

BUSI 3200: Professional Development III

Fall 2026

Instructor: Amy Ferman, M.Ed.

Senior Associate Director for Employer Services

UNT Career Center

BUSI 3200 Section.001: Wednesdays from 5:40 pm – 6:30 pm; G. Brint Ryan College of Business Building room number 225

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 is my preferred method of communication. This is the only e-mail address you should use.

Text:

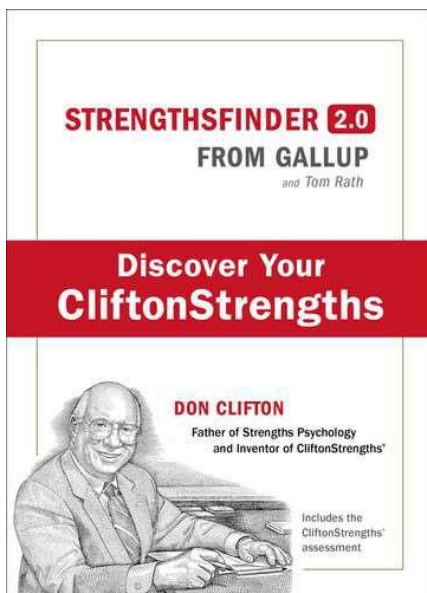
Title: StrengthsFinder 2.0 from Gallup: Discover Your Clifton

Strengths Author: Don Clifton

Publisher: Gallup Press

ISBN: 9781595620156

PLEASE MAKE SURE IT HAS THE ACCESS CODE INCLUDED!



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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:

Total Semester Points:	1,000 points
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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 Fair/Event Attendance	100
LinkedIn Assignment	100
Resume Assignment	200
Mock Interview	200*
Attendance	300

*All Majors Mock Interviews will take place in the Career Center in Sage Hall on Tuesday, October 13th and Wednesday, October 14th. It is highly advised that you use this as your opportunity to earn the 200 points toward your mock interview grade for the semester. Please sign up for an interview slot and 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.

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

Fall 2026 Semester Schedule

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

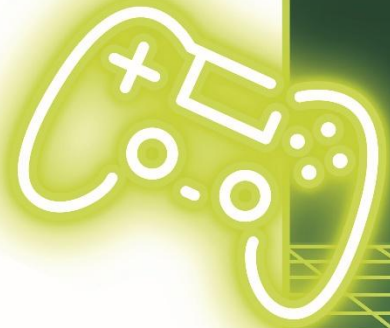
Wednesday, August 19	Introductions/Syllabus
Wednesday, August 26	Money Management Center Presentation
Wednesday, September 2	Required Business Career Fair from 3 pm to 6 pm-Union 314
Wednesday, September 9	Resume Presentation with Beth Kent-Wilson Jones Career Center
Wednesday, September 16	Resume Lab with Career Coaches from Wilson Jones Career Center
Wednesday, September 23	Interviewing Skills with Schneider Transportation
Wednesday, September 30	Top 5 Strengths Due! Strengths Finder Presentation & Discussion: Bill Hill, Tarrant County MHMR (Bring Top 5 With You To Class)
Wednesday, October 7	Strengths Discussion Groups
**All Majors Mock Interviews on October 13th and 14th-double check your sign-up date! (see flyer)	
Wednesday, October 14	UNT Business Librarian Presentation
Wednesday, October 21	Imposter Syndrome Presentation with Charles Schwab
Wednesday, October 28	Elevator Pitches
Wednesday, November 4	LinkedIn with Jenny Garcia from the Wilson Jones Career Center
Wednesday, November 11	Employer and Campus Resources
Wednesday, November 18	Career Center and Campus Resources
Wednesday, December 2	Career Center and Campus Resources

LEVEL UP YOUR INTERVIEW GAME!

ALL MAJORS MOCK INTERVIEWS **OCTOBER 13 & 14 | 9 AM - 4 PM | SAGE 202**

Practice your interview skills and
get industry-based feedback in
three 20-minute mock interviews!

- Connect with industry professionals.
- Learn practical tips to help you feel confident before, during, and after your next interview.
- Students from any major are invited to register.



Limited Spots! Register Here:
[**https://bit.ly/F26AllMjrsMockInt**](https://bit.ly/F26AllMjrsMockInt)



JCPenney

Suit-Up Event

up to
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*When you use the Extra 30% Off coupon
available at event. Student ID required.

JCPenney Salon

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jcpenney.com/m/service-menu

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makeup, skincare, men's grooming & more.
Stop by JCPenney Beauty for a FREE mini service.
Find even more online at jcp.com/beauty

JCPenney Portraits

by LifeTouch

Get professional headshots starting at \$29.99.
Schedule your session at jcpportraits.com



Contact for more information:

Dee Wilson

dee.wilson@unt.edu



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In store | August 25, 2026 @ 4:00 - 7:00 pm

JCPenney at Golden Triangle Mall
2201 S Interstate 35 E, Denton, TX 76205