



**Professional Development Academy:  
Liberal Arts Edition  
Program Syllabus Spring 2019**

University of Miami Toppel  
Career Center

Wednesdays from 4:00 PM – 6:00 PM

January 23 – March 27

1 credit notation

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**Welcome & Introduction**

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

**Program Description:**

The Professional Development Academy is a nine-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



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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 (work ethic, budgeting, etc.)
- Personal Brand (workplace presence & beyond)
- Culture & the Workplace

**Attendance Policy:**

All academy students must attend all 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 (portfolio guide will be passed out separately)**

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

- Initial program learning goals



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- Lessons learned
- 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 and include the following:

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

**Ready Day 1**

Per the requirements of this course, you will be asked to participate in Ready Day 1, an online, video simulation training program aimed at developing your career readiness skills such as teamwork, critical thinking, communication, leadership, professionalism, and inclusiveness.



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<b>Date</b>	<b>Session Topics</b>	<b>Assignments (Due Next Week)</b>
<b>January 23<sup>rd</sup></b> <b>Orientation</b>	Get to know each other Expectations Syllabus review	Pre Test Assessments (MBTI & StrengthsQuest)- links to take will be sent out
<b>January 30<sup>th</sup></b> <b>Self-Exploration</b>	StrengthsQuest & MBTI Introduce Ready Day 1 Activity	Complete learning contract Read Picking Your Workplace Battles Article Self-exploration reflection
<b>February 6<sup>th</sup></b> <b>Workplace Professionalism</b>	Branding Workplace Cultures What Employers Want Panel (Guest Speakers)	Company culture research activity
<b>February 13<sup>th</sup></b> <b>Workplace Professionalism</b>	Budgeting Salary Negotiation	Conduct Informational Interview Workplace Professionalism reflection
<b>February 20<sup>th</sup></b> <b>Communication</b>	Written Communication (resumes/cover letters) Digital Communication (email/LinkedIn)	Develop a LinkedIn profile Get your resume critiqued
<b>February 27<sup>th</sup></b> <b>Communication</b>	Verbal Communication Nonverbal Communication	Complete networking activity
<b>March 6<sup>th</sup></b> <b>Thinking &amp; Reasoning</b>	Decision Making Values Guest Speaker	
<b>March 13<sup>th</sup></b>	No Session (Spring Break)	
<b>March 20<sup>th</sup></b> <b>Thinking &amp; Reasoning</b>	Critical Thinking Ethical Decision Making Ethics Case Study (Guest Speaker) Showcase Prep	Thinking & Reasoning reflection Complete Portfolio
<b>March 27<sup>th</sup></b> <b>SHOWCASE</b>	Professional Development Academy Showcase & Reception Business Professional Attire Required	Posttest Program Evaluation