

Careers and Professional Development Strategies for Business

Spring 2020 – BLB 170 – Fridays – 12:00-12:50 pm

BUSI 1200.005 | 1

Instructor

Amy Hicks, MBA

Office: Career Center - Chestnut Hall 103D

Office Hours: 8:30 AM-5PM M-F (by appointment only)

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What You Will Learn

- The importance of “soft” skills in business
- Personality traits, interests, skills, and work values
- Professionalism/professional dress
- Business communication skills
- Basic personal branding
- Strategies for self-management
- Strategies for academic success
- Networking/relationship building

Grading

This course is a Pass/No Pass course for 1 hour of credit. All assignments will be graded. A minimum course average of 70% is required to pass the course. **Since there are 300 total points allotted, students must score a total of 210 points or more to pass the course.**

Attendance

The most basic component of professional development is being present. Therefore, class attendance is expected. Habitual tardiness is unprofessional and will be treated as absences. **Missing 4 or more classes will result in automatically failing the course.**

NO TEXTBOOK IS REQUIRED FOR THIS COURSE

Supplemental Resources



<http://studentaffairs.unt.edu/career-center/my-plan>

<https://cdn.uconnectlabs.com/wp-content/uploads/sites/68/2019/11/MyPlan-Instructions-and-License-Code.pdf>



<https://vpaa.unt.edu/careerconnect>

<https://www.youtube.com/watch?v=tj43XFW3MUI&feature=youtu.be>
<https://secure.foliotek.com>

WHY YOU ARE TAKING THIS CLASS

Careers and Professional Development

Strategies for Business is the first of three required classes in the UNT G. Brint Ryan College of Business through which students will be introduced to the process of career planning and decision-making. The course will introduce students by integrating knowledge of self with business concepts and business career opportunities. The course will introduce students to professional development with a particular emphasis on communication skills, strategic thinking and teamwork.

Remember:

We want students to graduate from UNT. We want students to declare a major in the College of Business. We want students to have clarification on what they want to do when they graduate.

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Important UNT Dates: Dates are subject to change by official action of UNT.

http://catalog.unt.edu/content.php?catoid=22&navoid=2386#spring_2020

January 10-17, 2020 – Student requested schedule changes may be made during add/drop

January 13, 2020	Spring classes begin (Monday) – 1st meeting for this class will be Friday, Jan. 17.
January 17, 2020	Last add date
January 20, 2020	MLK Day (university closed)
January 28 – March 30, 2020	Student may drop a course with a grade of W by completing the Request to Drop Class form and submitting it the Registrar's office
April 17, 2020	Last day to withdraw for the semester (drop all classes) by 5 p.m. in Dean of Students Office
March 30, 2020	Last day to drop a course
April 30, 2020	Last class day – Last meeting for this class will be Friday, Apr. 24.
May 2 - 8, 2020	Final examinations – There is NO final exam for this course

Course Schedule - The instructor reserves the right to make changes to the syllabus at any time during the semester.

Class	Date	Topic	Assignment
1	1/17	<ul style="list-style-type: none"> • Introductions • Course Overview • Business Cards/Photo 	Order Business Cards – Due 2/28 *Provide me with your business card – give to me before or after class by 2/28*
2	1/24	<ul style="list-style-type: none"> • Handshake • Job Search • Job Posting 	Create Handshake account and profile – Due 2/7 *Upload a screenshot of your Handshake welcome page to the Handshake Assignment by 2/7* *Upload a Word document and link to the job posting you will use for the class assignments to the Job Posting Assignment by 2/7*
3	1/31	<ul style="list-style-type: none"> • Resume 	Resume – Due 2/14
4	2/7	<ul style="list-style-type: none"> • Resume 	Handshake Upload Due Job Posting Due Resume –Due 2/14 *Upload your resume as a Word document to the Resume Assignment by 2/14*
5	2/14	<ul style="list-style-type: none"> • Resume Review 	Resume Due In addition to the Assignment Upload – BRING A PAPER COPY OF YOUR RESUME TO CLASS

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6	2/21	<ul style="list-style-type: none"> Guest Presenter/Social Media and Your Career/Using LinkedIn 	
7	2/28	<ul style="list-style-type: none"> Targeted Resume/Cover Letter 	Targeted Resume Due 5/1 – *Upload with Career Research Assignment Part 2* Cover Letter Due 4/17 *Submit Cover Letter as a Word document to the Cover Letter Assignment by 4/17*
8	3/6	<ul style="list-style-type: none"> Guest Presenter/Elevator Pitch Career Research Project 1 and 2 	Elevator Pitch Submit Due 3/20 *Upload to the Elevator Pitch Assignment by 3/20* Career Research Part 1 Due 4/3 Career research Part 2 Due 5/1 *Upload to Career Research Assignment*
9	3/13	<ul style="list-style-type: none"> SPRING BREAK – NO CLASS 	SPRING BREAK – NO CLASS
10	3/20	<ul style="list-style-type: none"> Informational Interview Guest Presenter/Professionalism 	Elevator Pitch Due
11	3/27	<ul style="list-style-type: none"> Group Elevator Pitch Activity 	Elevator Pitch In Class Activity
12	4/3	<ul style="list-style-type: none"> Guest Interview Prep/Big Interview/LinkedIn 	Guest Interview In Class Activity Career Research Part 1 Due Linked In Profile Due 4/17 *Submit the link (url) to your LinkedIn Profile to the LinkedIn assignment by 4/17*
13	4/10	<ul style="list-style-type: none"> Conduct Guest Interview with Employer 	
14	4/17	<ul style="list-style-type: none"> Guest Presenter/Networking 	LinkedIn Due Cover Letter Due
15	4/24	<ul style="list-style-type: none"> Conduct Guest Interview with Employer 	Last Class Meeting: IMPORTANT: *Career Research Assignment Part 2 Due 5/1*

- **Test Dates** - This course will not have any exams
- **Turning in Late Work** - Late assignments will not be accepted.
- **Assignments and Deadlines for Submission** - See the table above for deadlines

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Assignments/Grading

Business Card	10	due 2/28
Handshake Account/Profile	10	due 2/7
Job Posting	10	due 2/7
Resume (will complete 2 versions)	50	due 2/14* 1 st version (2 nd also version due 5/1 as part of Career Research Assignment Part 2)
Elevator Speech	30	due 3/20* assignment submit (in class activity 3/27) – BOTH REQUIRED
Career Research Assignment (Part 1)	50	due 4/3
Career Research Assignment (Part 2)	50	due 5/1
Interview	20	due 4/3* in class activity
Cover Letter	40	due 4/17
LinkedIn Assignment	30	due 4/17
TOTAL POINTS	300	

The Fine Print

Academic Integrity

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Use of Technology

Technology should not be used in this class unless we are working on a tech-driven project together or if the instructor grants permission. In a professional setting texting, monitoring your phone, web surfing, listening to music, etc. is distracting and rude. Please put away your devices unless otherwise directed.

Course Conduct

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://deanofstudents.unt.edu>.

Disability Accommodation Statement

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The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://disability.unt.edu>. You may also contact them by phone at (940) 565-4323.

Eagle Connect

Your access point for business and academic services at UNT occurs at <http://www.my.unt.edu>. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: <http://eagleconnect.unt.edu/>

Student Evaluation of Teaching

Student feedback is important and an essential part of participation in this course. The Student Evaluation of Teaching (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide you with an opportunity to evaluate how this course is taught.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates at the following link: <http://essc.unt.edu/registrar/ferpa.html>

Emergency Notification and Procedures

UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at <http://www.my.unt.edu>. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

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Emergency Evacuation Procedures for Business Leadership Building:

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

Succeed at UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grown. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find Support. Get advised. Be prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, go <http://success.unt.edu/>.