

Syllabus for DHM Student Professional Development

The department of Design, Housing and Merchandising is committed to providing the highest levels of education in the fields of Interior Design, Apparel Design and Production and Merchandising. Significant learning takes place outside of the classroom when you interact with quality speakers who come to campus. However, this semester is a different one due to the COVID-19 virus. To ensure all CDC social distancing mandates are being followed we have decided to only offer online PD events. If you are enrolled in a DHM prefix course 2% of your course grade will be earned by participating in at least 2 student professional development activities. You will send in your submission via a Google form and will receive a reply from dhmprofd@okstate.edu once your submission has been recorded.

- Each PD activity summary you write will count in **ALL** of your current DHM courses. This means if you attend a presentation, your professors in each DHM course will be notified that you are meeting course requirements.
- There will be no PD events eligible for submission after November 27, 2020.
- If participating in a faculty guided entry for a competition such as YMA or Design Charrettes, these can be used to earn credits for **two** professional development events; however, confirmation from the faculty member will be required. You must still submit a summary of the conference attended or presentation given in order to receive credit.

Notice of online opportunities are provided on the DHM Professional Development calendar shown on the DHM Homepage, towards the bottom of the page under the "Information for" list on the right-hand side of the screen. Click on the link titled "Professional Development". Only events listed on this calendar are suitable for you to attend for this requirement. If you know of an event not listed that you feel might meet the expectations of professional development you must first email Rachel Kelleher (dhmprofd@okstate.edu) to ask if the event would be acceptable. You cannot attend and assume the event will be accepted! Check the website regularly, new events will be posted throughout the semester to the PD calendar.

You are responsible for submitting your summary within **ONE calendar week of the event (7 days)**. A summary received more than one week after the event is not accepted for meeting requirements and will not be counted toward your submissions. You're welcome to email the DHMprofd@okstate.edu email account and ask how many credits you have earned.

PROFESSIONAL DEVELOPMENT SUBMISSION GUIDELINES

- Submissions are only accepted through the link on the PD calendar page found as indicated above.
- Title of Event: Put **EXACT** name of event as shown on the **professional development calendar only**. Example- "Developing a Good LinkedIn Profile" (because some are very similar to one another).
- Date of Event: Date that you attend the PD event
- Submit separate summaries for each event attended.
- Body of the summary: Some events will have specific questions that you must answer in order to receive credit. Make sure to read each calendar event entry completely for full assignment details.
- Bottom of the summary: Include all DHM courses you are enrolled in for your current semester, exact and accurate course numbers (not the name) and **CWID**. At the end **SIGN YOUR FULL NAME**.
- If an email is sent back to you regarding a submission, respond within that email.
- Only send submissions once.
- Write your summaries professionally using proper spelling and grammar.

Example of Event Summary Submission (make sure to read event entry for required summary content):

Dear, hello, good morning, good afternoon, Dr. Boorady,

I attended (event name on PD website) on (date). Points you learned. For example: 1. I learned that it is crucial to have a professional and not casual photo on LinkedIn. 2. I must keep my LinkedIn profile current and be sure to add my internship or other work experience. I found this presentation very informative and will be setting up my LinkedIn account.

Close with a Thank you, thanks, sincerely, etc.,

Name
CWID
DHM Courses

PLEASE SEE PROFESSIONAL DEVELOPMENT SUBMISSION EXAMPLE ON THE NEXT PAGE

Professional Development Submissions

* Required

Email address *

dhm@okstate.edu

Name *

DHM

Title of Event *

How to Strengthen Your LinkedIn Profile

Date of Event

Date

07/25/2019

Event Submission (E-mail format)

Dear, hello, good morning, good afternoon, etc.,

I attended (event name on PD website) on (date). At least two points you learned. For example: 1. I learned that it is crucial to have a professional and not casual photo on LinkedIn. 2. I must keep my LinkedIn profile current and be sure to add my internship or other work experience. I found this presentation very informative and will be setting up my LinkedIn account.

Close with a Thank you, thanks, sincerely, etc.,

Name

CWID

DHM Courses

SUBMIT

Never submit passwords through Google Forms.