**Due Dates for BUS 303: Developing Your Professional Skills – Advanced Elements**

<table>
<thead>
<tr>
<th>Week</th>
<th>Themes/Synchronous Opportunity/ Weekly Activities/ Major Assignment Activities</th>
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| **Week One:** Begins 6/1 | **Theme:** Making Professional Connections  
Blackboard Synchronous Class: Guest Speaker on Networking  
Thursday, 6/4  10 am – 11 am  
Participation recommended, not required.  
By Thursday, 6/4:  
1. Take the “How to Navigate BUS 303” Onboarding Quiz  
2. Post introductory video to group Discussion Board  
By Sunday, 6/7:  
On the group Discussion Board:  
Reply to each of your teammates’ video introductions  
Post the names of two potential interviewees or connections for Assignment 1 |
| **Week Two:** Begins 6/8 | **Theme:** Influencing Others Professionally  
By Thursday, 6/11:  
1. Submit a job/internship post for Assignment 2 AND your current resume  
2. Sign-up for Mock Interview phone appointment or Interview Stream for Assignment 2  
By Sunday, 6/14:  
1. Discuss, complete, and submit team agreement. One submission per team via link in Week 2 folder  
2. Group Discussion Board:  
   - Individual post with bibliography of topic-related sources for team webinar  
   - Individual post with persuasive ideas to incorporate into team webinar |
| **Week Three:** Begins 6/15 | **Theme:** Presenting Yourself Professionally  
By Thursday, 6/18:  
1. Complete and submit resume self-audit  
2. Participate in mock interview (via phone or Interview Stream)  
By Sunday, 6/21:  
1. Engage in peer review with assigned classmate  
2. Submit final Assignment #2: Employment Package |
| **Week Four:** Begins 6/22 | **Theme:** Working Effectively with Others  
By Thursday, 6/25:  
1. Journal entry: Giving and receiving feedback  
2. Participate in and record a virtual team meeting; submit recording of meeting for Assignment #3  
By Sunday, 6/28  
1. Journal entry: Analysis of team meeting/experience for Assignment #3  
2. Submit final Assignment #3: Training Webinar |
| **Week Five:** Begins 6/29 | **Theme:** Conducting Yourself Professionally  
By Thursday, 7/2:  
1. Journal entry: Final Reflection and Projection  
2. Class Discussion Board: Training Webinars on Professional Development  
By Friday, 7/3:  
Submit Assignment #1: Informational Interview |