**Instructor**

**Grader:**  
Yash Maheshbhai Radadiya  
[YashMaheshbhai.Radadiya@unt.edu](mailto:YashMaheshbhai.Radadiya@unt.edu)

Dr. Brian Hirsch  
Senior Associate Director, UNT Career Center

Business Leadership Building, Room 195  
(940) 369-7238 – [brian.hirsch@unt.edu](mailto:brian.hirsch@unt.edu)

LinkedIn: <https://www.linkedin.com/in/brianhirsch1961/>

Office Hours: M-F 8 AM – 5 PM (by appointment via Navigate)

**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.

*\*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.*

**Skills and Competencies**

Students completing this course will gain the following skills and competencies:  
1) Communication 2) Professionalism 3) Career & Self-Development

**Learning Objectives**

Students will gain knowledge and develop skills required to successfully navigate a career in business and link the “Seven Habits” to these objectives. This course will specifically focus on “soft” skills that are an 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 and the basics of interviewing.
* Create, format, and tailor a professional resume.
* Develop networking strategies relevant to professional development.
* Learn the basic components of career research and explore opportunities in a demonstrated field of interest.
* Learn the basics of professional dress
* Gain skills necessary to have a successful interview.
* Explore strategies and resources for academic advising and success.
* Gain an understanding of the importance of building community in the workplace.
* Gain familiarity with the Ryan College of Business EDGE Program

**Course Structure:** This course is in person. There will be a combination of lectures, guest speakers, and various assignments to assist students in gaining competency in professional and career development. There may be several modules that students will need to study on their own time.

**Attendance: Required:** This class will have extensive interaction and reviews of progress during class time.  
Attendance Points: We will meet at the regular class time in-person twice each week. Each student will start with 150 attendance points. Each time a student misses a class, 10 points will be deducted from the original 150.

Note: In the professional world, beyond UNT, communication and participation is vital in meetings, activities, etc*. Therefore, if at all 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 him as soon as possible. Excused absences are at the discretion of the instructor, and if the absence is excused, the instructor will provide guidance on makeup assignments. Students should be prepared to produce documentation of the reason for their absences and may be asked to contact the Dean of Students' Office for further verification.

**Grading:** This course is one 1 credit hour. Points will be assigned for attendance and all assignments. Final letter grades will be determined on a standard average scale where: A = 90% or above, B = 89% to 80%, C = 79% to 70%, D = 69% to 60%, and F = below 60%.

**I** **DO NOT** use the Canvas grade book to calculate final grades, even though the grade book is used to record completion of assignments. The grade calculations through the Canvas grade book are often inaccurate. Students with questions or concerns about their actual grade should contact the instructor directly and promptly. Note that questions submitted about grades in the final week of classes, during finals week, or after grades are posted are not considered timely inquiries, and the likelihood of obtaining assistance on grades with untimely inquiries is very low.

**Turning in Late Work** - Points will be deducted for assignments that are submitted late. Assignments submitted more than a week late will receive 0 points unless the assignment has a provision for later submissions.

**Extra Credit:** There may be occasional opportunities for extra credit. If opportunities arise, they will appear in the assignments section and will be sent out via announcement.

**Class Meetings**

| Week | Class | | Date | Topic | Assignment |
| --- | --- | --- | --- | --- | --- |
| 1 | 1 | 8/18 | | **Course Overview**  Introductions | Professional Development Modules 1&2 | Pre Survey |
|  | 2 | 8/20 | | **Academic Advising Day 1 [Academic Advisor]** | You Are Here Quiz |
| 2 | 3 | 8/25 | | **My Plan Explained**  Intro to Elevator Speech | MyPlan Due |
|  | 4 | 8/27 | | **You Are Here – Basics of Career Planning**  **Resumes In Detail**  Cover Letters |  |
| 3 |  | 9/1 | | **Labor Day – No Class** |  |
|  | 5 | 9/3 | | **Fast Forward to the Career Fair – Professional Dress [Ruben Zamora- Fastenal]** | Register for the Career Fair |
| 4 | 6 | 9/8 | | **RCOB Edge – in-person presentation [RCOB Student Success]** | Resume (first submission) |
|  | 7 | 9/10 | | **Career Research**  Why is Career Research Important?  Resources for Career Research [**Pilar Gaskett – UNT Libraries]** | Research Possible Careers Worksheet |
|  |  | 9/10-9/11 | | **Business Career Fair** |  |
| 5 | 8 | 9/15 | | **SMMC** |  |
|  | 9 | 9/17 | | **Business Communication Basics**[] | **FINAL Resume Due** |
| 6 | 10 | 9/22 | | **Internships in RCOB** | Written Personal Introduction RCOB EDGE Ethics Assignment and Extra Credit due |
|  | 11 | 9/24 | | **Personal Branding** | Elevator Speech Video |
| 7 | 12 | 9/29 | | **Networking []** | LinkedIn Profile |
|  | 13 | 10/1 | | **Ethical Use of AI Intro to Job Search/Handshake/ Mean Green Mentors** | Mean Green Mentors (April 25) |
| 8 | 14 | 10/6 | | **Futureproof Your Career []** | Internship Quiz  End of Course “Quiz” (May 1) |
|  | 15 | 10/8 | | **The Meaning of Work** | Post Survey |

**Important Days Fall 2025**

|  |  |  |  |
| --- | --- | --- | --- |
| KEY SEMESTER DATES | **Full Semester AUG. 18-DEC. 12** | **8 week I Session AUG. 18-OCT. 10** | **8 week II Session OCT. 13-DEC. 12** |
| **Last Day to Withdrawal from Entire Term on myUNT**  **Courses do not appear on the transcript. After this date see Dean of Students to**  **withdrawal from the entire term.** | Aug. 17 | Aug. 17 | Oct. 12  If only 8 week II |
| **Classes Begin** | Aug. 18 | Aug. 18 | Oct. 13 |
| **Last Day to Add a Class or Swap Sections**  **A swap is switching sections of the same course in the same session.** | Aug. 22 | Aug. 22 | Oct. 17 |
| **Last Day to Drop a Class Section Without a W**  **Courses dropped before this date will not appear on official transcript.**  **(Dropping courses may impact financial aid and degree completion. See advisors.)** | Aug. 29 | Aug. 23 | Oct. 18 |
| **Drop with a Grade of W Begins**  **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 | Aug. 24 | Oct. 19 |
| **Midpoint of the Semester** | Oct. 10 | Sept. 12 | Nov. 7 |
| **Last day for a student to drop a course or all courses with a grade**  **of W.** | Nov. 7 | Sept. 26 | Nov. 21 |
| **First day to request a grade of Incomplete** | Nov. 8 | Sept. 27 | Nov. 22 |
| **Pre-Finals Days** | Dec. 3-4 | N/A | N/A |
| **Last Regular Class Meeting** | Dec. 4 | Oct. 9 | Dec. 11 |
| **Reading Day—No Classes** | Dec. 5 | N/A | N/A |
| **Final Exams** | Dec. 6-12 | Oct. 10 | Dec. 12 |
| **Last Day of Session** | Dec. 12 | Oct. 10 | Dec. 12 |
| **University Grade Submission Deadline 4 pm** | Dec. 15 | Oct. 13 | Dec. 15 |
| **Grades/Academic Standing posted on the Official Transcript** | Dec. 17 | Dec. 17 | Dec. 17 |
| Labor Day - No Classes - University Closed | September 1, 2025 |  |  |
| Thanksgiving Break - No classes | November 24-November 30, 2025 | |  |
| University Commencement |  | |  |
| Last Modified: December 20, 2024 | | | |

**The Fine Print**

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 penalties. 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

With the exception of taking notes 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 classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at http://deanofstudents.unt.edu.

Disability Accommodation Statement

UNT makes reasonable academic accommodations 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 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](https://disability.unt.edu/) (<https://disability.unt.edu/>).

Eagle Connect

Your access point for business and academic services at UNT occurs at [http://www.my.unt.edu.](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. Coursework 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.](http://essc.unt.edu/registrar/ferpa.html)

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students' Office at 940-5652648.

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.](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.

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 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/.](http://success.unt.edu/)