

Policy on the Student Professional Development Responsibility¹

To achieve professional success, students need more than the course content of the program. Functioning as a professional in a business setting requires skills, abilities, knowledge and competencies developed in and out of the classroom, through both curricular and extra-curricular efforts.

The “Student Professional Development Requirement” is a **non-credit bearing program requirement** in the Perdue School of Business. To be cleared for graduation, business students must satisfy the Professional Development requirement.

- ❑ Students majoring in the Perdue School of Business are required to participate in five (5) Student Professional Development workshops (or activities).
- ❑ Participation in each workshop or activity earns a student a minimum of one (1) point toward the Professional Development requirement.
- ❑ Students can earn no more than three (3) points in any one semester (unless attending an event worth more than one point).
- ❑ All students are required to participate in the **ABLE Professional Development Series Workshop** as **one of the five activities** during their first semester after being admitted to the professional program.
- ❑ Attending Junior Orientation does not earn a professional development point.

Who Does This Apply To?

Any student admitted to the Perdue School of Business beginning spring 2004 or thereafter is subject to this policy. A good “rule of thumb” is: If you attended Junior Orientation (or were expected to attend), you are subject to the Student Professional Development policy.

Waivers, substitutions, or other exceptions may be granted in extreme situations via written appeal to the associate dean. Having outside commitments to part-time jobs or other organizations will not be grounds for a policy exemption.

Selecting and Attending Activities or Workshops

Students are allowed to choose among a menu of approved workshops and activities to receive professional development points.

¹ This policy applies to all students admitted into the Perdue School of Business in Winter / Spring 2004 and beyond.

- Each activity is normally scheduled to last from one to one and one-half hours; certain activities, however, may be longer and may provide more than one point toward the professional development requirement. Completion of the professional development requirement translates to approximately 6 to 8 hours of time invested outside of class.

The schedule of activities will be:

- ❑ Printed in the *Business Link* student newsletter each month
- ❑ Posted in the display case for the Office of the Dean (located along the main corridor of Holloway Hall, near room 117)
- ❑ Posted in classrooms
- ❑ Posted and described in detail on the Perdue School web site
<http://www.salisbury.edu/Schools/Perdue/>

Signing Up

- ❑ Students must register (“sign-up”) for workshops and activities through the web registration system found on the school web site.
- ❑ The link called “**Workshop Series**” will take you to a detailed listing of events, dates, times, and locations. Under each event, there is an on-line registration or “sign-up” button. By following the instructions, students can register for the event of their choosing.
- ❑ If the event is full, students can enter their name and contact information on a waiting list.

Reminders

- ❑ Registered students will receive confirmation for the event by email at least 36 to 48 hours in advance.
 - If a student needs to cancel a registration, he or she must do so by no later than one day prior to the event.
 - If space becomes available, students on the wait list will be contacted by email in the order their names were entered on to the wait list. Registration for wait listed students is on a first come-first served basis.

Cancellations and Non-attendance

- ❑ All of the money raised from this program handbook is used to offset a portion of the costs associated with the production of workshops and activities for student professional development.
- ❑ Space is strictly limited in most of the workshops or activities. Certain events involve costs that are determined by the number of participants. **It is considered unprofessional and irresponsible to simply “not show up” for an activity you voluntarily signed up to attend.** Doing so denies other students the opportunity to participate in development opportunities. In addition, it wastes the time and resources of the facilitator and of the Perdue School of Business.

- ❑ **If you must cancel your registration**, notify the Office of the Dean at least 24 hours in advance so that we can contact others on the wait list to fill the vacant spot.

- **Office of the Dean: 410-543-6316 or perdueschool@salisbury.edu**

What Happens During the Activities?

Each workshop or activity is interactive and has been designed to develop skills important to success in business or improve your professional competencies. You should come with a positive attitude and be ready to actively participate.

Students are expected to come to the workshops of their choice on time and to stay for the duration of the workshop (i.e., you may not leave early and receive credit for participation). You must fully participate in the workshop, as well, or you will not receive the endorsement of the facilitator (which is necessary to earn points toward Professional Development).

Some activities require students to bring something or prepare something in advance of the workshop. Please read the information on the website carefully and contact the Office of the Dean with any questions.

Other Options for Professional Development Points

- ❑ Although approved events are offered each semester, **students can earn professional development points by participating in activities outside of the Perdue School or in connection with their classes.**

For example, attending a **meeting for a professional association** affiliated with one's major or discipline would count for at least one point. **Positions of leadership in registered student organizations**, Greek organizations, or other academic organizations can provide opportunities to earn points. **Planning events, chairing committees**, running meetings, or coordinating the efforts of the organizations' members can earn at least one point.

- ❑ To earn professional development points for activities outside the Perdue School, simply bring the Signature Page along with documentation of involvement to the Associate Dean.

To Earn and Document Participation Points

- ❑ Each student is responsible for making sure he or she earns the proper professional development points earned and retains the necessary documentation of participation. The Perdue School does not keep track of point totals on behalf of students.

- ❑ At the conclusion of each workshop or activity, the student must have the facilitator sign the “Professional Development Signature Page”.
- ❑ The completed signature page must be turned into the Student Services Center no later than the beginning of final exams during the student’s final semester.