



**ADED 2001:
Foundations of Professionalism: Skills for
Academic and Career Success**

Gordon T. & Ellen West College of Education
ADED 2001
Fall 2026

Contact Information

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Course Description

This course provides students with an understanding of today's evolving career landscape through guided discussions and reflective practice. Students will cultivate professional skills in communication, ethical conduct, and proactive engagement within the workplace.

Instructor Response Policy

Email is my preferred method of communication.
Please include ADED 2001 in the title of any email communication.
I will respond to emails within 24 hours during weekdays.
Please expect a 48-hour response on weekends and holidays.

If you need to contact me via phone, please email me your phone number, and I will schedule a time to connect with you.

Textbook & Instructional Materials

No textbook is required for this course. All reading materials will be provided as website links of PDFs in D2L.

Course Objectives and Learning Outcomes

Objectives	Learning Activities
Define professionalism and describe its role in personal, academic, and professional contexts.	Discussion Board: What Does Professionalism Mean to You? Activity: Meet with a Professional Midterm Quiz Final Quiz
Identify key components of professional behavior (i.e. communication, accountability, initiative, integrity, respect, and ethical conduct).	Activity: Analyzing a Professional Video Midterm Quiz Final Quiz Activity: Professionalism in the Virtual Workplace
Demonstrate effective professional communication (verbal, written, and non-verbal).	Activity: Editing Professional Email Using AI Midterm Quiz Final Quiz Discussion Board: Professional Bio/Introduction Activity: Cover Letter Activity: Resume
Recognize ethical and professional standards relevant to their discipline.	Activity: Professional Standards & Ethics in your Chosen Career Midterm Quiz Final Quiz Activity: Dealing with Conflict
Reflect on their own professional identity and identify areas for growth.	Skills Post-Assessment and Discussion Board: Reflecting on your Professional Growth Micro-learning journal Activity: Emotional Intelligence Midterm Quiz Final Quiz Activity: Exploring Career Opportunities through a Slide Deck
Apply reading comprehension and critical thinking skills to analyze, interpret, and evaluate information in a manner that demonstrates professional aptitude.	Activity: Receiving Feedback Midterm Quiz Final Quiz Activity: Receiving Feedback

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading/Assessment

Table 1: *Points allocated to each assignment*

Assignments	Points
Discussions (3 at 5 pts each)	15
Micro-learning Journal (4 at 5 pts each)	20
Activities (11 at 5 pts each)	55
Mid-term Quiz (Modules 1-3)	5
Final Quiz (Modules 4 & 5)	5
Total Points	100

Table 2: *Total points for final grade.*

Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Final Exam

There will be no final exam for this course.

Extra Credit

There are no extra credit opportunities available for this course.

Late Work

Assignments for the course must be submitted or posted by the established due dates. The discussion boards will be locked after the week is concluded. I understand emergencies arise. If something happens and you cannot submit

your assignments by the posted due date, you must communicate that to me head of time. Any late work without proper communication will not be accepted.

Important Dates

- Last day for term schedule changes: 08/28/2026
- Deadline to file for graduation: 09/21/2026
- Last Day to drop with a grade of "W:"10/23/2026
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

My expectation is that you will be present for class on the first day. Attendance is verified when you check into D2L assignments at least twice a week. Excessive absences (not signing into D2L, noncompliance with assignments, and lack of participation on the discussion board) are indicators of non-compliance with the course and may lead to an administrative drop from the course.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. **Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.* Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!* There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#)

to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Instructor Class Policies

Students are expected to assist in maintaining a classroom environment which is conducive to learning. Inappropriate behavior in the D2L online classroom shall result, minimally, in a request to drop the class or the student may receive an instructor drop with an "F" for the course. An instructor may drop a student any time during the semester for failure to participate, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to dropping the student from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the first 8 weeks of a long semester, the first 6 weeks of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. After these periods the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

Plagiarism

"By enrolling in this course, the student expressly grants MSU a 'limited right' in all intellectual property created by the student for the purpose of this course. The 'limited right' shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality, authenticity, and educational purposes." from [Student Handbook](#). All assignments submitted in BRIGHTSPACE will also be checked through Turn It In for originality. Assignments with more than 50% match will be given a 0. Please note: By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes.

Course Schedule:

MODULE 1: Foundations of Professionalism		
Week 1 08/24-08/30	Read Articles or Watch Video Lessons for the Week Skills Pre-assessment and Discussion Board: What Does Professionalism Mean to You?	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 2: Professional Communication and Workplace Relationships		
Week 2 08/31-09/06	Read Articles or Watch Video Lessons for the Week Activity: Editing Professional Email Using AI	All Assignments for the week are due by Sunday at 11:59 pm
Week 3 09/07-09/13	Read Articles or Watch Video Lessons for the Week Activity: Analyzing a Professional Video	All Assignments for the week are due by Sunday at 11:59 pm
Week 4 09/14-09/20	Read Articles or Watch Video Lessons for the Week Activity: Dealing with Conflict Micro-learning journal	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 3: Professional Standards and Career Connections		
Week 5 09/21-09/27	Read Articles or Watch Video Lessons for the Week Activity: Professional Standards & Ethics in your Chosen Career	All Assignments for the week are due by Sunday at 11:59 pm
Week 6 09/28-10/04	Read Articles or Watch Video Lessons for the Week Activity: Meet with a Professional Micro-learning journal	All Assignments for the week are due by Sunday at 11:59 pm
Week 7 10/05-10/11	Midterm Quiz Over Modules 1-3	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 4: Self-Awareness and Workplace Adaptability		
Week 8 10/12-10/18	Read Articles or Watch Video Lessons for the Week Activity: Emotional Intelligence	All Assignments for the week are due by Sunday at 11:59 pm

Week 9 10/19-10/25	Read Articles or Watch Video Lessons for the Week Activity: Professionalism in the Virtual Workplace	All Assignments for the week are due by Sunday at 11:59 pm
Week 10 10/26-11/01	Read Articles or Watch Video Lessons for the Week Activity: Receiving Feedback Micro-learning journal	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 5: Career Branding and Job Search Essentials		
Week 11 11/02-11/08	Read Articles or Watch Video Lessons for the Week Discussion Board: Professional Bio/Introduction	All Assignments for the week are due by Sunday at 11:59 pm
Week 12 11/09-11/15	Read Articles or Watch Video Lessons for the Week Activity: Exploring Career Opportunities through a Slide Deck	All Assignments for the week are due by Sunday at 11:59 pm
Week 13 11/16-11/22	Read Articles or Watch Video Lessons for the We Activity: Resume	All Assignments for the week are due by Sunday at 11:59 pm
Week 14 11/23-11/29	Read Articles or Watch Video Lessons for the Week Activity: Cover Letter Micro-learning journal	All Assignments for the week are due by Sunday at 11:59 pm
MODULE 6: Reflection and Demonstration of Learning		
Week 15 11/30-12/06	Skills Post-Assessment and Discussion Board: Reflecting on your Professional Growth	All Assignments for the week are due by Sunday at 11:59 pm
Week 16 12/07-12/11	Final Quiz Over Modules 4 & 5	Friday, December 11th by 5 pm