

Professional Development
ECO 5922
Fall 2021
Mrs. Taylor Leverette
Tuesday 5:30-7:30
BEL 280, BEL 282, BEL 261

Course Description:

The courses taken in the M.S. curriculum teaches quantitative skills that are important to employers. To enhance the effectiveness of these quantitative skills, employers also want their employees to have excellent professional behavior and leadership skills. Such skills include the ability to:

- communicate effectively (both verbally and in writing),
- work on and lead teams,
- organize and manage projects, and
- negotiate and resolve conflicts.

The Professional Development course “teaches” these skills through a curriculum based upon a rich and diverse set of experiences for students. Effective learning is grounded in experience, through a pedagogical method based upon experiential learning. We will give you pointers and describe each of the course module’s objectives and methods, and students will then analyze, apply, and practice implementation of their newly acquired skills.

Active learning results in improved synthesis, longer-term recall, and more effective problem-solving skills than learning by hearing, reading, and watching. This course will provide opportunities for students to extrapolate from active learning experiences and see how to apply what they’ve learned through simulated “real-world” challenges and problems. Many of these “real-world” events will be presented by or through case studies contributed by working professionals from both the private and public sectors.

Course Facilitators and Coaches:

Taylor Leverette, taylor.leverette@fsu.edu or taylor.money.leverette@gmail.com

Dr. Stefan Norrbin, snorrbin@fsu.edu

Kyle Baltuch, kbaltuch@flfoundation.org

Ian Fitton, ian@mathereconomics.com

Krista Lape, Krista.Chechanover@gmail.com

Carly Herrera

Jonathan Guarine, JGuarine@floridatxwatch.org or jtg16b@my.fsu.edu

Mariana Matar, mkm20cr@my.fsu.edu or marianakmatar@gmail.com

Tentative Course Outline:

1. Professional Development: Introduction

Aug. 24

Facilitator

Taylor

2. Speaking & Presenting I: Body & Voice

Aug. 31

Facilitator

Taylor

Coach

Krista

Coach

Jonathan

Coach

Carly

3. Teamwork I: Basics & Dynamics	Sep. 14
<u>Facilitator</u> Taylor	
4. Teamwork II: MBTI	Sep. 21
<u>Facilitator</u> Kyle	
5. Speaking & Presenting III: Slide Decks and Charts	Sep. 28
<u>Facilitator</u> Ian	
6. Speaking & Presenting IV: Written Communication and Virtual Meetings	Oct. 5
<u>Facilitator</u> Taylor	
7. Career I: Resume Writing and “Tell me about yourself.”	Oct. 12
<u>Facilitator</u> Taylor	
<u>Coach</u> Jonathan	
<u>Coach</u> Mariana	
8. Career II: Resume Reviewing	Oct. 19
<u>Resume Reviewer</u> Taylor	
<u>Resume Reviewer</u> Kyle	
9. Career III: Interviewing and Life After the Applied Economics Program	Friday, Oct. 29 (tentative)
<u>Facilitator</u> Dr. Norrbin and Taylor	

Course Materials:

Background reading and case studies may be provided by the facilitators for each module. Additional reading may be distributed in class or posted on the Blackboard website. Dress for class is business casual unless otherwise noted on the schedule.

Course Grading:

This course is a pass/fail course. **Attendance and participation are required for a passing grade.** Some of the Modules may involve a written component, which must be submitted on the date due. Late work will not be accepted. The instructor must be notified in advance of an expected absence. In case of emergencies where you could not notify the instructor, then you should do so as soon after the session as possible. Punctuality and professional demeanor are expected at all times.

University Attendance Policy:

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/Academics/Academic-Honor-Policy>.)

Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:

- (1) register with and provide documentation to the Student Disability Resource Center; and
- (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center

874 Traditions Way

108 Student Services Building

Florida State University

Tallahassee, FL 32306-4167

(850) 644-9566 (voice)

(850) 644-8504 (TDD)

sdrc@admin.fsu.edu

<http://www.disabilitycenter.fsu.edu/>

Syllabus Change Policy

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."