

Course: Business 1200.005 FA 2023

Day/Time: Monday 1:00 pm - 1:50 pm - in person Location: BLB.155

### Instructor Information:

**Amy Hicks**

Office Hours by appointment

*Available Mondays 6:00 – 7:00 pm and Fridays 8:00 – 9:00 am by scheduled appointment only.*

*Office hours days and times may be adjusted based on student availability on a case by case basis.*

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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](#) (NACE):

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:

#### **Student Engagement/RCOB EDGE Program (RCOB requirements, UNT resources, etc.)**

- Download RCOB EDGE Program (Suitable) mobile app
- Become familiar with navigating the RCOB EDGE Program (Suitable) mobile app
- Learn five competencies for career success as related to the RCOB experience
- Complete activities and attend events required to earn competency badges

#### **Academic Success (Common Assignment, RCOB requirements, UNT resources, etc.)**

- Identify majors, minors, and certificates specific to the Ryan College of Business (RCOB)
- Demonstrate a working knowledge of RCOB and university policies and procedures
- Partner with academic advising staff to construct educational plan
- Locate student support/academic support services according to student need(s)

**Resume (Common Assignment, Grading Rubric)**

- Using provided resources for guidance, prepare an effective and professional resume suitable for use in your search for internships, part time, and full-time employment.
- Understand that your resume is not a "one & done"
- Have a resume that follows the Ryan College of Business Approved Resume format
- Understand the difference between a Chronological and Functional resume
- Understand the difference between a Civilian and Government resume
- Understand the basics of adapting your resume for key-word and AI searches / ATS format

**Elevator Speech (Common Assignment, Grading Rubric)**

- Plan and write an elevator speech that includes essential components
- Deliver an elevator speech of an appropriate length and pace and using professional nonverbal communication
- Adapt an elevator speech for the intended audience

**Professional Dress**

- Recognize the importance of making a positive first impression
- Learn dos and don'ts for professional wardrobe in a work environment
- Identify appropriate and inappropriate dress for various work situations/events

**Business Communication Basics (Meeting Etiquette, Emails, etc.)**

- Identify effective (key) principles in everyday business communications
- Learn effective written communication methods for various business modalities
- Understand key concepts of teamwork and interpersonal communication in the workplace

**Networking/LinkedIn/Mean Green Mentors**

- Create a LinkedIn profile
- Become familiar with the Mean Green Mentors System
- Understand why personal networking is important
- Identify networking resources or contacts

**Self-Assessment/MyPlan**

- Gain understanding of personality, interests, skills, and work values
- Assess current skills and identify skills needed to achieve personal and professional goals
- Identify potential majors and careers related to their interests and skills
- Increase self-awareness as it relates to career development

**Career Research (including utilization of ONET and BLS)**

- Become familiar with career research tools such as ONET and the Bureau of Labor and Statistics
- Identify careers that match personal values, interests, strengths and skills
- Learn various career paths in chosen industry

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### **Interviewing**

- Identify the basics needed for interviewing in any type of industry
- Learn techniques to prepare for interviews
- Learn interviewing Do's and Don'ts
- Understand different types of interviews, with a particular focus on behavioral interviewing

### **Building Community in the Workplace**

- Understand basic concepts of cultural competency in the workplace
- Recognize the importance of belonging in team and organizational success
- Learn how to build relationships in a cross-cultural business environment

### **Handshake/Internships**

- Create a Handshake profile
- Upload RCOB-approved resume into Handshake
- Learn how to search for employment opportunities in Handshake
- Understand the importance of internships for career readiness
- Become familiar with the process for obtaining a for-credit internship in RCOB

### **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:**

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” – **November 10, 2023**. Please contact the [Office of the Registrar](#) and [Advising Offices](#) for financial and academic consequences of dropping.

## Attendance:

Attendance is required. There are 13 class meetings (10 points earned each class). Attendance will be taken and monitored. 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, applicable for any excused absences **(Dean of Students or adequate documentation required for an absence to be “excused”)**.

*All students will have 2 “free, excused absences”. You will not be counted off for your first two absences. Subsequent absences will result in losing 10 points per missed class meeting.*

**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: 475.**

Week	Date	Assignment (s) Due (subject to change)	Assignment Points
1	8/21	Attendance	10
2	8/28	<ul style="list-style-type: none"> <li>Class/Syllabus Quiz</li> <li>Attendance</li> </ul>	15 10
3	9/4	<ul style="list-style-type: none"> <li>MyPlan/ONET</li> <li>Attendance</li> </ul>	30 10
4	9/11	LABOR DAY – NO CLASS	-----
5	9/18	<ul style="list-style-type: none"> <li>Advising/Academic Success Assignments Due in Class</li> <li>Handshake Profile</li> <li>Attendance</li> </ul>	60 15 10
6	9/25	No Class Meeting This Day <ul style="list-style-type: none"> <li>LinkedIn Learning Due</li> <li>Discussion Board #1</li> </ul> <b>Homework</b>	30 15
7	10/2	<ul style="list-style-type: none"> <li>Resume – Final Version</li> <li>Attendance</li> </ul>	30 10
8	10/9	Attendance	10

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9	10/16	<ul style="list-style-type: none"> <li>Edge – getting started badge</li> <li>Attendance</li> </ul>	15 10
10	10/23	<ul style="list-style-type: none"> <li>Professional Development Assignment</li> <li>Attendance</li> </ul>	30 10
11	10/30	<ul style="list-style-type: none"> <li>Discussion Board #2 – <b>Homework</b></li> <li>Attendance</li> </ul>	15 10
12	11/6	Attendance	10
13	11/13	<ul style="list-style-type: none"> <li>Elevator Pitch</li> <li>Attendance</li> </ul>	30 10
14	11/20	THANKSGIVING BREAK	NOTHING DUE
15	11/27	<ul style="list-style-type: none"> <li>SWOT/Values</li> <li>Attendance</li> </ul>	30 10
	12/4	<ul style="list-style-type: none"> <li>Group Meeting</li> <li>Attendance</li> </ul>	30 10
			<b>475 possible points</b>

## 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	8/21	<ul style="list-style-type: none"> <li>Course Overview/Introductions/Book Groups</li> <li>Resume Activity</li> </ul>	<i>Read p. 13-107 attendance</i>
2	8/28	<ul style="list-style-type: none"> <li>In Class – Habit 1 &amp; 2 Groups</li> <li>Introduce Resume Assignment</li> </ul>	Class/Syllabus Quiz <i>Read p. 107 – 166 attendance</i>
3	9/4	Academic Advising Classroom Presentation	<i>Read p. 167-215 attendance</i>
4	9/11	NO CLASS	
5	9/18	<ul style="list-style-type: none"> <li>EDGE Presentation</li> <li>Chapters 1 and 2 Book Discussion</li> </ul>	Advising/Academic Success Assignments Due in Class <b>MUST HAVE READ P. 13-166</b>  Discussion Board #1- Homework <i>Read p. 216-234 attendance</i>
6	9/25	No Class Meeting This Day	LinkedIn Learning <i>Read p. 235- 271</i>

7	10/2	<ul style="list-style-type: none"> <li>Resume Peer Review</li> <li>Chapter 3 and 4 Book Discussion</li> </ul>	<i>MUST HAVE READ P. 167-271 attendance</i>
8	10/9	<ul style="list-style-type: none"> <li>Mission Statement</li> <li>Strengths/Skills</li> </ul>	Resume – Final Version <i>attendance</i>
9	10/16	<ul style="list-style-type: none"> <li>In Class Major Discussion</li> <li>Guest – Teamwork/Communication</li> </ul>	Getting Started EDGE badge – October 20 <i>Read p. 272 -306 attendance</i>
10	10/23	<ul style="list-style-type: none"> <li>Conflict/Ethics</li> <li>Library</li> <li>Chapters 5 and 6 Book Discussion</li> </ul>	<i>Read p. 307- 337 MUST HAVE READ P. 272 – 337 attendance</i>
11	10/30	Elevator Pitch	Discussion Board #2 – Homework <i>Read p. 338- 366 attendance</i>
12	11/6	<ul style="list-style-type: none"> <li>Internship Presentation</li> <li>Chapter 7 Book Discussion</li> </ul>	Mission Statement <i>Read p. 367- 384 MUST HAVE READ P. 338-384 attendance</i>
13	11/13	Guest - Elevator Pitch	Elevator Pitch <i>attendance</i>
14	11/20	THANKSGIVING BREAK	NOTHING DUE
15	11/27	Guest – Interviewing	SWOT/Values <i>**Meeting with instructor due by 12/4** attendance</i>
	12/4	Class Review – Salary Negotiation	<i>attendance</i>

### 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 on INDIVIDUAL ASSIGNMENTS will be accepted and a grade of zero will be assigned after 3 calendar days from the due date unless extenuating circumstances are reported to [Dean of Students](#) office or a provision has been announced for later submissions. Late deductions will be 10% per day – no exceptions.**

**NO LATE WORK ACCEPTED for the following - Academic Success/Advising Assignment, Discussion Boards, Syllabus Quiz, and Introductions cannot be made up or turned in late for any reason unless a provision has been announced for an alternate submission.**

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.

#### 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.

#### 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.

#### Illness and Class Attendance:

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 so I may decide about accommodating your request to be excused from class. Resources: Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) and [Dean of Students](#).

#### 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](mailto: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.

**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/>.