

# Careers and Professional Development Strategies for Business

Summer 2022

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## Instructor

**Christina Aguilar**

Office Hours: 8 AM-5PM M-F (by Zoom appointment only)

[Christina.Aguilar@unt.edu](mailto:Christina.Aguilar@unt.edu)

## Student Assistant

**Jenna Hartle**

Office Hours: by Zoom appointment only

[JennaHartle@my.unt.edu](mailto:JennaHartle@my.unt.edu)

## Course Learning Objectives

Students will gain knowledge and develop skills required to successfully navigate a career in business. This course will specifically focus on “soft” skills that are a valuable 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 basic components 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
- Demonstrate awareness of behavioral norms within a business in relationship to communication, appearance, business etiquette, and day-to-day business functions

## WHY YOU ARE TAKING THIS

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.

## Attendance

Attendance for this course is asynchronous, which means we do not have a set time or day to meet. Because this is an online course, you must log in often to view review modules and complete assignments by the weekly deadlines. Each week new modules will open on Monday and close on Friday.

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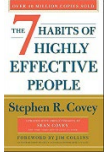
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## Required Resources

 <a href="https://unt.myplan.com/(links to an external site)">https://unt.myplan.com/(links to an external site)</a>	 <b>The 7 Habits of Highly Effective People</b> by Stephen R. Covey
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## Assignment Policy

Assignments are due in Canvas by 11:59 p.m. of the due date. Instructions for each assignment will be posted in Canvas, including details on file types required for online submission. Please refer to the modules in Canvas for detailed information and due dates. Extra credit opportunities will be given at the discretion of the instructor.

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](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

## Late Work Policy

**No late work will be taken.** If you have a special circumstance, you must provide proof and discuss any challenges with Professor Aguilar **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 taken for credit.

## 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% to 80%, C = 79% to 70%, D = 69% to 60%, and F = below 60%.

**All assignments are submitted in Canvas for grading. Nothing sent by email is taken for credit.** You should also check the Canvas Announcements on a regular basis so you do not miss any important information. You can set up the notifications from 'Account' (top left of the classroom). A minimum average of 70% is required to pass the course.

Since this is a professional development course, grading will be approached similarly to how a workplace manager would evaluate an employee. The following grading criteria serves as general guidelines for evaluating all work in this course:

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**"A" (90-100%):** A manager would be very impressed and would remember the quality of work when a promotion is discussed. In this course, that means assignments are a pleasure to read, with excellent content, grammar, sentence structure, mechanics, and visual design. In addition, work is thorough, complete, coherent, well organized, supported sufficiently, and demonstrates a superior understanding of audience, purpose, and rationale.

**"B" (80-89%):** A manager would be satisfied with the job, but not especially impressed. This means that assignments are well written and well produced and demonstrate a substantial addition to the learning process. Work is sufficiently developed, organized, and supported, and demonstrates a solid understanding of audience, purpose, and rationale.

**"C" (70-79%):** A manager would be disappointed and ask you to revise or rewrite sections before allowing clients and others to see the work. In other words, the assignment may have clear, but underdeveloped ideas, or it might not engage or affect the reader. Work may contain some errors in grammar, mechanics, or logic.

**"D" (60-69%):** A manager would be troubled by the poor quality of work. This level of work forces the reader to work too hard to understand the main ideas. Assignments may contain incomplete information, have serious grammar and mechanical problems, lack clear organization, or be conceptually unclear.

**"F" (0-59%):** A manager would start looking for someone to replace you. In particular, work fails to address the tasks of the assignment, is so underdeveloped as to demonstrate incompetence, and is mechanically and grammatically incomprehensible. This grade will also be assigned for any evidence of plagiarism.

## Scoring Percentages

You'll notice all assignments/discussions/quizzes are worth 100 points in Canvas. Those points are put into the following percentage categories to make up your final grade. (For example, all of your assignment grades combined will make up 70% of your final grade.)

<b>Assignments</b>	<b>70%</b>
<b>Discussions</b>	<b>20%</b>
<b>Quizzes</b>	<b>10%</b>
<b>TOTAL</b>	<b>100%</b>

Your due dates will be posted in each module and also the Canvas calendar. **Because the content of this course is condensed for summer session, you will have multiple modules to complete each week. Procrastination is not your friend! To be successful in this course, you should NOT wait until the due date to try to complete all of your assignments.**

## Technology Requirements

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

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- 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

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- 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 \(Links to an external site\)](#)
- [Computer and Internet Literacy \(links to an external site\)](#)

## The Fine Print

### Academic Integrity

The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence.

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. 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.

### 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.

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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> (links to an external site). You may also contact ODA 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 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> (links to an external site).

## 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> (links to an external site). 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.

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## **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/> (links to an external site).