
BUSI 3200.501: Professional Development III

Spring 2024 | FRLD 300 | Thursdays, 11:00 am-11:50 am | G. Brint Ryan College of Business

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Office Hours: Wednesdays, 3:00 PM- 5:00 PM Room: FRLD 366 or by appointment only

COURSE OVERVIEW: This course is the third of three required one-hour professional development courses. It will provide skills and knowledge in several broad areas that are desired by employers and help students understand that technical competence in the work environment is not the only important aspect of professional responsibility. In addition, students will be provided informative insights and tools for enhancing career opportunities. Along with 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.

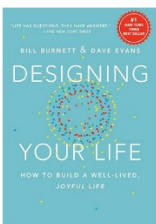
LEARNING OUTCOMES:

- Learn valuable tools that can be used in the workplace.
- Understand the importance of networking and develop a preliminary list of social capital contacts.
- Understand the best practices for communications within the technological world we live in. Exhibit ability to communicate and use critical thinking skills to reflect and discuss material in teams.
- Understand and recognize the value of interpersonal skills in today's work environment.
- Understand how business protocol can be used to reach the overall goal of an organization.

IMPORTANT DATES TO KNOW:

Classes Begin	January 16
Midpoint of the Semester	March 8
Spring Break - No Classes	March 11-17
Last Day to Drop with a "W"	April 5
Last Regular Class Day	May 2
Final Exams (there is no final exam for this course)	May 4-10

COURSE MATERIALS:



Book: *Designing Your Life: How to Build a Well-lived, Joyful Life.*

Bill Burnett: ISBN: 9780451494085

COURSE ASSIGNMENTS

Due dates for all assignments are listed in the **Grading & Late Work Policy** section below.

Class Attendance & Participation	100 points
Informational Interview Assignment	50 points
Company Research Assignment	50 points
Career Coach Meeting,,,.....	50 points
Online Discussions (2 @ 50 points each)	100 points
Book/Podcast/Article Reflections (4 @ 25 points each)	100 points
Company Profile Group Presentation	100 points
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Total Points:	550 Points

GRADING & LATE WORK POLICY

This course is one (1) credit hour and utilizes a point system. Final letter grades will be determined on a standard point scale where: **A = 495-550 points, B = 440-494 points, C = 385-439 points, D = 330-384 points, and F = 329 and below points.**

This course utilizes a point system. You will notice that assignments and quizzes are worth between 25-100 points in Canvas. **All assignments, quizzes, and/or discussions will be submitted in Canvas for grading unless students are instructed otherwise.** Failure to meet the weekly deadlines will result in a zero for that assignment, discussion, and/or quiz. 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 of each week.** All due dates for assignments will be listed in each Canvas module and 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 ODA student, you must provide the instructor with your paperwork, and you should discuss any challenges with the instructor **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. In addition, it is highly recommended that you start work early each week to avoid issues completing your assignments and help reduce your stress.

TENTATIVE COURSE SCHEDULE

The following schedule provides guidelines for the topics to be covered in class. Depending on circumstances, we may deviate from the schedule occasionally. If such changes occur, they will be announced through Canvas.

Week	Date	Topics/Assignments
1/15	MLK Holiday – Campus Closed	
Week 01	1/18	Course Overview: Welcome to BUSI 3200
Week 02	1/25	Personal SWOT Analysis - In-Class Activity Read Chapter 01: Start Where You Are Select Book/Podcast/Article Source for Reflection Assignments
Week 03	2/1	Mentorship vs. Sponsorship Read Chapter 11: Building Your Team Written Reflection 01 - Due 2/7 at 11:59 pm
Week 04	2/8	Asynchronous Week: TED Talk: The Puzzle of Motivation Read Chapter 04: Getting Unstuck Online Discussion Board 01 – Due 2/14 at 11:59 pm
Week 05	2/15	Job Offers & Salary Negotiations - In-Class Activity Read Chapter 07: How Not to Get a Job
Week 06	2/22	Financial Literacy: Guest Speaker – TBD Read Chapter 08: Designing Your Dream Job
Week 07	2/29	Graduate School Exploration: Guest Speaker - TBD Written Reflection 02 – Due 3/6 at 11:59 pm
Week 08	3/7	Mid-Semester Study Hall 1:1 Meetings w/ Professor Hubbard
Week 09	3/11- 3/15	UNT Spring Break
Week 10	3/21	Informational Interviews Read Chapter 06: Prototyping Begin Informational Interview Assignment
Week 11	3/28	Company Research Company Research Assignment – Due 4/3 at 11:59 pm
Week 12	4/4	Polishing Your Resume & Cover Letter Meet with a Career Coach – Schedule Appointment Written Reflection 03 – Due 4/10 at 11:59 pm Informational Interview Assignment – Due 4/10 at 11:59 pm
4/5	Last Day to Drop A Course with a “W”	
Week 13	4/11	Asynchronous Week: TED Talk: Corporate Culture – Leader’s Secret Asset Online Discussion Board 02 – Due 4/17 at 11:59 pm Meet with a Career Coach – Due 4/17 at 11:59 pm
Week 14	4/18	Company Profile Presentations – Group 01 & Group 02 Present Group Presentations
Week 15	4/25	Company Profile Presentations – Group 03 & Group 04 Present Group Presentations
Week 16	5/2	Semester Wrap Up Written Reflection 04 – Due 5/8 at 11:59 pm

THE FINE PRINT

CLASS ATTENDANCE

Attendance is expected in this class. Please contact your instructor with a Canvas inbox or university email if you are ill or unable to attend class. Additionally, it is important that you communicate with the instructor prior to missing an assignment, quiz, and/or discussion board so that a decision can be made about accommodating your request to be excused from class.

For any weeks listed in course schedule that have **asynchronous day** listed, students will complete an online learning activity instead of attending an in-person lecture for that week. The aim of asynchronous days is to provide a balance between the work required for this course and any other courses you may be enrolled for in the current semester.

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

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.

CHAPT GPT AND AI

Students may not use ChatGPT or other AI software to complete their work. Students may use this kind of technology for brainstorming or early drafting, but nothing else. Canvas will scan each written assignment for an AI likability score. If a student is discovered to have used AI to generate their entire (or near entire) work, that student will receive a zero on the assignment.

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 accommodation 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 FRISCO LANDING

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.

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.

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 is 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.