

# BUSI 3200: Professional Development III

## Fall 2025

Instructor: Amy Ferman, M.Ed.

Associate Director for Employer Services

UNT Career Center

BUSI 3200 Section.001: Wednesdays from 5:00 pm – 5:50 pm; G. Brint Ryan College of Business Building room number 225

Office Hours:

Immediately following class or by appointment. I only teach one time 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:**

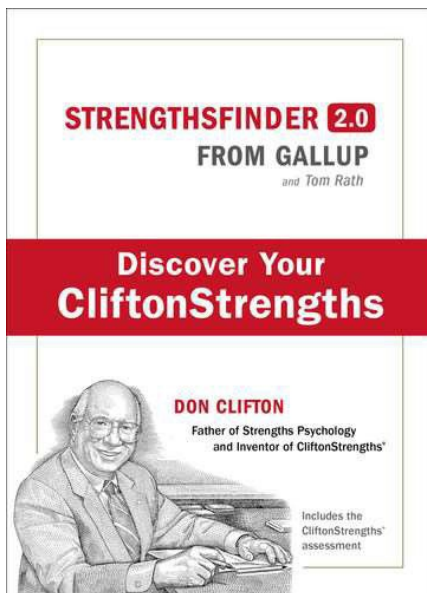
Title: Strengthsfinder 2.0 from Gallup: Discover Your Clifton Strengths

Author: Don Clifton

Publisher: Gallup Press

ISBN: 9781595620156

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



## BUSI 3200: Professional Development III

### Fall 2025

#### 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.

#### My Objective

UNT, The G. Brint Ryan College of Business, and I want you to be successful in your future careers and in life. I will make every reasonable effort to be available to you and to provide you guidance to help you succeed in this class and far beyond!

#### 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.

BUSI 3200: Professional Development III  
Fall 2025

**COURSE GRADE WEIGHTING**

Attendance/Participation:	400 points	90% or above=A	1,350 points
<b>Total Semester Points:</b>	<b>1,500 points</b>	80% or above=B	1,200 points
		70% or above=C	1,050 points
		60% or above=D	900 points
		59% or below=F	899 points

**Assignments and specific grade details**

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

Semester Assignment: Career Event Attendance	100
Semester Assignment: Mock Interview	200
Elevator Pitch	100
Resume Assignment	200
Top 5 Skills Assignment: Midterm Essay	200
LinkedIn Profile and Connection	100
Semester Assignment: Final Exam Essay	200
Attendance/Participation	400

\*\*Speed Mock Interviews will take place in the Career Center in Sage Hall on Tuesday, September 30<sup>th</sup> and Wednesday, October 1<sup>st</sup>. You may use this as an opportunity to earn the 100 points toward your mock interview grade for the semester. Please mark this on your calendars now!!!

## BUSI 3200: Professional Development III

### Fall 2025

#### **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 Accommodation (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 like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

BUSI 3200: Professional Development III  
Fall 2025

<b>Classes Begin</b>	Aug. 18
<b>Last Day to Add a Class or Swap Sections</b> A swap is switching sections of the same course in the same session.	Aug. 22
<b>Last Day to Drop a Class Section Without a W</b> Courses dropped before this date will not appear on official transcript. (Dropping courses may impact financial aid and degree completion. See advisors.)	Aug. 29
<b>Drop with a Grade of W Begins</b> Course appears on the transcript with a grade of W and tuition and fees remain. (Dropping courses may impact financial aid and degree completion. See advisors.)	Aug. 30
<b>Last day to change to pass/no pass grade option (undergrads)</b>	Sept. 26
<b>Midpoint of the Semester</b>	Oct. 10
<b>Last day for a student to drop a course or all courses with a grade of W.</b>	Nov. 7
<b>First day to request a grade of Incomplete</b>	Nov. 8
<b>Pre-Finals Days</b>	Dec. 3-4
<b>Last Regular Class Meeting</b>	Dec. 4
<b>Reading Day—No Classes</b>	Dec. 5
<b>Final Exams</b>	Dec. 6-12
<b>Last Day of Session</b>	Dec. 12

### Fall 2025 Semester Schedule

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

Wednesday, August 20	Introductions/Syllabus
Wednesday, August 27	<b>Top 5 Strengths Due!</b> Strengths Finder Presentation & Discussion: Bill Hill, Tarrant County MHMR (Bring Top 5 With You To Class)
Wednesday, September 3	Elevator Pitches
Wednesday, September 10	<b>No Class</b> -BUSINESS Career Fair on 9/10 & 9/11 from 3 pm to 6 pm- Union Ballrooms
Wednesday, September 17	Strengths Discussion Groups (Bring Top 5 With You To Class)
Wednesday, September 24	Financial Tips and Resources: Money Management Presentation
Wednesday, October 1	Resume Presentation
Wednesday, October 8	Imposter Syndrome Presentation: Miranda Honnell, Charles Schwab
Wednesday, October 15	Mid-Term Essay In Class
Wednesday, October 22	Reflection Discussion Groups
Wednesday, October 29	Interviewing Skills Lecture
Wednesday, November 5	TBD
Wednesday, November 12	TBD
Wednesday, November 19	Final Essay In Class
Wednesday, November 26	NO CLASS-FALL BREAK
Wednesday, December 3	<b>MOCK INTERVIEWS-NO CLASS UNLESS YOU HAVE ONE DURING THIS TIME</b>

Wednesday, December 10

**MOCK INTERVIEWS-NO CLASS UNLESS YOU HAVE ONE  
SCHEDULED DURING THIS TIME**