

Course: Business 1200.004 Spring 2022
Day/Time: Thursday 3:30 pm – 4:20 pm - in person
Location: BLB.015

Instructor Information:

Amy Hicks

Office Hours by appointment only

Amy.Hicks@unt.edu

940-369-7217

Student Assistant: Maria Russell

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Preferred method of contact for instructor and student assistant: Canvas messaging

Course Description:

Careers and Professional Development Strategies for Business is the first of three required professional development courses in the G. Brint Ryan College of Business. These courses are designed to help students develop strategies to become career ready.

BUSI 1200 will help students integrate knowledge of self with career exploration. This course will introduce students to basic professional development concepts necessary to perform and succeed in a business environment.

Students completing this course will gain the following skills and competencies:

1) Communication 2) Professionalism 3) Career & Self-Development 4) Equity and Inclusion

Course Learning Objectives:

Students will gain knowledge and develop skills required to successfully navigate a career in business. This course will specifically focus on soft skills that are an asset in career development. Students will:

- Identify personal and career goals
- Complete various self-assessment tools as it relates to career aspirations
- Create and deliver an elevator speech
- Learn to effectively communicate values, skills and experiences and goals to potential employers
- Create, format and tailor a professional resume
- Develop networking strategies relevant to professional development
- Learn the basic components of career research and explore opportunities in demonstrated field of interest
- Gain skills necessary to having a successful interview
- Explore strategies and resources for academic success

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- Gain an understanding of the importance of diversity in the workplace
- Demonstrate awareness of behavioral norms within a business in relationship to communication, appearance, business etiquette, and day-to-day business functions.

Course Structure:

This course is in person. There will be a combination of lecture, guest speakers, and various assignments to assist students to gain competency in professional and career development. There will be several modules that students will need to study on their own time.

Materials:

You will be using [MyPlan](#) to complete a required assignment.

Textbook: *The 7 Habits of Highly Effective People (30th Anniversary Edition) Paperback – Special Edition*, May 19, 2020 by Stephen R. Covey (Author)

Important Academic Calendar [Dates](#). Last Day to Drop this Course with a Grade of “W” – April 8, 2022. Please contact the [Office of the Registrar](#) and [Advising Offices](#) for financial and academic consequences of dropping.

Attendance:

Attendance is required. This class will have extensive interaction and reviews of progress during class time.

Attendance Points: We will meet at the regular class time in-person 14 times during the semester. Each student will start out with 140 attendance points. Each time a student misses a class, 10 points will be deducted from the original 140.

Note: In the professional world beyond UNT communication is paramount regarding participation in required meetings, activities, etc. Therefore, if possible, students should let the instructor know ahead of time that they are unavailable for the regular class meeting. If students are not able to notify the instructor prior to the class meeting they should contact him as soon as possible. In either case, the instructor will provide guidance on makeup if any for excused absences.

Grading: Final letter grades will be determined on a standard average scale: A = 90% or above, B = 89% to 80%, C = 79% to 70%, D = 69% to 60%, and F = below 60%. This course is one (1) credit hour. Points will be assigned for attendance – 140 possible points and all assignments – 260 possible points. **Total possible points: 400.**

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Week	Date	Assignment (s) Due (subject to change)	Assignment Points	Attendance Participation Ten (10) points deducted if not present for the entire meeting
1	1/20	Introductions	10	
2	1/27	Quiz	10	
3	2/3	Teams Motivation D.B.	10	
4	2/10	n/a	-	
5**	2/17	Academic Planning	40 **weighted points**	
6	2/24	Resume	25	
7	3/3		-	
8	3/10	MyPlan	25	
9	3/17	NO CLASS SPRING BREAK		- NO CLASS SPRING BREAK
10	3/24	Ethical Career D.B.	10	
11**	3/31	LinkedIn Learning	25	** NO CLASS ON THURSDAY 3/31* Please attend Diversity in the Workplace Virtual Panel on Tuesday 3/29 3:30-5:00 to receive attendance points. This virtual panel will take the place of this week's class meeting**
12	4/7	Research	25	
13	4/14	7 Habits Quiz	10	
14	4/21	Elevator Pitch	25	
15	4/28	SWOT	10	
			225	140 possible points
				TOTAL: 365

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Course Schedule

Information on this syllabus, including assignments, due dates, and listed topics is subject to change at the discretion of the instructor. Always check Canvas for changes. The instructor reserves the right to make changes to the syllabus at any time during the semester.

Class	Date	Topic	Due
1	1/20	Course Overview	Intro
2	1/27	Professionalism You Are Here – Basics of Career Planning	Quiz
3	2/3	Resume Outline	Teams Motivation
4	2/10	Academic Planning	n/a
5	2/17	Resume Guest	
6	2/24	MyPlan explained	Resume
7	3/3	Emails Cover Letter CH. 3	n/a
8	3/10	Communication Guest	MyPlan
9	3/17	NO CLASS – SPRING BREAK	NO CLASS SPRING BREAK
10	3/24	Research	Ethical Career
11**	3/31	**Go to Diversity Panel (virtual) on Tuesday, 3/29 instead 3:30 – 5:00 pm**	LinkedIn Learning
12	4/7	LinkedIn Guest	Research
13	4/14	Elevator Pitch Intro	7 Habits
14	4/21	Elevator Pitch Guest	Elevator Pitch
15	4/28	Interviews	SWOT

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Assignment Policy:

The official due dates for each assignment can be found in the Course Schedule, assignment instructions can be found in the Assignments Section in Canvas, please submit assignments and documents in the stated format (example PDF, Word, .png, .jpeg). Points will be deducted for assignments that are submitted late. **Note: No late work will be accepted and a grade of zero will be assigned after two (2) calendar days from the original due date unless extenuating circumstances are reported to [Dean of Students](#) office or a provision has been announced for later submissions.**

Extra credit points MAY be offered for virtual career fair events or sessions by instructor discretion only. Additional information will be provided if an extra credit opportunity is offered.

Academic Integrity:

Students caught cheating or plagiarizing will receive a "0" for that 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.

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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:

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.

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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.

COVID -19 Policy and Class Attendance:

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may decide about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of

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succeeding in this class, your own health, and those of others in the community, is more important.

Policy on Face Coverings:

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

Technical Difficulties:

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Required Access to Textbook, Software, And Hardware: Required Resource (free through UNT):

Microsoft Office Suite® and Adobe PDF Reader are the official software packages for this class. You are enrolled in a College of Business class; therefore, you may obtain a free-of-charge copy at: <https://cob.unt.edu/students/microsoft-campus-licensing-agreement>.

Do not send assignments in Pages®, Word Perfect®, or linked to Google Docs®.

You will also need access to a Windows or Apple compatible PC/ Tablet/ Smartphone connected to an electrical source and the Internet. Additional requirements include a screen, web cam, microphone, keyboard, mouse, speakers, printer, and video codec software. Most computers less than five years old have the necessary codec software. Campus access labs are also fully equipped.

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.

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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 to <http://success.unt.edu/>.