



Professional Development Passport Syllabus

School of Business Administration
Undergraduate Programs Office & Advising Office
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Passport Objectives:

The purpose of the Professional Development Passport is to provide guidance for students in career building skills and networking contacts to complement their education. Students will become familiar with professional development, which includes but is not limited to job searching techniques, resume building, interviewing skills, and other career opportunities.

Course Materials:

A Professional Development Passport

Requirements:

Completion of the Professional Development Passport is a requirement for the Bachelor of Business Administration, Bachelor of Accountancy and Bachelor of Arts in Economics degrees. It is the student's responsibility to complete ten required events and four elective events while attending the School of Business Administration. Students also are responsible for obtaining and providing appropriate attendance verification for the required and elective events to the SBA Advising Office. This may be through a scanner, stamp, attendance sheet, or approval by the SBA Undergraduate Programs Office. All events must be pre-approved.

Statement on Academic Integrity:

All members of the University community share the responsibility for maintaining an environment of academic integrity since academic dishonesty is a threat to the University. Acts of academic dishonesty include: a) unauthorized assistance on an examination; b) falsification or invention of data; c) unauthorized collaboration on an academic exercise; d) plagiarism; e) misappropriation of resource materials; f) any unauthorized access of an instructor's files or computer account; or g) any other serious violation of academic integrity as established by the instructor.

School of Business Administration Mission Statement:

To develop socially responsible business leaders with a global outlook through academically rigorous, relevant, and values-based education and research.

Required Events

Upon Entering the School of Business Administration

1. Meet with a SBA advisor
2. SBA Orientation

Junior Year

1. Meet with Career Services
2. Attend a Career Services Workshop
3. Attend a Career Fair
4. Participate in a Networking Event

Senior Year

1. Attend a Career Week Event
2. Attend a Business Speaker/Panel (outside the classroom)
3. Participate in a Networking Event
4. Complete the Senior Exit Survey

Choose Four of the Following (to be completed any time)

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|---|--|
| 1. Complete a Personal Self Assessment | 7. Participate in Bus. Plan Competition* |
| 2. Attend a SBA Student Org. Meeting | 8 Community Service Learning Project |
| 3. Attend the SBA Student Org. Fair | 9 Attend a Bus. Ethics Seminar/Event |
| 4. Attend a Business Career Panel | 10. Participate in Bus. Etiquette Training |
| 5. Complete a For-Credit Business Intern. | 11 Any Pre-Approved Event |
| 6. Complete a Not-For-Credit Bus. Intern. | |

(New items to be added on a regular basis. An updated list of option items will be maintained by the SBA Undergraduate Advising Office)

Required Professional Development Passport Activities

| Junior Year (4) (all 4 required) | Senior Year (4) (all 4 required) | Elective Events (4) Choose four elective events | |
|---|--|---|---|
| <ul style="list-style-type: none"> • Meet with Career Services | <ul style="list-style-type: none"> • Attend a Career Week Event | <ul style="list-style-type: none"> • Complete a For-Credit Business Internship | <ul style="list-style-type: none"> • Attend a Business Career Panel |
| <ul style="list-style-type: none"> • Attend a Career Services Workshop | <ul style="list-style-type: none"> • Attend a Business Speaker/Panel (outside of classroom) | <ul style="list-style-type: none"> • Attend the SBA Student Organization Fair | <ul style="list-style-type: none"> • Complete a Not-For-Credit Business Internship |
| <ul style="list-style-type: none"> • Attend a Career Fair | <ul style="list-style-type: none"> • Participate in a Networking Event | <ul style="list-style-type: none"> • Complete a Personal Self-Assessment | <ul style="list-style-type: none"> • Attend a Business Ethics Seminar/Event |
| <ul style="list-style-type: none"> • Participate in a Networking Event | <ul style="list-style-type: none"> • Complete the Senior Exit Survey | <ul style="list-style-type: none"> • Participate in the SBA Business Plan Competition* | <ul style="list-style-type: none"> • Attend a SBA Student Organization Meeting |
| <p><u>Upon Entering the SBA (2)</u> These events are valid only upon entering the SBA and cannot be utilized as an optional event.</p> | | <ul style="list-style-type: none"> • Participate in a Community Service Learning Project | <ul style="list-style-type: none"> • Participate in Business Etiquette Training |
| <ul style="list-style-type: none"> • Meet with a SBA Advisor | <ul style="list-style-type: none"> • SBA Orientation | Any pre-approved Event | |

*Must attend Orientation Meeting and complete the Preliminary round for credit.