

# GEB 1030: Professional Development for Business Careers

## Sample Syllabus<sup>1</sup>

### What is this course about?

What's the relationship between my major and my career? How do I find a job I like (or maybe even love)? What will be expected of me in different professional settings? What should I be doing now to set myself up for success in the future? This course will explore these questions and many more related to work, success, and the world of business.

From the catalog: This course is designed for sophomore students who intend to major in business. Career options in various business disciplines are described. Appropriate personal characteristics and skills required for a successful business career are discussed. This course cultivates critical thinking as it relates to these and other academic and career development topics.

### How will this course help me succeed?

During the course, students will:

1. Discover the variety of careers available to students in the College of Business.
2. Identify and articulate personal strengths and weaknesses, professional interests, and work preferences.
3. Set academic and professional goals.
4. Define interpersonal ("soft") skills essential for professional success.
5. Identify college and university resources that promote academic and/or personal success.

### What materials will I need?

There is no central textbook required for this course. In pursuit of the course learning objectives, students will read articles and watch videos from experts in a variety of disciplines. All reading/viewing materials will be available on Canvas, and a bibliography of course materials is available on Canvas. Students are encouraged to bring note taking material to class each week.

### How will my progress be evaluated in this course?

Here is a breakdown of the different types of assignments and activities in the course:

#### Reading and Quizzes

Most weeks, students will complete a short reading or viewing assignment (estimated time ~ 30 minutes) and then take a quiz on the ideas introduced in the weekly material. Quizzes will include both basic comprehension questions and opportunities for personal reflection on the course material. All quizzes are "open book," meaning students are encouraged to refer directly to the course materials when answering the quiz questions.

#### Exercises and Short Assignments

Students will complete a variety of short assignments that encourage practice in the professional competencies described in the course material. Some of these assignments are in fact pre-writing exercises for the final synthesis project, allowing students to receive feedback before the final is due. The topic, format, and specific

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<sup>1</sup> This syllabus is intended to be a general description of the course and a summary of its key features. A full version of the syllabus is available through our course page in Canvas; it includes detailed course and university policies as well as assignments and due dates.

instructions for each exercise will be provided through Canvas. All assignments will be submitted and evaluated in Canvas, though students will have the opportunity to work on many of the exercises in class.

### Synthesis Project

Student will be asked to complete **one** of two possible final projects: either an Informational Interview (research interview) or a Big Interview (mock job interview). The final project will allow students to demonstrate their progress towards all five course learning objectives by drawing on skills and content learned across multiple modules. The directions for completing these assignments are available from day one of the course and students are encouraged to review their options early in the semester in order to plan for timely submission.

### Grading Summary

Evaluation Component	% of Final Grade
Quizzes + Surveys	~40%
Exercises and Short Assignments	~40%
Synthesis Project	~20%

Final grades will be calculated as a percentage of points earned out of the total available points, and converted to a letter grade using the following scale:

<b>A</b>	100%-93%	<b>B+</b>	< 90% to 87%	<b>C+</b>	<80% to 77%	<b>D+</b>	<70% to 67%	<b>F</b>	<60% to 0%
<b>A-</b>	< 93% to 90%	<b>B</b>	< 87 to 83%	<b>C</b>	<77% to 73%	<b>D</b>	<67% to 63%		
		<b>B-</b>	< 83% to 80%	<b>C-</b>	<73% to 70%	<b>D-</b>	<63% to 60%		

### Sample Outline of Weekly Topics

	Course Topics
Week 1	Welcome! Course Introductions
Week 2	Understanding Business Culture, Ethics, and Etiquette
Week 3	Cultivating Self-Awareness
Week 4	Defining Success (and Embracing Failure)
Week 5	Exploring Career Resources at FSU
Week 6	Researching Professional Paths
Week 7	Expanding Your Professional Network
Week 8	Communicating Professionally
Week 9	Understanding Job Descriptions
Week 10	Managing Stress (and Other Helpful Intrapersonal Skills)
Week 11	Building Your Professional Brand
Week 12	Dressing to Impress
Week 13	Managing Conflict (and Other Essential Interpersonal Skills)
Week 14	Course Wrap Up