

Meis Center Guidelines, Updates, & Tips

Fall 2016

The Meis Student Development Center provides professional development opportunities to help prepare students to enter the work force. It is up to Catapult Faculty to determine how many events are required and what weight they hold in their syllabus.

- Attendance will only be counted for students attending workshops appropriate for their class levels. Recommended class levels are listed on the Meis Center event list and in the descriptions in the Outlook Calendar. The website used to take attendance provides the students grade level so we are able to enforce the policy. Hopefully this will help eliminate students from attending workshops multiple times throughout their career in the Scott College of Business.
- **Students will be denied entry into a workshop without their student ID.** If a student present's another student's ID as their own, they will be referred to student judicial at ISU. This is a serious violation of the student code.
- Students will not be admitted to workshops if they arrive more than **5 minutes** past the start time.
- **Quizzes will be distributed after each workshop.** The quizzes will be emailed to students at the end of the workshop. They will have 10 minutes to complete the quiz and must score at minimum of 7/10 in order to receive credit for the workshop. Faculty don't need to worry about keeping track of quiz scores—if a student appears on your attendance sheet then they have scored high enough to receive credit.
- **Students must bring a laptop or smart phone in order to take the workshop quiz.** However, it is expected that students will engage in professional, appropriate behavior during events – i.e. only using technology to take notes about the presentation, no talking, no sleeping, etc.
- The Meis Center* has capacity for 30 people. Workshops tend to fill up quickly towards the end of the semester. Students should not wait until the last minute to meet their Catapult requirements. However keep in mind that if students are attending workshops toward the end of the semester, it is advised to arrive early. *Other venues (FD 223 and the Career Center) have their own capacity regulations.
- Most workshops are 50 minutes long; students need to be prepared to stay for the entire duration.
- We have no specific dress code requirements, except to “invitation only” events – i.e. Executive Dining Experience.
- Unless indicated on calendar, no advance registration required/accepted for our events.

Meis Student Development Center Guest Speaker Information

The Meis Center would be happy to help facilitate any outside professionals that you would like to bring to campus! We can try to move the event into the Courtroom to open the event for more students, take attendance so the event would count as a Catapult requirement and appear on the attendance reports, and record the presenter on Tegrity/Yuja to open the opportunity for distance students or for you to use again in later semesters.

Catapult Partner Syllabus Language Examples

It is up to each faculty member who chooses to partner with the Meis Center and participate in the Catapult Program to implement it however they see fit. Below are three different examples of how it's been worked into a syllabus. However requiring mandatory attendance of X number of events and reminding students periodically throughout the semester may help decrease the end of the semester rush.

Professor LaGrange

Business 371 – Spring 2015 - Ms. La Grange

Catapult Professional Development Program

As noted in the course syllabus, students' participation in the Catapult Professional Development Program is worth 50 points in this course. The events listed below take place throughout the semester. The Meis Student Development Center's Calendar of Events provides dates, times, and locations of these professional development events.

There are two parts to the Catapult requirements for BUS 371.

Part One: Students are required to attend two of the professional development events listed below. **(30 points)**

Part Two: Students will write a two page reflection paper listing the events they attended, providing a short summary of their content and describing how these events impacted their professional development. Reflection papers will be submitted via Blackboard. **(20 points)**

DUE DATES FOR PARTS ONE AND TWO ARE FOUND IN THE SYLLABUS. THEY VARY ACCORDING TO THE FIRST LETTER OF STUDENTS' LAST NAMES.

Professional development events not on the list below will not count toward students' Catapult requirements for BUS 371. You will notice that some events require an individual meeting or résumé posting following the event. (For these events, students who only attend the workshop OR only have an individual appointment OR only have a posted résumé will not earn any points. Both components must be completed!) Because they require more time, they count as two events.

Students will earn 15 extra credit points in BUS 371 if they attend three events (in addition to the Career Fair). A separate reflection paper must be written about the extra credit event. There will be a separate submission area on Bb for these extra credit papers. Attendance at extra credit events and extra credit reflection papers – for all students, regardless of their last name – is due Monday, April 20.

All students will be required to attend the ISU Career Fair, which takes place from 10:00 – 2:00 on Tuesday, March 3, and write a reflection paper about their experience at the Fair. More information will be provided about this assignment. The Career Fair will not count as one of the two events required for BUS 371.

Career Center events:

Networking and Etiquette Workshop **COUNTS AS
TWO EVENTS**

Advanced Résumé and Cover Letter Writing and posting résumé **COUNTS AS
TWO EVENTS**

on Sycamore Career Link

Strategies for Interview Success and individual practice interview **COUNTS AS
TWO EVENTS**

Conducting a Successful Job and Internship Search

Transitioning from Student to Professional

Graduate School 101

Careers From Chaos

Meis Student Development Center Workshops:

*Narrating Data

*Business Customs and Culture of India

Cultural Awareness

Making Sense of Employee Benefits

Writing About You Without I

Cultural Awareness

Networking in a Crowd of Strangers

Tools for Effective Problem Solving: Using Affinity Maps

Meis Student Development Center and Scott College of Business Professional Networking Events :

Executive Dining Experience – by invitation only

COUNTS AS

TWO EVENTS

*Alumni Panel Discussion: “Collegiate Professional Development in the Rearview Mirror”

*Panel Discussion Featuring MIS Professionals

ISU Ethics Conference:

*John Borbi luncheon keynote (12:00) : "The Dark Side of Success"

*John Lough afternoon keynote (3:00): "Personal, Corporate, and Governmental Ethical Privacy Issues"

*indicates new or revamped events

Dr. Wilkinson

**BEIT-336—Spring 2015 – Dr. Wilkinson
Professional Development Assignments**

You will be expected to attend two sessions sponsored by the MEIS Student Development Center. You can choose any from the calendar. You can find the calendar at: <https://business-cms.indstate.edu/center/MSDC/calendar> . You will then go to the Professional Development Journal and describe the session and how you will incorporate it in your professional development

PLEASE READ THE INFORMATION BELOW

1. Most workshops will take place in MSDC (FD 133) this semester – limited seating capacity, so come early and don't wait until the end of the semester to attend events!
2. It is expected that students will engage in professional, appropriate behavior during events – i.e. no cell phones, no lap tops – except for taking notes about the presentation, no talking, etc.
3. Bring student ID to all events – required for attendance
4. Unless indicated on calendar, no advance registration required for our events
5. No specific dress code, except to “invitation only” events – i.e. Executive Dining Experience and Meet the Dean Community Networking Event
6. We track attendance and report it to faculty, so no need to tell your professor that you've attended
7. Attendance is taken only for the first few minutes of each event, must arrive on time to receive attendance credit.
8. Students who leave events early may not receive attendance credit.
9. Attendance will only be counted for attending events that are targeted to your grade level—i.e. seniors will not receive credit for attending a freshmen event. Class level recommendations can be found in the descriptions on the Outlook calendar and on the event list that is broken down by learning outcomes.

Dr. Bruce McLaren

BUS 351.001 Introduction to Operations Management *preliminary edition*

Scott College of Business – Indiana State University

Spring 2015 9:30 TR FD 003 CRN 11726

Course web site <http://blackboard.indstate.edu/>

| Assignments | Preliminary Points |
|--|--------------------|
| Application Exercise: | |
| Word (autobiography and integration) | 20 |
| Exams (bring a <i>calculator</i> – not your phone): | |
| Exam 1 – | 100 |
| Exam 2 – | 100 |
| Exam 3 – Final Exam | 125 |
| Miscellaneous: | |
| Miscellaneous papers | 25 |
| Quizzes and participation/attendance | 100 |
| Catapult – Meis Center for Student Development | <u>80</u> |
| Preliminary Total Number of Points | 550 |

Extra credit projects may be periodically announced during class and often the first student who volunteers to research a topic is permitted to do so, then report to class next period. NO extra credit is available at the end of the semester after classes stop meeting. Therefore anticipate if it would be beneficial to volunteer when these opportunities become available.

Catapult is a program of student professional development opportunities offered through the Scott College of Business Meis Center for Student Development – and the ISU Career Center. Many of you participated in Catapult during BUS 100 and later core classes. These developmental activities help you develop key skills at the right time. You will hear more about Catapult during class (including the **required Catapult events**) but we will not conduct these activities during BUS 351 classes – you will attend them on your own time. In most cases you can choose which events to attend. Keep in mind there are a limited number of events, and many are on a sign-up basis, first-come first-served. Events do not take place near the end of the semester so don't wait until the end. Remember – you will need to write a one-page reflection paper on each event telling me how that event contributed (or did not contribute) to your professional development. These are not news reports – I want to know how it helped you! The Blackboard site has some tips and suggestions.

You must submit your five *stapled* Catapult reflection reports to me by the last day of classes in the semester.