

BUSI 3200 PROFESSIONAL DEVELOPMENT III

I. KEY INFORMATION

Class Meeting: Wednesday, 5:00-5:50PM

Location and Instruction mode: BLB 180; face-to-face

Instructor: Dr. Brian Sauser, Professor

Email: brian.sauser@unt.edu

Office hours: by appointment

II. OVERVIEW

A. DESCRIPTION

BUSI 3200. Professional Development III. 1 hour. Provides skills and knowledge in several broad areas that are desired by employers. Helps students understand that technical competence in the work environment is not the only important aspect of professional responsibility. Provides informative insights and tools for enhancing career opportunities. In addition to faculty instructions, topics are covered by using former students and other guest lecturers from business, industry and government to expose students to valuable insights from first-hand experiences. Prerequisite(s): Open to declared business majors only. Must have completed all pre-business prerequisites.

B. OBJECTIVES

1. Develop skills to help you analyze professional and personal strengths that will aid in planning, and developing your career.
2. Understand the importance of networking and develop a preliminary source list of professional networks.
3. Develop effective business techniques through understanding different business styles.

III. PERFORMANCE EXPECTATIONS AND GRADING

A. PERFORMANCE CRITERIA

Attendance: Attendance is mandatory. No exceptions. Two or more absences per semester will result in a failing grade.

Participation: Participation is expected which includes meaningful comments, asking insightful questions during discussions and presentations, being attentive throughout, or completing materials in preparation for the next class.

Weekly Perspective: Each week after class, you will need to submit a 250-400 word perspective on what you learned from the class speaker.

B. GRADING SCALE

Performance Criteria **Points****Weekly Perspective** 60 (5pt x 12 Weekly Perspectives)

- There will be a total of 13 lectures. Your grade will be calculated on your highest 12 Weekly Perspectives.
- Weekly Perspectives are due one week after the lecture (Tuesday @11:59p; see Canvas for due dates and times).
- Lectures will be posted on a YouTube Channel one week after the lecture and can be viewed to complete a Weekly Perspective for a total possible 2 points.

Grade **Points**

A	54-60
B	48-53
C	42-47
D	We Have a Major Issue
F	Why are you pursuing a business major

IV. SPEAKER TIMELINE

Date	Speaker	Title	Company
1/14	Class Introduction		
1/21	Brian Sauser	Chair, Dept of Supply Chain Management	University of North Texas
1/28	Jeff Trykoski	Senior Vice President	Ruiz Foods
2/4	Joey Greger	Vice President of Operations	Andrews Distributing
2/11	TBD		
2/18	Mike Knipper	President	Monterey Consultants
2/25	Bo Harris	Regional Sales Manager	Fastenal Company
3/4	Paul McCormick	Executive Director of North American Materials	PACCAR
3/11	Spring Break		
3/18	Len Batcha	President	TechTrans
3/25	Anthony Pishotti	President	Advanced Intralogistics
4/1	Lynn Gravley	President	NT Logistics
4/8	TBD		
4/15	Derek Thomas	Chief Marketing Officer	Ryan, LLC
4/22	Thomas Wainwright	Vice President of Logistics	Continental Battery Systems
4/29	No Class		
5/8	No Class		

V. CLASSROOM MANAGEMENT ISSUES

A. ACADEMIC INTEGRITY

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, 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.

Some specific examples of academic integrity violations include cheating, plagiarism, or inappropriate assistance on examinations, homework, and research papers and case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course professor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable for known academic integrity violations in a group assignment.

Another example of academic dishonesty is improper attribution. You must quote or footnote all outside sources used when preparing your assignments. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is also considered as plagiarism. You should synthesize this material in your own words and provide a footnote.

I will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in an academic referral or penalty. The use of online assistance, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to an academic dishonesty report issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student.

B. OFFICE OF DISABILITY ACCESS

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course.

You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation via email attachment, during faculty office hours, or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at <https://disability.unt.edu>. You may also contact ODA by phone at (940) 565-4323.

C. ASSIGNMENT POLICY

All due dates for each assignment can be found in Canvas. Please ensure that your submission via Canvas is in fact posted. 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 or 940.565.2324 and obtain a ticket number, as well as email me ASAP. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

D. REQUIRED HARDWARE AND SOFTWARE

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 me 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.

VI. ADDITIONAL NOTES

A. EMERGENCY EVACUATION PROCEDURES FOR BLB

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.