



Western Technical College

## 10196128 Professional Development Strategies

### Course Outcome Summary

#### Course Information

<b>Description</b>	Students will develop personal and learning skills that will enhance their success in the Supervisory Management program. Students will learn program expectations, accelerated learning skills, and how to research, write and present information. The course will prepare learners to use Blackboard, the Internet and presentation software. Emphasis is placed on developing communication, team building and interpersonal skills. Students will put together a student success plan that includes a personal development plan, career goals, and a resume. Time management skills will also be developed to assist with balancing family, school, and work.
<b>Career Cluster</b>	Business Management and Administration
<b>Instructional Level</b>	Associate Degree Courses
<b>Total Credits</b>	3
<b>Total Hours</b>	54

#### Textbooks

*Master it Faster*. 1st Edition. Rose, Colin. Publisher: Accel Learning Systems. **ISBN-13:**978-0-905553-62-7. Required.

#### Program Outcomes

1. Apply effective leadership skills
2. Perform management functions to achieve organizational objectives

#### Course Competencies

1. **Construct a time management plan for academic success.**  
Assessment Strategies

- 1.1. Self Assessment.
- 1.2. Written Product

### **Criteria**

*You will know you are successful when*

- 1.1. you produce a time study that include activities for family, school, and work.
- 1.2. you complete assignments each week on time.
- 1.3. you complete participation guideline requirements.
- 1.4. you reflect on priorities in the time management plan such as time wasters and changes needed to create time for school priorities.

### **Learning Objectives**

- 1.a. Log current use of time.
- 1.b. Identify time wasters.
- 1.c. Identify roles that are important to focus on each week.
- 1.d. Write weekly objectives for each role.
- 1.e. Schedule activities into days.
- 1.f. Write specific activities for each objective.

## **2. Complete a personal development plan.**

### **Assessment Strategies**

- 2.1. Written Product

### **Criteria**

*You will know you are successful when*

- 2.1. you identify a mentor and follow the mentoring guidelines such as choose a mentor, set a meeting date, and create an agenda for meeting with mentor.
- 2.2. you document professional and personal development opportunities including training, club involvement, professional journals, and meeting with mentor.
- 2.3. you set up a plan for completing courses.
- 2.4. you meet with academic advisor to discuss course schedule.

### **Learning Objectives**

- 2.a. Identify a mentor to meet with to carry out your plan.
- 2.b. Write goals and objectives that will assist you in achieving your education and career desired outcomes.
- 2.c. Identify professional and personal development opportunities that will assist you in being successful in achieving your goals and objectives.
- 2.d. Show your plan to your employer and/or advisor.
- 2.e. Complete planner for when you will take courses to achieve degree.

## **3. Apply technology to enhance learning.**

### **Assessment Strategies**

- 3.1. Oral Presentation
- 3.2. Written Product

### **Criteria**

*You will know you are successful when*

- 3.1. you create and deliver a presentation using PowerPoint and/or other presentation software that includes text and graphics.
- 3.2. you use Blackboard to participate in discussion boards.
- 3.3. you use Blackboard grade book to monitor progress.
- 3.4. you use the small group discussion board in Blackboard.
- 3.5. you open and read the instructor's feedback in the grade book.
- 3.6. you participate in a session where the research librarian discusses good sources for finding information.

### **Learning Objectives**

- 3.a. Use Blackboard for reading messages, participating in discussions, accessing course information, and for reviewing grades.
- 3.b. Use the Internet for researching topics related to business.
- 3.c. Construct a PowerPoint.

3.d. Select relevant articles from credible databases.

#### **4. Demonstrate basic writing skills using written assignment guidelines.**

##### **Assessment Strategies**

- 4.1. Written Product
- 4.2. Reflection

##### **Criteria**

*You will know you are successful when*

- 4.1. you cite sources used in the written paper.
- 4.2. you review feedback on the written work prior to submitting future work.
- 4.3. you submit a paper with clear purpose; that is formatted properly, and uses proper mechanics when writing sentences and paragraphs.
- 4.4. you use MLA and/or APA for formatting.

##### **Learning Objectives**

- 4.a. Define plagiarism.
- 4.b. Identify sources of information to help with research and writing.
- 4.c. Write a complete introduction, body, and conclusion.
- 4.d. Write an introduction that uses an attention-getter, introduces the topic, and ends with a thesis/forecast statement.
- 4.e. Construct strong paragraphs by using clear topic sentences, adequate support, and logical organization of ideas.
- 4.f. Construct each paragraph within the body of the essay with adequate supporting material, including information from at least one credible and current outside source.
- 4.g. Write a conclusion that re-emphasizes main ideas and provides closure.
- 4.h. Use MLA or APA for formatting and crediting sources.
- 4.i. Apply standard conventions of capitalization, punctuation, grammar, and sentence structure to writing.

#### **5. Explore services at Western to assist with reaching career goals.**

##### **Assessment Strategies**

- 5.1. Written Product

##### **Criteria**

*You will know you are successful when*

- 5.1. you identify how the library, computer lab, and academic success center can add value to your learning experience at Western.
- 5.2. you identify the dean's, counselor's, program instructor's and support staff's role each resource can play in serving the learner's needs.
- 5.3. you submit a paper to the Online Writing Center for review.
- 5.4. you enroll in and/or drop courses, review final grades, review transcripts and other relevant student information.
- 5.5. you are familiar with the career services center.

##### **Learning Objectives**

- 5.a. Explore the library and become familiar with resources available for business students.
- 5.b. Explore the Online Writing Center.
- 5.c. Explore resources available through the Academic Success Center.
- 5.d. Explore the computer lab and identify uses.
- 5.e. Identify individuals who can assist with reaching educational goals including counselor, Business Division Dean, support staff, and program instructors.

#### **6. Participate in a learning community.**

##### **Assessment Strategies**

- 6.1. Performance

##### **Criteria**

*You will know you are successful when*

- 6.1. you agree to the policies and procedures outlined for the class.

- 6.2. you activate the Western email to allow for easy communication with their instructor and peers.
- 6.3. you participate in creating ground rules and agreeing to be held accountable for them.
- 6.4. you create a presentation that includes information about current job, goals, family, hobbies and other information to allow classmates to better connect.
- 6.5. you model a positive, solution-focused attitude.

#### **Learning Objectives**

- 6.a. Define and to commit to program expectations and standards for learners and instructors.
- 6.b. Prepare a communication structure.
- 6.c. Determine 'ground rules' or guiding principles that outline acceptable behavior while participating in courses.
- 6.d. Connect with classmates by learning names and something about each person.

### **7. Explore components of professionalism in Leadership Development.**

#### **Assessment Strategies**

- 7.1. Presentation
- 7.2. Written Product

#### **Criteria**

*You will know you are successful when*

- 7.1. you explain the differences between academic ethics, personal ethics, and business ethics.
- 7.2. you compose communications that use correct spelling, formatting, and industry agreed upon guidelines (i.e. emails, presentations, papers, discussion boards, etc.).
- 7.3. you establish personal goals for professional development.
- 7.4. you identify examples of professionalism.

#### **Learning Objectives**

- 7.a. Identify similarities of academic ethics, personal ethics, and business ethics.
- 7.b. Identify ways to demonstrate professionalism in the workplace through communications, self-presentation, quality products, and presentations.
- 7.c. Explore the evolution of professionalism over time as you develop into a leader.
- 7.d. Model professionalism as a leader.

### **8. Investigate preferences for learning environments.**

#### **Assessment Strategies**

- 8.1. Self Assessment
- 8.2. Mind map

#### **Criteria**

*You will know you are successful when*

- 8.1. you describe the value of choosing an environment where you can focus.
- 8.2. you create a mind map that provides detail using key words, color, and pictures.
- 8.3. you illustrate or explain personal environment for studying.
- 8.4. you complete learning style and multiple intelligence inventories.
- 8.5. you identify personal preferences and strengths.

#### **Learning Objectives**

- 8.a. Describe functions of the brain and how each impacts learning.
- 8.b. Identify how to create a relaxed, alert, positive mind.
- 8.c. Create personal strategies to apply for each step of the learning process using the MASTER plan.
- 8.d. Utilize mind mapping to create notes.
- 8.e. Create a brain-friendly learning environment to use when studying.
- 8.f. Determine if music assists in your learning.
- 8.g. Complete assessments to identify preferred learning style and intelligences.