

Careers & Professional Development Strategies for Business

BUSI 1200.009 - Spring 2022 | Online (100% Web-Based) | UNT G. Brint Ryan College of Business

Instructor Information:

Name: Chris Hubbard, M.S.

Email: Christopher.Hubbard@unt.edu

Office Hours: M-F, 8am-5pm by appointment only (either in-person or via Zoom)

Preferred contact method: Canvas inbox or UNT email

Course Overview:

Careers and Professional Development Strategies for Business is the first of three required professional development courses in the 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.

IMPORTANT COURSE INFORMATION: All assignments are submitted in the Canvas classroom for grading. **Nothing sent by email is accepted for credit.** Also, communication is key to your success in this online course. You are expected to check the “Announcements” section of Canvas **at least every 24-36 hours for updates** from the instructor.

The Announcement’s section of this course is the main mode of communication from the instructor to the student. Failure to check these announcements will result in missed information, which will likely impact your overall grade in this course. Note: be sure to set up your Canvas account (top left under your picture area) to receive notifications for announcements via text, email, etc. You can decide which option.

Required Course Materials:

7 Habits of Highly Effective People, Stephen Covey (ISBN: 9781982137274)

- Please try to have your textbook purchased within the first week of classes; If you are having issues purchasing or receiving your textbook, please let the instructor know.

Course 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
- Create, format and tailor a professional resume
- Develop networking strategies relevant to professional development
- Learn the basics of career research and explore opportunities in demonstrated field of interest

- Gain skills necessary to having a successful interview
- Explore strategies and resources for academic success
- Gain an understanding of the importance of diversity in the workplace

Assignments & Grading:

This course is one 1 credit hour. Points will be assigned for all assignments. Final letter grades will be determined on a standard average scale where: **A = 90% or above, B = 89.9% to 80%, C = 79.9% to 70%, D = 69.9% to 60%, and F = below 60%.**

This class is set as a percentage class. You will notice that assignments, discussion boards, and quizzes are worth between 100-150 points in Canvas. Those points are put into the following percentage categories:

Assignments	= 70%
Discussions	= 20%
Quizzes/Course Evaluation	= 10%

All assignments will be submitted in Canvas for grading. Failure to meet the weekly deadlines will result in a zero. This course is required for all business majors and worth one credit hour. This course's grading is based on the standard grading scale (see above). All assignments will be submitted in Canvas for grading. Failure to submit in Canvas by the deadline will result in a failing grade for that assignment. All Canvas modules will lock at 11:59pm on the due date. A minimum average of 70% is required to pass the course.

Unless otherwise noted, **all assignments are due in Canvas by 11:59pm on Wednesday and/or Sunday each week.** For example, all discussion boards will have an initial post due on Wednesday and two replies to other students due on Sunday. **All due dates for assignments will be listed in each Canvas module and the Canvas calendar.** One week's work will open at a time throughout the course of this semester to help keep everyone on track for success.

LATE WORK POLICY: Please make sure to follow the dates listed in Canvas to know when to turn in your assignments. **No late work will be accepted** unless you have prior approval from the instructor. If you have a special circumstance or are an OSD student, you must provide me with your paperwork and you should discuss any challenges with me **prior to an assignment due date.** It is your responsibility to turn in your work on time. Computer-related or Internet related excuses will not be accepted for missing an assignment's submission per the technology requirements below. Start on your work early each week to avoid these issues and reduce your stress. **Nothing sent by email is accepted for credit.** Everything must be submitted in Canvas by the deadline for grading.

Technology Requirements

To successfully complete this course, you should have access to a reliable Internet source. You should also have these technical skills:

- Using the Canvas learning management system
- Using email with attachments
- Creating and submitting files in commonly used word processing program formats
- Copying and pasting
- Word Processor

IMPORTANT REMINDER: Your password is the only thing protecting you and your personal information from serious harm - Don't share your password with anyone, change your password if you think someone else might know it, and **ALWAYS** log out when you are finished using Canvas.

The following information has been provided to assist you with the technological aspect of the course.

- **Browser requirements:** Use Firefox. It has the best interface with Canvas.
- [UNT Help Desk \(Links to an external site.\) \(Links to an external site.\)](#)
- [Computer and Internet Literacy \(Links to an external site.\) \(Links to an external site.\)](#)

Course Schedule & Important Dates

Class	Date	Topic	Assignment(s)
	1/17	MLK Holiday – UNT Campus Closed	
1	1/18	Week 1: Welcome to BUSI 1200 & Introductions	Syllabus Quiz Discussion Board
2	1/24	Week 2: Self-Assessment	Read pp. 13-45 Discussion Board Self-Assessment Assignment
3	1/31	Week 3: My Plan	Read pp. 46-69 MyPlan Assignment
4	2/7	Week 4: Academic Success	Read pp. 73-109 Academic Success Assignment
5	2/14	Week 5: Business Communications	Read pp. 109-166 Discussion Board
6	2/21	Week 6: Resume 7-Habits Book Recap #1	Resume 7-Habits Book Quiz #1
7	2/28	Week 7: Elevator Speech	Read pp. 167-212 Elevator Speech
8	3/7	Week 8: Interviews	Read pp. 215-234 Discussion Board
9	3/14	Spring Break – No Online Class/Assignments	
10	3/21	Week 10: Professionalism & Professional Dress	Read pp. 235-272 Discussion Board
11	3/28	Week 11: Branding 7-Habits Book Recap #2	Discussion Board 7-Habits Book Quiz #2
12	4/4	Week 12: Networking	Read pp. 273-306 LinkedIn Assignment
	4/8	Last Day to drop a course with a “W”	

13	4/11	Week 13: Career Research	Read pp. 307-338 Career Research Assignment
14	4/18	Week 14: Turn Knowledge into Action	Read pp. 341-366 Attend Career Fair (or) TKIA Assignment
15	4/25	Week 15: Culture & Decision Making 7- Habits Book Recap #3	Culture & Decision-Making Assignment 7-Habits Book Quiz #3
16	5/2	Week 16: Your Future	What Does Your Future Hold Assignment End of Course Evaluation

Assignment	Point Value
Discussion Boards (6)	100 (Original Post: 50 pts, Two replies: 25 pts each)
Resume	150
Elevator Speech	150
Academic Success Assignment	150
Turn Knowledge into Action Assignment	150
Self-Assessment	100
MyPlan Assignment	100
Culture & Decision-Making Assignment	100
LinkedIn Assignment	100
Career Research Assignment	100
What Does Your Future Hold Assignment	100
7-Habits Book Quiz #1	100
7-Habits Book Quiz #2	100
7-Habits Book Quiz #3	100
Syllabus Quiz	100
End of Course Evaluation	100

The Fine Print

COVID-19 POLICY AND CLASS ATTENDANCE:

Attendance (logging in) is expected in this online class. You are required to log in 3 times a week minimum. Please contact me with a Canvas inbox or university email if you are ill, or unable to log into class due to a related issue regarding COVID-19. It is important that you communicate with the instructor prior to missing an assignment, quiz, or discussion so that a decision can be made about accommodating your request to be excused from class.

You are required to report to UNT if you have been exposed to Coronavirus (Covid-19) or become sick with Covid-19. It is important that you monitor your health on a regular basis. If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> (Links to an external site.)) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

POLICY ON FACE COVERINGS:

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

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 classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://deanofstudents.unt.edu> ([Links to an external site.](#)).

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* —using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours. You will receive a grade of 0 for any assignment that involves cheating.
- *Plagiarism* — the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement. You will receive a grade of 0 for any assignment that involves plagiarism.
- *Forgery* — altering a score, grade, or official academic university record or forging the signature of an instructor or other student. You will receive a final grade of F in the course for any act of forgery.
- *Fabrication* — intentional and unauthorized falsification or invention of any information or citation in an academic exercise. You will receive a grade of 0 for any assignment that involves fabrication.
- *Facilitating academic dishonesty* — intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity. You will receive a grade of 0 for any assignment that involves facilitating academic dishonesty.
- *Sabotage* — acting to prevent others from completing their work or willfully disrupting the academic work of others. You will receive a final grade of F in the course for any act of sabotage.

A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or 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 instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. 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 not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor 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 a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, 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 a request to discuss suspected academic dishonesty when 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’s participation.

USE OF TECHNOLOGY

Regarding in-person sections of this course: Technology should not be used 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.

DISABILITY ACCOMODATION STATEMENT

UNT makes reasonable academic accommodation 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 Office of Disability Accommodation website at <http://disability.unt.edu> ([Links to an external site.](#)). You may also contact them by phone at (940) 565-4323.

EAGLE CONNECT

Your access point for business and academic services at UNT occurs at <http://www.my.unt.edu> ([Links to an external site.](#)). 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/> ([Links to an external site.](#))

STUDENT EVALUATION AND 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. Course work 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> (Links to an external site.)

EMERGENCY NOTIFICATIONS 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>. 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 grown. 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 <http://success.unt.edu/>.

NOTE: The information on this syllabus is subject to change at the discretion of the instructor.