

Course: Business 1200.006 Fall25

8 Week Session 1 – August 18th –October 9th (No Final in this course)

Day/Time: Monday and Wednesday 3:30 pm – 4:20 pm - in person Location: BLB 140

Instructor Information:

Amy Hicks, MBA

Office Hours:

Available by appointment only.

Amy.Hicks@unt.edu | 940-369-7217

Teaching Assistant: Mahmudul Suhan

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.

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.

Course Structure

This is an 8-week course, which means we will cover a full semester in half the time. To keep up with the pace of the course, attendance is mandatory. The most basic component of professional development is being present. Therefore, class attendance is a major component of your grade. Students who are habitually tardy to class will be considered absent.

This course is in person. There will be a combination of lectures, 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

There are no required materials for this course. *You will be given instructions the first week of class to access MyPlan, a free career skills and interest tool.*

Important Academic Calendar Dates. Last Day to Drop this Course with a Grade of “W” – Feb 21. Please contact the [Office of the Registrar](#) and [Advising Offices](#) for financial and academic consequences of dropping.

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Course Learning Outcomes

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 a valuable 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 cover letter and resume
- Develop networking strategies relevant to professional development, including creating a LinkedIn Profile
- 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
- Utilize the RCOB EDGE Program mobile app to track and build competencies
- Understand how AI can assist with career readiness
- Learn the process for acquiring an internship for class credit
- Demonstrate awareness of behavioral norms within a business in relationship to communication, appearance, business etiquette, and day-to-day business functions.

Please put BUSI 1200 in the Subject Line – Canvas messaging or email is the best way to reach me.

You should ONLY email me from your UNT.EDU email account. Emails from non-unt.edu accounts may not be received/answered.

Communication Expectations: Email is checked on a regular basis Mon-Fri. However, there may be times when it could take up to 24 hours to respond, especially on weekends. If you do not receive an email reply after 24 hours, please re-send your email. I will inform you if I will be unable to respond due to travel, illness, etc. **Please check the course CANVAS page for announcements, new postings, assignments, etc. on a regular basis throughout the semester!**

Attendance

Attendance is required. Attendance will be taken and monitored, with points deducted for missing class meetings. This class will have extensive interaction and reviews of progress during class time.

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 the instructor as soon as possible. In either case, the instructor will provide guidance on makeup, if applicable for any excused absences **(Dean of Students or adequate documentation required for an absence to be “excused”).**

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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. You must attend class to earn points for in-class activities. **Total possible points: 655**

Date	Topics
8/18	Course Overview Pre-Survey
8/20	Academic Advising Success
8/25	Resumes
8/27	Professionalism / Professional Dress
9/1	Labor Day (No Class)
9/3	Elevator Speeches
9/8	Presentation/ RCOB EDGE Program
9/10	Business Career Fair
9/15	Career Planning (My Plan)
9/17	Career Research
9/22	Networking / LinkedIn
9/24	Presentation/RCOB Internships
9/29	Business Communication Basics
10/1	Cover Letters
10/6	Ethical Use of AI for Career Readiness
10/8	Interviewing Post-Survey

Attendance: 225 points (15 points x 15 class sessions)

- Resume - 40
- Elevator Pitch – 40
- MyPlan/Values #1- 40
- Career Research #2 – 40
- Discussions/Quizzes/Activities - 270

Information on this syllabus, including assignments, due dates, and listed topics are subject to change at the discretion of the instructor. Always check Canvas for changes/updates. The instructor reserves the right to make changes to syllabus at any time during the semester. Please check Canvas every day to stay up to date.

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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).

NO LATE WORK beyond assigned due dates unless approved by instructor (documentation and/or involvement with the Dean of Students office required). The instructor reserves the right to extend or modify due dates.

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

Final Grades will be determined as follows:

Assignments: 60% of total grade

Discussions/Activities: 25% of total grade

Attendance: 15% of total grade

Grade Inquiry Rule

You have two weeks (from the due date) to inquire about your grade on an exam, assignment, or team project. The exception to this is the final exam where inquiring may extend into the new term. The purpose is to resolve any issue during the term and not wait until the last week of the term.

Borderline Grades

Students slightly below grade thresholds will have their course grades raised if they meet a certain condition. Students who have less than a percentage point from a threshold (89, 79, 69, 59 - your final grade falls within .5% of the next grade up) you must meet the following condition: You have submitted all graded assignments (**no** zero scores appear in Canvas). Example: 89.5 or more, 69.5 or more, etc.

Academic Integrity

Students who are 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

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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>.

Assignment Policy

Assignments are due on dates listed in the above Course Schedule. Instructions for each assignment will be posted in Canvas, including details on file types required for online submission. Extra credit opportunities will be given at the discretion of the instructor.

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.

RCOB Syllabus Statement on Academic Honesty

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student’s participation.

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, **academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.**

The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out

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other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

AI/Chat GPT Statement

AI Permission/Prohibition Statement - Permit AI with Conditions ONLY if Explicitly Stated by Instructor – Specific Guidance Will be Provided - As a part of this course, students may have the opportunity to interact with AI tools, such as ChatGPT, for educational purposes. These tools can provide valuable insights and assistance in understanding course material, generating ideas, and enhancing learning experiences. However, it's important to note that while AI tools can be helpful, they are not a substitute for critical thinking, creativity, and human judgment. Students are expected to use AI tools responsibly, acknowledge their limitations, and critically evaluate the information provided by these tools. It's also crucial to consider ethical considerations, such as bias and privacy when using AI assistance in this course or any other educational context. The use of AI tools should align with the course objectives and policies, and students should always properly cite and acknowledge the use of AI tools in their work. The instructor will provide guidance and support on the responsible use of AI assistance, and students are encouraged to seek clarification or raise any concerns they may have regarding the use of AI tools.

Ethical Use of AI In This Course

Academic misconduct is present in an academic work wherever AI assistance has been used when unauthorized, or when authorized, has not been disclosed as required.

In principle you may submit material that contains AI-generated content, or is based on or derived from it, if this use is properly documented. This includes, for example, drafting a resume, combining elements, and removing redundant parts. Your documentation must make the process transparent – the submission itself must meet our standards of attribution and validation.

Artificial Intelligence that can produce contents is now widely available to produce text, images, and other media. We encourage the use of such AI resources to inform yourself about the field, to understand the contributions that AI can make, and to help your learning. However, keep the following principle in mind: AI contributions must be attributed and edited for accuracy. You are taking full responsibility for AI-generated materials as if you had produced them yourself: ideas must be attributed, and facts must be true.

In line with the UNT Honor Code, all work you submit must be your own. Using AI tools without attribution or relying on them to complete assignments violates academic integrity and will be addressed according to our policy.

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

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surfing, listening to music, etc. is distracting and rude. Please put away your devices unless otherwise directed.

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.

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

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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.

Illness and Class Attendance

If possible, please contact me if you are unable to attend class because you are ill. It is important that you communicate with me prior to being absent.

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 grow. 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/>.

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>) (940-565- 2333 or askSHWC@unt.edu)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Other student support services offered by UNT include:

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

[MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

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