Curriculum Committee Revisions Proposal

Wilkes University Curriculum Committee

COURSE ADDITION FORM

1. Course Title: Personal & Professional Development Foundations

2. Course Number: PPD 103

3. Course Credit Hours: 2

   Classroom Hours: 2  Lab Hours: ______ Other: ______

4. Course Prerequisites: BA 153 as co-requisite for BA/ENT/ACC majors only

5. Course Description (as proposed for the Bulletin):
   This course is an exploration and examination into self discovery and self-reflective awareness necessary in leadership development and relationship management. Topics can include, but are not limited to: Self-Awareness, Emotional Intelligence, Initial Career Exploration, Motivation, Team Building, Innovation/Creativity, Personality/Learning Styles, Presentation/Speaking Competencies and Leadership Theory & Development. This class is closed to freshmen and any student who completed PPD 101 and PPD 102. The PPD series adds value and depth to your learning program by explicitly targeting personal and professional competency assessment, development and practice.

6. List All Potentially Affected Programs: BA, ENT & ACC

7. Explanation for Course Addition:
   a. What is the need for this proposed course? Include whether the proposed course overlaps content in existing courses and explain how this course will enhance any current or proposed program.

   This course is intended to serve transfer students into the Sidhu School of Business & Leadership. This course serves as a foundation of the PPD series and replaces PPD 101 & PPD 102 for transfer students only. PPD 103 is intended to complement BA 153, Management Foundations in the same manner that PPD 101 & 102 complement BA/ENT/ACC 151 & 152.

8. Required Documentation: Proposed Syllabus
   See 6-1-2.d of the Faculty Handbook for instructions on syllabi

See attached
9. Signatures to Obtain:
   a. Department chair of all potentially affected programs
      
      Justin Matus, Chair
      Sidhu School of Business & Leadership
      
      [Signature]
      Date: 3/3/2010

   b. Dean on any potentially affected College/School
      
      [Signature]
      Date: 3/15/2010
      Paul Browne, Dean
      Sidhu School of Business & Leadership

   c. Registrar
      
      [Signature]
      Date: 3/18/10
      Susan Hritzak, Registrar
PPD 103: Personal & Professional Development Foundations

Matthew Sowcik  
Office: Weckesser, 3rd Floor  
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Dina Udomsak  
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E-mail: dina.udomsak@wilkes.edu

OFFICE HOURS ANYTIME BY APPOINTMENT

Course Description

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PPD 103 consists of four reinforcing components:
1. Readings and research (to build a strong base of leadership and emotional intelligence theory)
2. Assessment (self assessment, peer assessment, instructor performance reviews)
3. Concept Application (links, tutorials, resources, projects, reflections)
4. Skill Development (exercises, cases, SCA project)
5. Career Focus (exploration of different concentrations)

Student Learning Objectives:
1. The student will read material about and participate in discussions on the nature of leadership and emotional intelligence.
2. The student will define and apply the concepts listed in the CONTENT area of this syllabus via exercises, role-plays, interviews, reports, and other performances.
3. The student will demonstrate his/her understanding of the concepts via his/her performance on tests, exercises, and projects.
4. The student will become engaged in self-reflection, analyze self-assessments, and make effective and efficient plans based on the assessments. For example, the students will identify
their personal orientation toward leadership and examine the possible impact of that orientation on teams and organizations. Confidential self-reflections will be organized in a self-discovery journal.

5. The student will apply the course concepts and learning to the initial development of a Life and Learning Action Plan.

Core Content Areas
- Self-Assessment
- Self-Awareness
- Self-Confidence
- Decision Making Skills
- Empathy
- Service Orientation
- Emotional Self-Control
- Impulse Control
- Conscientiousness
- Adaptability
- Developing Others
- Conflict Management
- Teamwork
- Organization
- Follow-up skills
- Leadership

Course Assignments

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Two Tests</td>
<td>200pts</td>
</tr>
<tr>
<td>Two Seminars</td>
<td>200pts</td>
</tr>
<tr>
<td>Paper</td>
<td>200pts</td>
</tr>
<tr>
<td>Service Project</td>
<td>300pts</td>
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<tr>
<td>Participation (In/Out of Class, Journals, etc.)</td>
<td>300pts</td>
</tr>
<tr>
<td>Role Plays</td>
<td>200pts</td>
</tr>
<tr>
<td>Total</td>
<td>1400pts</td>
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UNIVERSITY POLICIES

Attendance
Attendance at all classes is expected. Repeated absence is deemed a sufficient cause for failure. If students are ill and will be missing a test, examination, or presentation, it is their responsibility to contact the instructor by phone the day of the test, examination, or presentation. Please refer to the Student Handbook for additional information.

Disabilities
Wilkes University maintains reasonable accommodations within classrooms and residence halls for students with physical and learning disabilities. Such accommodations are made, whenever reasonably possible, to allow students with disabilities to undertake tasks essential to their programs of instruction. Services are coordinated by the Office of the Dean of Student Affairs and University College in cooperation with Health Services, the University Learning Center, Registrar's Office, Campus Security, and Office of Campus Counseling. Please refer to the Student Handbook for additional information.

Academic Integrity
Wilkes University has a deep commitment to academic honesty and integrity. Violations will not be tolerated, including plagiarism, collusion, and cheating. Please refer to the Student Handbook for additional information.
<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td>1. Course Title</td>
<td>Personal and Professional Development I</td>
<td>No change</td>
</tr>
<tr>
<td>2. Course Number</td>
<td>PPD 101</td>
<td>No change</td>
</tr>
<tr>
<td>3. Course Cr. Hrs: 1</td>
<td></td>
<td>No change</td>
</tr>
<tr>
<td>4. Course Prerequisites</td>
<td>None</td>
<td>No change</td>
</tr>
<tr>
<td>5. Course Description</td>
<td>Personal and Professional Development I is the first course in a required 7-course sequence of Personal and Professional Development opportunities in the Business Curriculum at Wilkes University. The PPD Series adds value and depth to your learning program by explicitly targeting personal and professional competency assessment, development, practice, and evaluation.</td>
<td>PPD 101 is your opportunity to begin the exploration, recognition, and regulation of your self-awareness, self-confidence, self-control, adaptability, innovation, motivation, empathy, team building capabilities, habits, and choices. Topics covered include: Self-Awareness, Emotional Intelligence, Team Building, Innovation/Creativity, Personality/Learning Styles, Presentation/Speaking Competencies and Leadership Development. The PPD series adds both value and depth to your learning program by targeting professional and personal assessment, practice, and evaluation.</td>
</tr>
<tr>
<td>6. List All Potentially Affected Programs</td>
<td>BA, ENT, ACC</td>
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</tbody>
</table>

7. Explanation of proposed change.

The proposed changes to the course description more accurately represent the content in the course.
8. Signatures to Obtain:

a. Department Chair of all potentially affected programs

   [Signature]

3/19/20

Date

b. Dean of the Potentially Affected College/School

   [Signature]

3/15/2010

Date

c. Registrar

   [Signature]
## Existing

<table>
<thead>
<tr>
<th>1. Course Title</th>
<th>Personal and Professional Development II</th>
<th>Proposed</th>
</tr>
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<tbody>
<tr>
<td>2. Course Number</td>
<td>PPD 102</td>
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<td>3. Course Cr. Hrs:</td>
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</tr>
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### Course Description

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<td>In this second semester you will continue to examine your knowledge, values, learning and personality style, and the competencies in a spirit of self-discovery. In the second semester of personal and professional development the areas of motivation, leadership, stress and wellbeing will be the primary focus of assessment. The PPD series adds both value and depth to your learning program by targeting professional and personal assessment, practice, and evaluation</td>
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      Sidhu School of Business & Leadership
      
      Date 3/17/10

   b. Dean on any potentially affected College/School
      
      Paul Browne, Dean
      Sidhu School of Business & Leadership
      
      Date 3/15/2010

   c. Registrar
      
      Queen Hutzal
      
      Date 3/18/10