

# Careers and Professional Development Strategies for Business

BUSI 1200.010 - Fall 2021, Tuesdays 5:00pm- 5:50pm | Business Leadership Building, Room 005

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## Instructor:

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## Phone:

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## Office Location:

Matthews Hall, Rm 105H

## Office Hours:

Mon.-Fri., 8am- 5pm

\*Appointments available per request; In-Person and Zoom (preferred) options available.



## 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.

\*Information on this syllabus is subject to change at the discretion of the instructor\*

## Required Course Materials:

 <a href="http://studentaffairs.unt.edu/career-center/my-plan">http://studentaffairs.unt.edu/career-center/my-plan</a>	 <a href="https://unt.instructure.com/login/ldap">https://unt.instructure.com/login/ldap</a>
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## Required Textbook:

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.

## 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
- 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

### Classroom Attendance:

**Attendance in this course is REQUIRED:** This class will have extensive interaction and reviews of progress during class time. We will meet at the regular class time in-person 12 times during the semester. Each student will start out with 120 attendance points. Each time a student misses a class, 10 points will be deducted from the original 120.

- **IMPORTANT NOTE:** If you are 10 minutes late to class, you will be marked absent; If you leave early from class without giving prior notice or following up with the instructor with a viable explanation, you will be marked absent.

### Academic Schedule – Fall 2021

Classes Begin	August 23
Last Day to Add a Class Section	August 27
Census - Official Enrollment Determined	September 4
Drop with a Grade of W Begins	September 5
Last day to change to pass/no pass grade option (undergrads)	October 1
Midpoint of the semester	October 15
Last day for a student to drop a course or all courses with a grade of W	November 12
First day to request a grade of Incomplete	November 13
Pre-Finals Days	December 1-2
Last Regular Class Meeting	December 2
Reading Day - No Classes	December 3
Final Exams	December 4-10
Last Day Term	December 10
University Grade Submission Deadline 4pm	December 13
Grades/Academic Standing posted on the Official Transcript	December 15
Labor Day-No Classes-University Closed	September 6
Thanksgiving Break-No Classes-University Closed	November 25-26

### Course Schedule:

Class	Date	Topic	Assignment/Due Dates
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1	8/24	Welcome to BUSI 1200 & Introductions <ul style="list-style-type: none"> <li>• Welcome and Introductions</li> <li>• Course Overview</li> </ul>	Complete the <i>Introduce Yourself</i> Discussion Board – Due 8/29 at 11:59pm  Syllabus Quiz – Due 8/29 by 11:59pm
2	8/31	Introduction to Elevator Speeches & Personal Branding <ul style="list-style-type: none"> <li>• Introduction to Elevator Speech</li> <li>• Personal Branding</li> </ul>	Read pp. 13-45  Elevator Speech due 9/5 at 11:59pm
3	9/7	Let's Talk Business <ul style="list-style-type: none"> <li>• Business Communication Basics</li> <li>• Resumes</li> </ul>	Read pp. 46-69  Begin the first draft of your resume!
4	9/14	Interviewing <ul style="list-style-type: none"> <li>• Interviewing Techniques &amp; Strategies</li> </ul>	Read pp. 73-109  Resume due 9/19 at 11:59pm
5	9/21	Academic Success and Goal Setting <ul style="list-style-type: none"> <li>• Academic Success &amp; Goal Setting</li> <li>• Personal Mission Statement</li> </ul>	Read pp. 109-166  Academic Success Assignment – Due 9/26 at 11:59pm
	9/23 or 9/24	<b>Extra Credit Opportunity:</b> <b>Attend the <i>UNT Career Fair: Virtual or In-Person</i></b>	<b>Proof of attendance will need to be submitted in via Canvas - 10 points</b>
6	9/28	<b>Leaders in the Business World Lecture #1</b>	<b>A guest speaker will be present; Attendance is REQUIRED!</b>
7	10/5	Career Planning & Research <ul style="list-style-type: none"> <li>• The Career Paradigm</li> <li>• Career Planning &amp; Research</li> </ul>	Read pp. 167-212  Career Research Assignment due 10/10 at 11:59pm
8	10/12	7 Habits Book Discussion and Introduction to My Plan <ul style="list-style-type: none"> <li>• 7 Habits Mid-Semester Book Discussion</li> <li>• Introduction to MyPlan</li> </ul>	Read pp. 215-234  My Plan Assignment – Due 10/17 at 11:59pm  7 Habits Book Quiz #1 – Due 10/17 at 11:59pm

<b>9</b>	10/19	Jobs and Internships <ul style="list-style-type: none"> <li>• Introduction to Job/Internship Searching</li> <li>• Introduction to Handshake</li> </ul>	Read pp. 235-272  Set-Up Handshake Account  Negotiation A Job Offer Quiz – Due 10/24 at 11:59pm
	<b>10/25-10/29 (TBD)</b>	<b>Extra Credit Opportunity:</b>  <i>Attend the Diversity in the Workplace Panel Discussion</i>	<b>Proof of attendance will need to be submitted in via Canvas - 10 points</b>
<b>10</b>	10/26	A Virtual Seat at The Table: Discussion Board #1 <ul style="list-style-type: none"> <li>• Online Business Topic/Activity</li> </ul>	Read pp. 273-306  Discussion Board: Original post and replies due 10/31 at 11:59pm
<b>11</b>	<b>11/2</b>	<b>Leaders in the Business World Lecture #2</b>	<b>A guest speaker will be present; Attendance is REQUIRED!</b>
<b>12</b>	11/9	Diversity & Interpersonal Communication <ul style="list-style-type: none"> <li>• Diversity in the Workplace</li> <li>• Developing Interpersonal Communication Skills</li> </ul>	Read pp. 307-338  Diversity in the Workplace Assignment – Due 11/14 at 11:59pm
<b>13</b>	11/16	Personal Finance <ul style="list-style-type: none"> <li>• Trending Topics in Personal Finance</li> <li>• Budgeting Resources</li> </ul>	Read pp. 341-366  Personal Finance Assignment – Due 11/21 at 11:59pm
<b>14</b>	<b>11/23</b>	<b>No Class – Rest, Relax, and Refuel</b>	
<b>15</b>	11/30	A Virtual Seat at the Table: Discussion Board #2 <ul style="list-style-type: none"> <li>• Online Business Topic/Activity</li> </ul>	Discussion Board: Original post and replies due 12/5 at 11:59pm  7 Habits Book Quiz #2: Due 12/5 at 11:59pm
<b>16</b>	12/2	End of Semester Course Evaluation/Survey <ul style="list-style-type: none"> <li>• Complete online course evaluation/survey</li> </ul>	Course Evaluation/Survey: Due 12/2 at 11:59pm

### Assignments & 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 = 89.9% to 80%, C = 79.9% to 70%, D = 69.9% to 60%, and F = below 60%.**

- **Turning in Late Work:** Points will be deducted for assignments that are submitted late (ex. assignments submitted one day late will be graded starting at half of their original point value). Assignments submitted **more than one day late** will automatically receive 0 points unless the assignment has a provision for later submissions or special permission from the instructor has been granted (will be assessed on a case-by-case basis).
- **Assignments and Deadlines for Submission:** See the table above for deadlines.

Assignment	Point Value
Class Attendance	120
Discussion Boards	50 (2 x 25 points each)
Resume – Final Draft	20
Elevator Speech	15
MyPlan Assignment	15
Diversity in the Workplace Assignment	15
Career Research Assignment	15
Academic Success Statement	15
Personal Finance Assignment	15
7-Habits Book Quiz #1	25
7-Habits Book Quiz #2	25
Negotiating a Job Offer Quiz	10
Syllabus Quiz	5
End of Course Evaluation/Survey	5
<b>TOTAL POINTS</b>	<b>350</b>

### The Fine Print:

#### COVID-19 POLICY AND CLASS ATTENDANCE:

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact your instructor if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with your instructor prior to being absent so a decision can be made about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) 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. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important

## **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.

## **Academic Integrity**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. 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 using a laptop to take 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 classroom, 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 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 [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>. 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. 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>

## **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>. 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/>.