>401-450 C</td>
</tr>
<tr>
<td>Exam 3</td>
<td>451-490 B</td>
</tr>
<tr>
<td>Exam 4</td>
<td>500-760 A</td>
</tr>
<tr>
<td>Exam 5</td>
<td>760+ A</td>
</tr>
</tbody>
</table>

**Semester Grade Scale**

<table>
<thead>
<tr>
<th>Business Team Project</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Interview Exercise</td>
<td>50%</td>
</tr>
<tr>
<td>Career Development Assessment</td>
<td>50%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Self-Assessment Excerices</th>
<th>20 / 30 points each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 3: Business Team Project</td>
<td></td>
</tr>
<tr>
<td>Exam 4: Business Team Project</td>
<td></td>
</tr>
</tbody>
</table>

**Grade Requirements**

- A 100% passing grade in all components is required.
- A minimum of 80% in all components is required.

**Evaluation**

- Building strong professional relationships
- Developing self-assessment and personal reflection
- Enhancing critical thinking and problem-solving skills
- Enhancing leadership and initiative skills

Additional resources may be recommended, but not required during the semester.

**Course Objectives**

- To provide a basis for professional career development through self-awareness exercises and analysis of personal growth.
- To enhance the ability to effectively apply acquired skills, competencies, and interests in a future career path.
- To improve and develop professional competencies through self-awareness exercises and analysis of personal growth.
- To prepare for a specific career path.

**Course Materials**

- In-Person/On-Campus Course
- Enhance student engagement, interpersonal interaction, and networking skills.

**Instructor:** Dr. Johnson, Teaching Professor / adamjohnson@email.com / Office Hours: Mon/Wed by appointment

**Meeting Times:** Monday/Thursday, 6:00 PM-7:15 PM
Monday, April 29 / Wednesday, May 1
Professional Business Recreational Group Project

EXAM 1: Wednesday, April 24 - 100 points

Entrepreneurship - Innovation / Invention / Precedent / Patterns / Critical Issues
Creativity Thinking - Think big inside and Outside the Box

Creative Business Opportunities
- Leadership Development - Differences in leadership styles / leader-subordinate relationships
- Leadership: Develop skills that can prepare you to lead / developed with written report
- Philosophy - Understanding how ethical and professional workplace outcomes
- Professional / Development - Ability to identify and support employees' interests in advancement
- Networking/Career Development - Developing opportunities for career mobility / Networking opportunities

Development and Integration of Effective Self-Management and Leadership Skills

EXAM 2: Wednesday, March 30 - 100 points

Self-Assessment Techniques - Wednesday, March 23

In-Class Interactions - Monday, February 17 - 30 points

Attendance and Participation in Class Activities / Formal and Informal Interactions / Critical Thinking
Developing Social Protocol Skills

EXAM 1: February 14 - 100 points

Understanding Organizational and Managerial Expectations of New Employees

Course Schedule

W/ 24