



University at Buffalo  
School of Management

Career Resource Center presents:

## Career Strategies, Planning and Management

MGG 300 Spring 2014  
Tuesday and Thursday 8:30am – 9:20am  
Knox 20

# Syllabus

Course Website on UB Learns:

<https://ublearns.buffalo.edu/>

“Login” with Your IT Username & Password

Look for “Courses” & Then “MGG 300 Career Planning”

Instructor: **Dorothy Siaw-Asamoah, PhD**

Adjunct Assistant Professor

Department of Organizational Behavior & Human Resource Management

Course E-mail: [mgt-mgg300@buffalo.edu](mailto:mgt-mgg300@buffalo.edu)

Teaching Assistants: **Kelsey Mech & Kareem Elsaid**

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**“CAREER PASSPORT” is sponsored by the  
UB School of Management Alumni Association (SOMAA)**

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# CAREER STRATEGIES, PLANNING & MANAGEMENT

MGG 300 – Spring 2014  
Tuesdays & Thursdays 8:30am – 9:20am  
Knox 20

## Instructor:

Dorothy Siaw-Asamoah, PhD  
Adjunct Assistant Professor, Dept. of OBHR  
[mgt-mgg300@buffalo.edu](mailto:mgt-mgg300@buffalo.edu)


## Office Hours:

T & Th; 9:30 -10:30am or by appt.  
308 Alfiero

Teaching Assistants	Email	Office	Hours
Kelsey Mech	<a href="mailto:mgt-mgg300@buffalo.edu">mgt-mgg300@buffalo.edu</a>	308 Alfiero Center	Mondays 10am-Noon Tuesdays 12:30-1:30 Thursdays 12:30-1:30
Kareem Elsaid	<a href="mailto:mgt-mgg300@buffalo.edu">mgt-mgg300@buffalo.edu</a>	308 Alfiero Center	Wednesdays 1:00-3:00 Fridays 10:30-12:30

## Important Web Sites

**Course on UB Learns:** <https://ublearns.buffalo.edu/>, “Login” with your IT username and password, select “Courses” tab and then “MGG300 Career Planning”. Web site will include access to syllabus, assignments, PowerPoint slides, other web resources and pertinent forms/documents.

**Career Resource Center:** <http://mgt.buffalo.edu/career> --includes numerous resources to assist you in completing class assignments and your overall job search. **CRC BizLink web site** at <http://mgt.buffalo.edu/bizlinkstudent> Once there, click on  logo and use your UBIT username and password to complete your profile, allowing you to access information regarding jobs, internships, workshops and other career related events/activities.

## Introduction & Objectives

Congratulations! You will be earning course credit for performing the necessary tasks it takes you to reach your ultimate goal with your degree—successfully achieving your personal career objective.

The key to success in this class is the understanding that the career planning and development process is not a one-time event--it is an *ongoing* process that requires personal attention and involvement. By beginning this process early on, *Career Strategies, Planning & Management* will prepare you for the transition from a college student to a professional employee, helping you to avoid time-wasting first jobs. It will also provide you with the tools necessary to assist you with your long-term career goals well after graduation.

*Career Strategies, Planning & Management* is designed to:

- \* Introduce you to a strategic approach to career planning and job search
- \* Help you to explore your own interests, values, and skills that will enable you to be successful (and happy) in the workplace
- \* Help you learn how to deliver the most effective and outstanding résumés, cover letters, interviews, and other career/job search related correspondence
- \* Increase your understanding of entry-level positions and career-pathing
- \* Provide you with numerous opportunities to listen to and talk to UB alums and/or other business professionals within a variety of business-related career fields.

## Required Materials

	Material	Cost	How to Obtain
1.	MGG 300 Syllabus & Assignments Document	None	UB Learns / (Course Web Site)
2.	CRC Résumé Guide	None	<a href="http://mgt.buffalo.edu/resume">http://mgt.buffalo.edu/resume</a>
3.	CRC Cover Letter Guide	None	<a href="http://mgt.buffalo.edu/coverletter">http://mgt.buffalo.edu/coverletter</a>
4.	CRC Interview Guide	None	<a href="http://mgt.buffalo.edu/interviewing">http://mgt.buffalo.edu/interviewing</a>
5.	Many Other Résumé & Cover Letter Creation Tools	None	Made available via course website
6.	Articulate Video Tutorials on Effective Résumé & Cover Letter Writing	None	Made available via course website
7.	<b>Career Leader™ and Practice Interview DVD</b>	<b>\$49.00</b>	<b>Students will be able to make this payment between February 3 through February 14. The payment link will be located on UB Learns beginning February 3.</b>

## Text & Materials

There is no required text for this class. With the exception of the *Career Leader™ and Practice Interview DVD* (see #7 above), all of the materials you may need can be found on the course and/or CRC web site. ☺

## Course Structure

Lectures and class assignments will be used to deliver information in assisting you with your career objectives. Faculty, Career Resource Center staff, recruiters, experts and/or professional alumni will present information to aid you in the development of a career plan and job search strategy. Assignments will help you to create a resource portfolio for your career progress. An outline of class topics and dates for assignments are provided in the Course Calendar at the back of your syllabus. Due to the number of outside guest speakers, there is always the possibility that the schedule will change for reasons beyond the control of the instructor and the team. Announcements will be made of any schedule changes and your flexibility is very much appreciated.

## Course Grading

Grading is based on a point accumulation method. You accumulate points in two ways: attending class sessions and submitting assignments. Each “grading activity” (i.e.; attendance or assignment) has a point value attached to it, and points accrue as grading activities are completed. Accumulated points for your own personal record may be viewed for both class attendance and assignments starting **Friday February 7** (see “NOTE” below) through the “Virtual Grading Office” at <https://mgt.buffalo.edu/apps/ormVirtualGradingOffice/index.cfm>

**IMPORTANT NOTE: The course-grading site will not be set up until Friday February 7.** This means that attendance and assignment grades will not be viewable until the close of business (about 5:00pm) on that day.

See next page for grading activity points and grade cutoffs.

Grading Activity		Possible Points
I. Lectures (28 classes @ 5 pts each for attendance)		140
II. Assignments		
Assnmt. #1	CRC BizLink Profile	35
Assnmt. #2	Résumé	80
Assnmt. #3	Cover Letter	64
Assnmt. #4	LinkedIn Profile	15
Assnmt. #5	Interview Questions	50
Assnmt. #6	Career Leader™	20
Assnmt. #7	Millennial Success Quotient (MSQ) Book Online Quiz	30
Assnmt. #8	Informational Interview	50
Assnmt. #9	Practice Interview	50
Assnmt. #10	CRC BizLink Résumé Upload	35
Total Assignment Points		429
Total Possible Points		569

Points Accumulated	Grade
500+	A
473 - 499	A-
447 - 472	B+
421 - 446	B
396 - 420	B-
370 - 395	C+
345 - 369	C
320 - 344	C-
298 - 319	D+
276 - 297	D
< 276*	F
* OR did not complete CRC BizLink Profile, Résumé, or Practice Interview assignments	

## Attendance Policy

Much of the benefit you will receive from this class is listening to lectures and various guest speakers (alumni, recruiters, SOM professionals, faculty and staff).

- 5 points will be granted for each class you attend. **You must be on time (8:30am) and stay for the entire class time to receive the points.** There is **no partial credit** for attendance or lateness and there are **no make-ups**. The maximum number of points you can earn for attendance is 140 and there are no bonus points for perfect attendance. The course website will report your actual attendance. The more classes you attend, the better off you will be and the more you will learn, thereby improving your chances of performing well on the assignments.
- Starting **February 7**, attendance points will be posted to the course website. You are responsible for viewing your attendance points on a weekly basis, as any discrepancies must be brought to the attention of **the Teaching Assistant(s) within one week (7 days) of the class in question. Discrepancies are to be reported via the course e-mail address at mgt-mgg300@buffalo.edu, or in person during the assistant's office hours.** Discrepancies are not to be reported to

an assistant or the instructor while class is in session. **Note** that simply reporting a discrepancy, **does not** guarantee the awarding of attendance credit.

## Class Etiquette

- Appropriate behavior is expected in all classes during lectures and presentations. Guest speakers have willingly contributed their valuable time to share their knowledge and experience with you. As a common courtesy, you are asked to **arrive on time to class and refrain from talking, texting, sleeping, reading unrelated materials and/or doing other work in class. Please shut off/silence cell phones, no texting and switch off other portable electronic devices. Also, no open laptops on desks,** as all notes/slides will be provided in class and/or on the course web site. Such inappropriate behavior is rude and disrespectful, and **will result in the loss of attendance points.**

## Assignments Policies

- A complete listing of assignments and their instructions is provided in the course *Assignments Document* on the course web site. Assignments are to be prepared in accordance with the specifications outlined therein.
- **Assignment Submission Rules:** Assignments are to be submitted at the beginning of class on the due date and will NOT be accepted via e-mail. Once submitted, all assignments are final, meaning absolutely no amendments or adjustments will be allowed post submission. Be advised to put maximum effort into all assignments, as resubmissions/revisions will NOT be accepted for any assignments.
- **All assignments must be typed using Microsoft Word and double-spaced using 12-point font** (except résumé and cover letter, which should follow guidelines specified in respective résumé and cover letter writing guides/templates and should not be double spaced). All assignments (except résumé and cover letter, again, which should follow respective writing guides, tools and/or templates) should have **your name, date, and title of the assignment in the top right-hand corner of your paper.** Multiple pages are to be stapled together. There will be deductions for failure to format assignments as instructed.
- **Late Assignment Penalties: Only** the following assignments will be accepted late: **Resume #2, Cover Letter #3, Interview Questions #5 and Informational Interview #9. Late Assignment Penalties are deducted as outlined below:**

Assignment handed in <b>after class on the due date</b>	<b>-7 point deduction</b>
Assignment handed in <b>one day after the due date</b>	<b>-10 point deduction</b>
Assignment handed in <b>two days after the due date</b>	<b>-20 point deduction</b>

\*Assignments handed in **more than two days late** from the due date will **receive 0 (zero) points\***
- Regardless of a student's point accumulation, each student must satisfactorily complete the CRC BizLink Profile, Résumé, and Practice Interview assignments to pass the course.
- Regarding the **Practice Interview** assignment, your **first scheduled date is binding** as frivolous rescheduling cannot be supported and compromises the functioning of the online scheduling system. All practice interviews are held in the CRC Office at 308 Alfiero Center.
  - **NOTE:** Failure to show up for practice interviews without prior notice or based on requests for cancellation and rescheduling that are not approved as legitimate will be treated as "No Shows" and will incur a **-25 point penalty deduction**, with apology e-mail to the interviewer. You will **also lose -10 points** if you **fail to sign up for and schedule your interview during the online practice interview sign up period of February 17 to February 20.**
- Graded assignments can be picked up in your MGG 300 mail file located at the Career Resource Center (308 Alfiero), in the front reception area. Announcements will be made in class as to when assignments are ready for pickup. The Career Resource Center (308 Alfiero) is open 9:00am -5:00 pm Mondays through Fridays.

## **MGG 300 CRC Extra Credit Events:**

- Extra credit opportunities are available throughout the semester. Below is a list of the extra credit assignments and events:
  - You can earn up to two points for writing a professional thank you letter addressed to your practice interviewer after your practice interview. **Please refer to the Assignments Document for specific details regarding this extra credit opportunity.**
  - You can earn **2 points** for attending the **Network Buffalo** event on February 18, in the Center For The Arts (CFA).
  - You can earn **2 points** for attending the **Shellum Speaker Series** event with Bill Feldmaier, on April 16 in the CFA Screening Room.
  - You can earn **2 points each** for attending **CRC Coffee Cup Conversations** and/or **CRC Concentration Workshop** events, the dates and locations of which are listed in this syllabus. **NOTE: You must RSVP via BizLink ahead of time, arrive on time and must swipe your UB Card to register your attendance at these CRC events in order to earn the extra credit points.**

**\*PLEASE REFER TO THE CALENDAR WITHIN THE LAST PAGES OF THE SYLLABUS FOR EVENT DETAILS\***

## **Grade Review Process for Assignments 2 & 3; Resume and Cover Letter:**

- After picking up your resume and cover letter from the MGG 300 mail files on **March 31**, you should thoroughly review your assignment and the related comments them to understand your relative scoring category ratings and/or feedback on areas for improvement. Should you wish to dispute the grade on your résumé or cover letter, you **MUST complete** the following steps prior to **Friday, April 4, at Noon**:
  1. Fill out the Grade Review Request Form (found under the “Course Documents” tab on the UB Learns course website)
  2. Submit the completed Grade Review Request Form along with a copy of your graded materials, including completed score sheets, to the front desk at the CRC office (308 Alfiero) **by no later than Friday, April 4, at Noon** (Please note that not all completed forms will warrant an appointment)
  3. You will receive an email indicating if you have been granted a 15 minute grade review appointment or if your grade will remain the same
  4. Appointments will be held the next week, **Monday - Wednesday, April 7 – April 9, from 8:30 a.m. - 3:30 p.m.**

**NOTE:** Attempts to hand in grade review forms/materials after the deadline (noon on 3/22) will be denied.

## **Academic Integrity**

As with all courses in the School of Management, you are expected to complete your assignments with the highest level of integrity. Submitting work that is not your own, or sending someone else to class so you can earn attendance points, will result in disciplinary action--I guarantee.

The job search is a self-driven pursuit. As such, all assignments in this class are to be completed individually. Any “teaming” or “sharing” on an assignment WILL BE considered an academic integrity violation and both parties will be punished with equal zeal. In addition, the content and/or sequence of designated assignment questions are changed each semester, using designated questions from a previous semester and/or using questions out of the assigned semester sequence WILL BE considered an academic integrity violation; no exceptions or excuses.

Please refer to <http://mgt.buffalo.edu/programs/undergrad/handbooks> for more complete information regarding disciplinary procedures for academic integrity.

## **Computer Utilization & E-Mail**

E-mail (via UB Learns Class Listserv) will be our official out-of-class means of communication for this course. Communications will be sent by me from time to time, so please be sure to check your e-mail daily. Listserv, which uses your university address, cannot accommodate personal e-mail addresses. If you prefer to use your personal address, go to <http://www.cit.buffalo.edu/mail> to set up a forward from your university address to your personal address.

An official course e-mail address has been set up to handle any and all of your inquiries regarding the course; that e-mail address is [mgt-mgg300@buffalo.edu](mailto:mgt-mgg300@buffalo.edu). All e-mailed messages directed to either myself or the TAs, should be sent to this address.

All assignments should be prepared using Microsoft Word, as noted in the Assignments Policy above. There is a School of Management Computer Lab (Jacobs 210) available for your use, and the use of all management students. The lab offers free word processing as well as web access; and printing capabilities are available for a nominal fee.

**There is NO final exam in this class.**



**MGG 300 Calendar: Spring 2014**  
**Classes – Assignments – Due Dates**

	<b>JAN 27</b>	<b>JAN 28</b>	<b>JAN 29</b>	<b>JAN 30</b>	<b>JAN 31</b>
<b>Week 1</b>	<b>Mon</b>	<b>Tues - Class 1</b>	<b>Weds</b>	<b>Thurs – Class 2</b>	<b>Fri</b>
	<b>First Day of Classes</b>	<b>Topic:</b> CRC Staff Introductions, Course Overview, Class Expectations, Overview of Assignments, Introduction to BizLink (Caitlin Rush)  <b>*Begin Assnmt. 1: CRC BizLink Profile</b>		<b>Topic:</b> Achieving Career Goals & Internships as well as Career Advice (Jim Cipriani, President, Systems Personnel Group)	
<b>Week 2</b>	<b>FEB 3</b>	<b>FEB 4</b>	<b>FEB 5</b>	<b>FEB 6</b>	<b>FEB 7</b>
	<b>Mon</b>	<b>Tues – Class 3</b>	<b>Weds</b>	<b>Thurs – Class 4</b>	<b>Fri</b>
	<b>*Payment Period Begins Today through Friday February 14. Check UB email for instructions on the payment* Last day to DROP/ADD</b>	<b>Topic:</b> Résumé Writing (Melissa Ruggiero)  <b>Sign and Hand In your page 13 of the syllabus (1pt)</b>  <b>*Bring a printed copy of your resume and cover letter to class for review*</b>	<b>Student Club Fair</b> Alfiero Atrium, 1 <sup>st</sup> Fl. 10 AM- 2 PM	<b>Topic:</b> Résumé Writing & Cover Letter Writing (Pam Krakowiak)  <b>*Bring a printed copy of your resume and cover letter to class for review* Assnmt. #1 Due:</b> CRC BizLink Profile <b>Last day to sign &amp; submit your page 13 of the syllabus before class</b>	
<b>Week 3</b>	<b>FEB 10</b>	<b>FEB 11</b>	<b>FEB 12</b>	<b>FEB 13</b>	<b>FEB 14</b>
	<b>Mon</b>	<b>Tues – Class 5</b>	<b>Weds</b>	<b>Thurs – Class 6</b>	<b>Fri</b>
		<b>Topic:</b> Time Management and Leadership Certification (Terri Budek, Assistant Director Intercultural & Diversity Center)  <b>RESUMANIA DURING OFFICE HOURS!</b>  <b>*If not already doing so, start working on your final copies of your Resume and Cover Letter*</b>		<b>Topic:</b> Basic Interviewing Skills (Caitlin Rush)  <b>RESUMANIA DURING OFFICE HOURS!</b>	<b>*Payment Period Ends Today at 5:00 PM.*</b>
<b>Week 4</b>	<b>FEB 17</b>	<b>FEB 18</b>	<b>FEB 19</b>	<b>FEB 20</b>	<b>FEB 21</b>
	<b>Mon</b>	<b>Tues – Class 7</b>	<b>Weds</b>	<b>Thurs – Class 8</b>	<b>Fri</b>
	<b>*Sign Up Online for your Practice Interview starting today through Friday February 21. Refer to your UB Email for instructions.*</b>	<b>Topic:</b> "Projecting Professionalism: The Social Advantage" (John Bourdage, Bourdage Consulting)  <b>Assnmts. #2 &amp; #3, Part 2 Due:</b> Résumé & Cover Letter (Final Graded Versions)  <b>EXTRA CREDIT:</b> Network Buffalo Newman Center 5:30-8:30PM		<b>Topic:</b> Interviewing Skills, Online Image (LinkedIn) and Other Business Correspondence (Melissa Ruggiero)	<b>*Last day to sign up for your Practice Interview by 5:00PM*</b>

Week 5	FEB 24	<b>FEB 25</b>	FEB 26	<b>FEB 27</b>	FEB 28
	Mon	<b>Tues – Class 9</b>	Weds	<b>Thurs – Class 10</b>	Fri
	LinkedIn headshots during Kelsey and Kareem's office hours this week only!	<b>Topic:</b> Networking (Erin O'Brien, Director Graduate Programs & Executive Board SOMAA)	Practice Interview Program begins today!	<b>Topic:</b> "What's your brand?" (Gwen Appelbaum, Director of CRC)  MSQ Book Distribution beginning at 8:00am in Knox 20	LinkedIn headshots during Kelsey and Kareem's office hours this week only! Refer to pg.3
Week 6	MAR 3	<b>MAR 4</b>	MAR 5	<b>MAR 6</b>	MAR 7
	Mon	<b>Tues – Class 11</b>	Weds	<b>Thurs – Class 12</b>	Fri
		<b>Topic:</b> Is Grad School for Me? – Panel Discussion (Lisa Coia, UB Grad Student Recruitment Services, Jennifer VanLaeken School of Management Graduate Programs)		<b>Topic:</b> Alumni Perspectives: Human Resources (Valerie Hawthorne, HR Coordinator, National Fuel Gas)  Assmnt. #4 Due: LinkedIn Profile, due by 8:30am.	
Week 7	MAR 10	<b>MAR 11</b>	MAR 12	<b>MAR 13</b>	MAR 14
	Mon	<b>Tues – Class 13</b>	Weds	<b>Thurs – Class 14</b>	Fri
	INTERNSHIP WEEK!	<b>Topic:</b> SOM Credit Bearing Internship Program (CBIP) (Carrie Gardner, Director of CBI Program for SOM)		<b>Topic:</b> CBIP Keys to Internship Success  *Remember to read MSQ Book and complete Online Quiz by April 15.	
Week 8	MAR 17	<b>MAR 18</b>	MAR 19	<b>MAR 20</b>	MAR 21
	Mon	<b>Tues</b>	Weds	<b>Thurs</b>	Fri
	SPRING BREAK	NO CLASS		NO CLASS	
Week 9	MAR 24	<b>MAR 25</b>	MAR 26	<b>MAR 27</b>	MAR 28
	Mon	<b>Tues – Class 15</b>	Weds	<b>Thurs – Class 16</b>	Fri
		<b>Topic:</b> Professional Perspectives: Supply Chain & Operations Management (Matt Bartels, Director of Sales & Operations Planning at Rich Products)  Assmnt. #5 Due: Interview Questions		<b>Topic:</b> Alumni Perspectives - Entrepreneurism (George Chamoun, EVP, Co-founder of Synacor)	

Week 10	MAR 31	<b>APR 1</b>	<b>APR 2</b>	<b>APR 3</b>	<b>APR 4</b>
	Mon	<b>Tues – Class 17</b>	Weds	<b>Thurs – Class 18</b>	Fri
	<b>Graded Resumes and Cover Letter Assignments are ready to be picked up in your MGG300 Mail Files located in 308 Alfiero.</b>  <b>CRC Extra Credit Event: 3<sup>rd</sup> Coffee Cup Conversation from 5:30-7pm in Alfiero 205 (+2pts.; Must RSVP in BizLink, arrive on time and swipe attendance at event to earn points)</b>	<b>Topic:</b> UB Career Services Resources (Bob Orrange, Career Services Office)		<b>Topic:</b> Career Leader™ Interpretation (Muriel Anderson)  <b>Assmnt. #6 Due:</b> Career Leader™	<b>Resume and Cover Letter Grade Dispute Period Ends today at Noon</b>
Week 11	<b>APR 7</b>	<b>APR 8</b>	<b>APR 9</b>	<b>APR 10</b>	<b>APR 11</b>
	Mon	<b>Tues – Class 19</b>	Weds	<b>Thurs – Class 20</b>	Fri
		<b>Topic:</b> Alumni Professional Perspectives-MIS (Navpreet Jatana)		<b>Topic:</b> Alumni Professional Perspectives – Finance & Management (Matt Riscili, Vice President, M&T Bank)	
Week 12	<b>APR 14</b>	<b>APR 15</b>	<b>APR 16</b>	<b>APR 17</b>	<b>APR 18</b>
	Mon	<b>Tues – Class 21</b>	Weds	<b>Thurs – Class 22</b>	Fri
		<b>Topic:</b> Dining Etiquette (John Bourdage, Bourdage Consulting)  <b>Assmnt. #7 Due:</b> MSQ Book Quiz	<b>Possible CRC Extra Credit Event: Shellum Speaker Series: 6-7:30pm, CFA Screening Room (+2pts.; Must RSVP in BizLink and swipe attendance at event to earn points.)</b>	<b>Topic:</b> Alumni Professional Perspectives – HealthCare Industry (Eddie Bratko)	

Week 13	APR 21	<b>APR 22</b>	APR 23	<b>APR 24</b>	APR 25
	Mon	<b>Tues – Class 23</b>	Weds	<b>Thurs – Class 24</b>	Fri
	<b>CRC Extra Credit Event:</b> <b>3<sup>rd</sup> Coffee Cup Conversation</b> <b>from 5:30-7pm in Alfiero 205 (+2pts.; Must RSVP in BizLink, arrive on time and swipe attendance at event to earn points)</b>	<b>Topic:</b> Alumni Professional Perspectives – Marketing (Nick Bowe, Target)  <b>Assnmt. #8 Due:</b> Informational Interview		<b>Topic:</b> Bill Feldmaier, Author, Millennial Success Quotient (Millennial Success Foundation)	
Week 14	APR 28	<b>APR 29</b>	APR 30	<b>MAY 1</b>	<b>MAY 2</b>
	Mon	<b>Tues – Class 25</b>	Weds	<b>Thurs - Class 26</b>	Fri
		<b>Topic:</b> Alumni Professional Perspectives, Accounting (Andrew Peer, Manager, PricewaterhouseCoopers)		<b>Topic:</b> Job Offers & Compensation Negotiations (Pam Krakowiak)  <b>Assignment #10 Due:</b> CRC BizLink Résumé Upload, due by 5:00pm sharp	
Week 15	MAY 5	<b>MAY 6</b>	MAY 7	<b>MAY 8</b>	MAY 9
	Mon	<b>Tues – Class 27</b>	Weds	<b>Thurs – Class 28</b>	Fri
		<b>Topic:</b> Q&A Course Review  <b>Assignment #9 Due:</b> <b>Practice Interview</b>		<b>Topic:</b> UB SOM Employment Update	

**MGG 300 Rules of Engagement & Statement of Understanding**

Please read, the MGG 300 syllabus as well as the assignments document. Be sure to ask the instructor or teaching assistants any questions you may have. In acknowledgment of your receipt and understanding of all the attendance policies, class etiquette, assignment due dates and deliverables among others, you are **REQUIRED** to fill out, sign and submit page #13 of this syllabus to the Kelsey or Kareem by **Thursday, Feb 6<sup>th</sup>** to obtain credit for this deliverable.

I \_\_\_\_\_ have read, understand, and will abide by the rules & expectations explained in the syllabus for Professor Dorothy Siaw-Asamoah 's spring 2014, MGG 300 class. As a registered student in this class, I am determined to contribute to my success by attending class regularly, submitting all assignments on time and remaining engaged in MGG 300 throughout the semester. I intend to utilize all the resources available to me through the Career Resource Center (CRC) and take ownership of my own career strategies, planning and management. I expect the letter grade \_\_\_\_\_ in this class and I commit to doing all that it takes to achieve my goal.

Name (Print): \_\_\_\_\_

Name (Signed): \_\_\_\_\_ Date: \_\_\_\_\_

**YOU MUST SUBMIT THIS SHEET LATEST**

**BY THURSDAY, FEBRUARY 6<sup>th</sup>**