

UCRS 2100: Career Development, Spring 2026

INSTRUCTOR: Caleb Reed, M. Ed.	EMAIL: Caleb.Reed@unt.edu	
CAREER CENTER INSTRUCTOR: Torie Ward	EMAIL: Torie.Ward@unt.edu	
OFFICE HOURS: Sycamore Hall Room 205 Call the front desk at 940-565-2051 for appointments	CLASS MEETS: Mondays from 1:00 PM – 1:50 PM in GAB 204	
EVALUATION:	Points	GRADE ASSIGNMENT: A: 90%-100% or 90-100 pts B: 80%-89% or 80-89 pts C: 70%-79% or 70-79 pts D: 60%-69% or 60-69 pts F: 0%-59% or 0-59 pts Graded as Pass/No Pass: A, B, C, & D are Passing Grades
Class Attendance & Participation	30	
Weekly Modules & Assignments	30	
Final Project (Research Proposal, Professional Interview, Research Paper, Presentation)	40	
Total Points	100	
GRADE DETERMINATION: Student grade is determined by his/her performance on the evaluation criteria and the grade Assignments listed above.		
FINAL GRADE: Students may access their course grades online via the EIS system: http://my.unt.edu		

About your Instructor

Hello! My name is Caleb Reed, and I will be your instructor this semester! I am a Senior Academic Advisor for the College of Liberal Arts and Social Sciences, specializing in Communications, Media, and Performance majors. I earned my B.S. in Political Science from East Texas A&M University, and my Master’s in Higher Education from the University of North Texas. I’ve worked in construction, electronics retailing, call centers, and the United States Postal Service before I started working in Student Affairs. I worked at a community college from 2018-2021, and started working at UNT in Fall 2021. I love working with students to explore their futures in fields/careers they are passionate about!

This semester we will be working together to learn about you! We will explore VIPS (values, interests, personality, and skills) to help you learn your strengths and how those may apply to a major or career. This is definitely a course where you get out of it what you put into it. Even if you leave unsure of your future plans, I want you to have the tools in your toolbox that you can utilize as you journey through your career.

Course Description

UCRS 2100 assists undecided majors and others who wish to clarify their career goals in exploring their interests, abilities and values, and in relating these to academic, personal and career choices.

The nature of UCRS 2100 is one of self-exploration and self-directed career research. I often say students “get out of the class what they put into the course.” As you go through the exercises and lessons, your level of thoughtfulness and intentionality will directly impact your satisfaction with the outcome. Spending time on the course activities and engaging with your professor will provide you with the best opportunity to get the most out of the course material and help you make strides toward your career development goals.

Course Objectives

By the end of this course, students will be able to:

1. Identify personal values, skills, personality and interests.
2. Conduct research to explore qualifications and skills for potential majors or careers of interest.
3. Apply knowledge of self to determine fit of potential careers.
4. Articulate value of degree and self to employers and others.

5. Communicate in oral and written form personal values, skills, personality and interests and how they apply to potential majors or careers.

Course Policies

Communication is KEY!

Please contact me via email at caleb.reed@unt.edu if extenuating circumstances arise during this semester that will impact your engagement in this course. We can work together toward a solution for finishing this course if you keep me in the loop. Please contact me via email if you have any questions, and I will respond within 24 hours on weekdays. Please do not expect a response over the weekend.

Late Work

All work turned in after the deadline will result in a penalty of points at the rate of 2% per day.

Attendance Policy

Class attendance is mandatory. Missing any portion of class may be counted as an absence. Being late two times is counted as an absence. You are responsible for all information given in class, regardless of your attendance. This includes meeting all Assignment deadlines. If you miss a class, it is your responsibility to learn what you missed.

It is important that you communicate with me prior to being absent, so we can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform me prior to the course meeting time if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Classroom Etiquette

Students are expected to be actively engaged with the course material. If an assignment or assessment is giving you trouble, doesn't make sense to you, or presents information you disagree with, I encourage you to reach out to me to discuss content further rather than fail to review the material or complete related Assignments.

Syllabus Change Policy

This syllabus is subject to change as the instructor deems necessary. Any/all changes will be announced during regular class time. It is the responsibility of the student to attend each scheduled class to be informed of these changes.

UNT Policies

Drop Policy:

If you are unable to complete this course, it is your responsibility to formally drop the course. Please visit with me before dropping the course. If you drop before January 24, 2026, you can do so online and will not receive a "W." If you drop between January 24 and April 10, 2026, you will receive a "W". You cannot drop after April 10, 2026. Drop deadlines are listed here: <https://registrar.unt.edu/regISTRATION/fall-academic-calendar.html>.

Academic Integrity Policy

Academic Integrity Standards and Consequences. 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.

ADA Policy

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/>).

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students 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). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. Check your my.unt.edu to see when SPOT evaluations are available.

Overview of Assignments

(Detailed instructions will be provided and explained during class time and available on Canvas):

- **Class Attendance and Participation** (30 pts)
- **Canvas Modules and Weekly Assignments** (30 pts):
 - Students are expected to complete the weekly modules and Assignments in Canvas and be actively engaged with the course material and class discussion online.
 - Modules will open at class time each Monday with weekly Assignments due by the following Sunday at 11:59 pm.
 - Weekly Assignments will often be a **Discussion Board activity** and/ or **Quiz** on the topic discussed in class that week.
 - **Research Proposal** (due Week 11). This document will help students to summarize their MyPlan Assessment results and propose the majors or careers they will research for their Final Project.
 - During week 11, students will be taught how to create a **Resume**, and asked to create their own (due week 13). Week 12 will be a Resume Workshop where Career Coaches will assist students in editing their resumes.
 - **MyPlan Assessments:**
 - Students will complete **four sections of the MyPlan Assessment** available on the UNT Career Center's website: <https://careercenter.unt.edu/resources/myplan/>
 - For assistance in taking the assessments, see the following video: <https://careercenter.unt.edu/videos/how-to-series-myplan-assessment/>
 - Students will be asked to summarize their results on Canvas so that the instructor can review the results with the student.
- **Final Project** (40 pts):
 - **Professional Interview Project** (due Week 14 by the start of class): Students will learn more about the experience and requirements of a potential career by hearing first-hand from a professional in the field. Answers to reflection questions will be typed and turned into the instructor via Canvas.
 - **Research Paper** (due Week 14 by the start of class): Students will conduct research on either 2 careers or 2 majors. Answers to specific questions about the career or major will be typed and turned into the instructor via Canvas.
 - **Presentation Slides & Final Presentation** (due Week 14 by the start of class): Students will summarize the findings of their Professional Interview Project and Research Paper in presentation slides. Each student will present their slides to the class in a 5-minute presentation during weeks 13-15. The presentation slides will be submitted via Canvas as an Assignment.
- **Extra Credit** (5 pts): Extra credit will be awarded to students who schedule and attend an appointment with their UCRS 2100 Instructor or UNT Career Center Coach. Extra credit sheet must be turned into the instructor before the last day of class.

Course Outline

Week	Day	Primary Topics Covered	Due Prior to Class on Canvas
1	1/12	Introduction to Class <ul style="list-style-type: none"> • Syllabus • Overview: Purpose of the Class • Career Center: Overview of Services 	
2	1/19	CAMPUS CLOSED – MLK DAY	
3	1/26	Personal Inventory: Interests	<ul style="list-style-type: none"> • <i>Pre-Test Quiz</i> • <i>My Plan Interests Quiz</i> • <i>Welcome Quiz</i>
4	2/2	Personal Inventory: Personality	<ul style="list-style-type: none"> • <i>My Plan Personality Quiz</i> • <i>Interests Discussion Assign.</i>
5	2/9	Personal Inventory: Skills	<ul style="list-style-type: none"> • <i>MyPlan Skills Quiz</i> • <i>Personality Discussion Assign.</i>
6	2/16	Personal Inventory: Values	<ul style="list-style-type: none"> • <i>MyPlan Values Quiz</i> • <i>Skills Discussion Assign.</i>
7	2/23	What Does it Mean to Have a Bachelor’s Degree? <ul style="list-style-type: none"> • Marketability of Degree • What Do Employers Want? • What are Your Goals After Graduation? • How to Market Yourself 	<ul style="list-style-type: none"> • <i>Values Discussion Assign.</i>
8	3/2	Decision Making <ul style="list-style-type: none"> • How to Make a Good Decision • How to Overcome Obstacles to Good Decision Making Learn the details for the Final Project	<ul style="list-style-type: none"> • <i>Marketability Discussion Assign.</i>
9	3/9	NO CLASSES – SPRING BREAK	
10	3/16	Career Center: Conducting Career and Major Research, Job and Internship Search	<ul style="list-style-type: none"> • <i>Decision Making Discussion Assign.</i>
11	3/23	Career Center: Resume Writing	<ul style="list-style-type: none"> • <i>Research Proposal</i> • <i>Career Research Discussion Assign.</i> • <i>Job Search Quiz</i>
12	3/30	Career Center: Resume Writing Workshop	<ul style="list-style-type: none"> • <i>Resume Writing Discussion Assign.</i> • <i>Sign up for Final Presentation start</i>
13	4/6	Career Center: Networking and Interviewing	<ul style="list-style-type: none"> • <i>Resume</i> • <i>30 Second Commercial Quiz</i> • <i>Sign up for Final Presentation end</i>
14	4/13	Final Project Presentations	<i>Final Project:</i> <ul style="list-style-type: none"> • <i>Major or Career Research Paper</i> • <i>Professional Interview Project</i> • <i>Presentation Slides</i>
15	4/20	Final Project Presentations	
16	4/27	Final Project Presentation <i>if needed</i>	<ul style="list-style-type: none"> • <i>Post-Test Quiz due May 3rd</i> • <i>Extra Credit if necessary</i>