

BUSI 3200: Professional Development III  
Spring 2026

Instructor: Amy Ferman, M.Ed.

Associate Director for Employer Services

UNT Career Center

BUSI 3200 Section.004: Wednesdays from 5:00 pm – 5:50 pm; G. Brint Ryan College of Business Building room number 010

Office Hours:

Immediately following class or by appointment. I only teach once per week (this course). I am in Sage Hall for my full-time position with the Career Center the rest of the time. However, I am more than willing to set up a time to meet you if needed.

[Amy.Ferman@unt.edu](mailto:Amy.Ferman@unt.edu) is my preferred method of communication. This is the only e-mail address you should use.

**Text:**

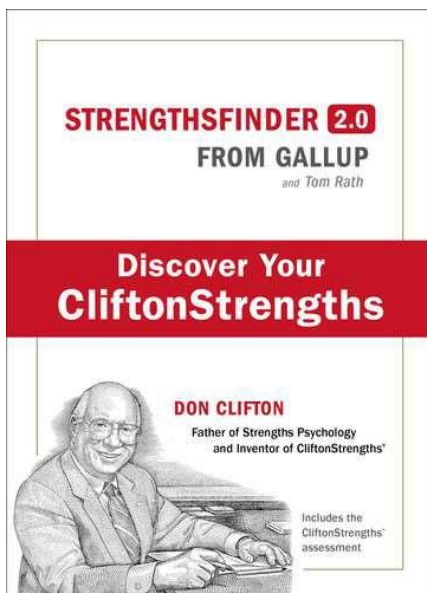
Title: StrengthsFinder 2.0 from Gallup: Discover Your Clifton

Strengths Author: Don Clifton

Publisher: Gallup Press

ISBN: 9781595620156

**PLEASE MAKE SURE IT HAS THE ACCESS CODE INCLUDED!**



# BUSI 3200: Professional Development III

## Spring 2026

### Laptops/Electronic Devices:

I don't allow the use of electronics in this class because it's not necessary with the course material. I have found that its use distracts students, so please do not use electronics during class or you will be asked to put them away.

### Course Description

The primary purpose of this course is to help students develop the job search skills and techniques that are essential to professional success. Topics covered will include resume writing, networking, interviewing, and personal assessment. Guest speakers will familiarize students with specific topics.

### Course Objectives

1. Develop skills to help you analyze professional and personal strengths that will aid in planning, researching and developing your career.
2. Understand how to plan and write business correspondence and an effective resume.
3. Understand the importance of networking and develop a preliminary source list of professional networks.
4. Develop effective interviewing techniques through understanding different interviewing styles.
5. Access campus programs that can assist you in your professional development.

### Attendance

Attendance WILL be taken every class period and will count towards your overall grade. If you elect to miss class, come in late, or leave the class sessions early, you will not receive credit for attending.

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**COURSE GRADE WEIGHTING:**

<b>Total Semester Points:</b>	<b>1,000 points</b>
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90% or above=A	900 points
80% or above=B	800 points
70% or above=C	700 points
60% or above=D	600 points
59% or below=F	599 points

**Assignments and specific grade details**

**This schedule and its assignments are subject to change at my discretion.**

Strengths Assessment	100
Career Event Attendance	100
Elevator Pitch	100
Resume Assignment	200
Semester Assignment: Mock Interview	200*
Attendance/Participation	300

\*Speed Mock Interviews will take place in the Career Center in Sage Hall on Tuesday, March 24<sup>th</sup> and Wednesday, March 25<sup>th</sup>. You may use this as an opportunity to earn the 200 points toward your mock interview grade for the semester. Please mark this on your calendars now.

The Career Center offers free headshots in Sage Hall 202 during these times:

- Monday: 9AM - 12PM
- Wednesday: 11AM - 4PM
- Tuesday & Thursday: 1PM - 4PM
- Friday: 10AM - 2PM

## **UNT/College of Business Policies and Procedures**

Academic Integrity Standards and Sanctions for Violation: According to UNT Policy 18.1.16, 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.

ADA Statement: UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students 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 ODA website at [disability.unt.edu](http://disability.unt.edu).

Emergency Notification & Procedures: UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies). In the event of a university closure, please refer to Canvas for contingency plans for covering course material

## Spring 2026 Semester Schedule

\*This schedule and its assignments are subject to change at the professor's discretion. \*

Wednesday, January 14	Introductions/Syllabus
Wednesday, January 21	<b>Top 5 Strengths Due!</b> Strengths Finder Presentation & Discussion: Bill Hill, Tarrant County MHMR (Bring Top 5 With You To Class)
Wednesday, January 28	<b>Business Career Fair Prep</b> with Tim Smith-Modern Woodmen
Wednesday, February 4	<b>No Class</b> -JCPenney Suit-Up Event encouraged!
Wednesday, February 11	<b>Required</b> -Business Career Fair from 3 pm to 6 pm-Union 314
Wednesday, February 18	Resume Presentation with Beth Kent-Wilson Jones Career Center
Wednesday, February 25	Budgeting Made Simple: Money Management Presentation
Wednesday, March 4	Resume Lab with Career Coaches from Wilson Jones Career Center
Wednesday, March 11	<b>Spring Break-No Class</b>
Wednesday, March 18	Industry Perspectives with Amwins
Wednesday, March 25	Elevator Pitches in Class (turn in mock rubrics)
Wednesday, April 1	Imposter Syndrome Presentation
Wednesday, April 8	Career Center and Campus Resources
Wednesday, April 15	Career Center and Campus Resources
Wednesday, April 22	Career Center and Campus Resources
Wednesday, April 29	<b>MOCK INTERVIEWS if needed</b>