



Professional Development Academy Program Syllabus Fall 2017

University of Miami
Toppel Career Center

Wednesdays from 4:30 PM – 6:30 PM

Sept. 13 to Nov. 1
1 credit notation

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Welcome & Introduction

The Professional Development Academy is an eight-week intensive program designed to help students develop knowledge and skills for career readiness and success.

Program Description:

The Professional Development Academy is an eight-week intensive program designed to help students develop knowledge and skills for career readiness and success. The program will offer participants the opportunity to explore critical professional competencies identified by employers. The Academy will explore professional proficiencies expected in the workplace. Proficiency areas will include Communication, Thinking & Reasoning, and Workplace Professionalism.

Learning Objectives:

- Orient participants to professional proficiencies identified by employers
- Identify and develop critical personal and professional proficiencies for the work force
- Begin to identify and develop communication proficiencies including written, verbal, & digital
- Explore thinking and reasoning proficiencies in the workplace
- Examine individual management tools for personal and professional success
- Exposure to industry professionals

Proficiency Areas:

Workplace Professionalism Proficiency
Communication Proficiency
Thinking & Reasoning Proficiency

PROGRAM CURRICULUM

COMMUNICATION PROFICIENCY

Communication proficiency for the workplace explores the verbal and written ability to share thoughts and ideas in an effective manner. Communication proficiency explores both written and verbal capacities. Additionally, this area explores the digital realm of electronic communications.

Communication Proficiency includes:

- Writing Skills
- Verbal Skills
- Digital Etiquette Skills

THINKING & REASONING PROFICIENCY

Thinking and reasoning proficiency is the ability to analyze, synthesize, and apply gathered information to solve problems and make decisions. This proficiency is developed both in and outside of the classroom. Additionally, the ability to apply ethical decision making is critical in the workplace.

Thinking & Reasoning Proficiency includes:

- Decision Making & Problem Solving
- Critical Thinking
- Ethical Reasoning

WORKPLACE PROFESSIONALISM PROFICIENCY

Professionalism proficiency prepares students with the basics needed to enter a global workforce. The workplace professional proficiency reviews entry level business knowledge, personal brand, and culture in the workplace. This proficiency also empowers individuals to see, shape and benefit from their professional identities.

Workplace Professionalism Proficiency includes:

- Professional Basics (*negotiations, finance, budgeting*)
- Personal Brand (*workplace presence & beyond*)
- Culture & the Workplace

Attendance Policy:

All academy students must attend all eight sessions. Unexcused absences could result in removal from the program. Required attire for all Academy sessions is business casual. No jeans, sneakers, flip flops, etc. allowed.

Culminating Portfolio & Academy Assignments

Academy Portfolio

Academy participants are required to complete a **culminating portfolio** highlighting development throughout the duration of the program. The portfolio will be displayed during the **Academy Showcase** for all successful Academy completers. Culminating portfolios should identify the following:

1. Initial program learning goals
2. Lessons learned
3. Plan for additional development

Assignments

Take home assignments will be assigned on a weekly basis. These assignments are opportunities to continue to explore each proficiency area.

- 2 career assessments (StrengthsQuest & MBTI)
- 1 informational interview and reflection
- Reflections following each proficiency area
- LinkedIn profile/resume review
- Budget planning exercise

**PROFESSIONAL DEVELOPMENT ACADEMY
FALL 2017 CURRICULUM**

Date	Topic	Assignments Due
Wednesday, September 13th	ORIENTATION	
Wednesday, September 20th	Self-Exploration: StrengthsQuest & MBTI Career Readiness Assessment	<ul style="list-style-type: none"> ✓ Individual learning goal & assessment results ✓ Identify potential industries for informational interview
Wednesday, September 27th	Communication Proficiency Verbal & Writing Skills Digital Etiquette	<ul style="list-style-type: none"> ✓ Reflection on Self-Exploration ✓ Resume review via walk-in advising
Wednesday, October 4th	Workplace Professionalism Personal Brand Culture & the Workplace Budgeting & Money Management;	<ul style="list-style-type: none"> ✓ Reflection on Communication Proficiency ✓ LinkedIn Profile Review
Wednesday, October 11th	NO ACADEMY SESSION DUE TO FALL BREAK	
Wednesday, October 18th	Workplace Professionalism Understanding Benefits Packages; Negotiating Salary *Speaker presentation	<ul style="list-style-type: none"> ✓ Create a sample budget
Wednesday, October 25th	Thinking & Reasoning Decision Making Problem Solving	<ul style="list-style-type: none"> ✓ Reflection on informational interview
Wednesday, November 1st	Thinking & Reasoning Critical Thinking Ethical Reasoning *Speaker presentation	REVISE AND FINALIZE CULMINATING PORTFOLIOS
Wednesday, November 8th	PROFESSIONAL DEVELOPMENT ACADEMY SHOWCASE	