

Chaminade University
MBA Program
Professional Development, MBA 763

Course Schedule

Quarter: Spring 2016

Meeting days and times: Thursdays, 5:45 – 9:50 pm

Course location: Kieffer 31

Instructor Contact Information

Course Instructor: Annabel Chotzen

Office Hours: before and after class

Phone: (808) 728-3355

E-Mail: annabel@annabelchotzen.com

Administrative Assistant Phone: 808-440-4280

Course Description

MBA 763 Professional Development is an important elective course in the MBA Program. Students who complete this course will have the professional skills and personal confidence to be successful in business, to achieve their dreams, and to make a significant contribution of service to their community.

In this course, students will gain interpersonal and self-management skills that will help them succeed in their career and personal lives. Students will research a variety of topics, write papers, give presentations and participate in group discussions.

This graduate level course focuses on developing self-knowledge, professional perspectives, and skills for personal and professional success. The course emphasizes tools for effective self-management and career development.

Topics include, time management, effective communication skills, understanding personality types, generational differences, conflict resolution, handling stress, personal and professional promotion, making a difference, career values, and life goals.

Course Learning Outcomes

As a result of taking MBA 763 Professional Development, students will be able to

- Communicate effectively with all types of people
- Resolve conflict and negotiate solutions to challenging problems
- Identify their goals and a clear path to achieving them
- Write clearly and effectively
- Give excellent presentations with confidence
- Build and strengthen their individual uniqueness to help them stand out in the professional environment
- Manage their professional and personal lives to achieve balance and harmony
- Achieve an understanding of how to do well in business, provide outstanding service, and make the world a better place

Course Schedule and Topics

Date	Topic
April 7	Overview of the Course, “Achieving Your Dreams”
April 14	Time Management
April 21	Effective Communication Skills
April 28	Understanding Personality Types
May 5	Generational Differences
May 12	Conflict Resolution
May 19	Handling Stress
May 26	Personal and Professional Promotion
June 2	Making a Difference
June 9	Career Values and Life Goals

Readings and Materials

Individual research will be determined by the students with approval from the instructor.

Guidelines for Written Assignments

- Use 12-point type for text, larger for headers and sub-headers
- Use single spacing with 1” margins
- Student’s name must appear on the first page
- Pages are to be numbered

- Papers are to be dated with date of actual submission
- Print the assignment name at the top of the page
- Use short paragraphs with one idea in each paragraph
- Provide a space between paragraphs
- Papers are to be stapled together
- Proof read all papers
- Take papers to the tutoring center for help with grammar if necessary
- Papers must be turned in at each class on the evening they are due

Guidelines for Oral Presentations

- Make presentations to the class as if giving them to a company
- Have a strong opening and conclusion
- Vary body language, facial expressions and gestures
- Use vocal variety by changing voice volume and speed
- Be entertaining and persuasive
- Practice at least five times out loud before giving your class presentation
- Presentations are no less than 5 minutes and no more than 7 minutes

Class Participation

- One absence is allowed
- Students who miss two class sessions or fail to make arrangements for a make-up assignment will not pass the course
- Students who miss three class sessions will not pass the course
- Advance notice by e-mail is required for students who miss a class due to illness, travel or other emergency
- Make-up/late assignments are allowed only in the event of an emergency and when the instructor has been notified prior to the class

Course Ground Rules

- Late assignments will receive a lower grade
- All students are expected to arrive at all classes on time, ready to begin
- Appropriate professional attire is required
- Pagers and cell phones must be turned off during class

Assessment and Grading

Participation in class = 20% of grade
 Written assignments = 40% of grade
 Oral presentations = 40% of grade

Academic Honesty

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism. Questions of

academic dishonesty in a particular class are first reviewed by the instructor who must make a report with recommendations to the Business School Dean. Consequences for academic dishonesty may range from an “F” grade for the work in question to an “F” grade for the course to suspension or dismissal from the University.

Students with Disabilities

Chaminade University provides reasonable accommodations for individuals with a disability in compliance with the Americans with Disabilities Act (ADA) of 1990. If you would like to know if you qualify for ADA accommodations, please contact our Counseling Center at 808-735-4845. Current appropriate documentation will be required for determination of accommodation eligibility.

Characteristics of a Marianist Education

The following are characteristics of the approach to education engaged at Marianist schools, including Chaminade University:

- Educate for formation in faith
- Provide an integral quality education
- Educate in family spirit
- Educate for service, justice and peace
- Educate for adaptation and change

Instructor Background Information

Annabel Chotzen has taught undergraduate and graduate courses since 1994 including Professional Development, Business Communications, Public Speaking, Negotiation, and Marketing. She has been a professional speaker at meetings, conferences, and conventions for more than twenty years. Annabel has provided corporate training sessions for local and national businesses.

She was the Director of Training and Employee Development for Hawaii Gas, Director of Judicial Education for the State of Hawaii Judiciary, and Director of the Honolulu Charter Commission.

Annabel has a Master’s Degree in Public Administration from Harvard University, a Bachelor’s Degree from Bennington College, and a Teaching Certificate from the University of Washington.

Syllabus Modification

This syllabus is only a plan. The instructor may modify the plan during the course. The requirements of the course may be altered from those appearing in the syllabus. Further, the plan contains criteria by which the student’s progress and performance in the course will be measured. These criteria may also be changed.

Library

Chaminade library (www.chaminade.edu/library)

Technical Support

For technical questions contact the Chaminade eCollege help desk at helpdesk@chaminade.ecollege.com, or call toll free at 866-647-0654.

eCollege Account Support

For eCollege account support email jnakason@chaminade.edu or call 808-739-8327.

Course Website Address

<http://chaminade.ecollege.com>