Subject to Change

Course Information
>BUSI 3200 – Business Professional Development III
>Spring 2026 – 8-week 1 from January 15 – March 5, 2026
>Class Meeting remote on Thursday, 11:00 a.m. – 12:50 p.m. through Canvas at: https://unt.instructure.com

Instructor Contact
>Instructor: Dr. Glenn
>Office location: 379E
>Phone 940-565-3668
>Office hours: Thursday zoom at 10:00 a.m. – 11:00 a.m., & Monday 10:00 a.m. – noon by zoom or by zoom appointment.
>Email: Use the Inbox in Canvas (MUST include BUSI 3200 in the Subject Line)

Communication Expectations:
The instructor will communicate with students via, in-class announcements, emails, Canvas Inbox, and office hours. The students will communicate with the instructor via emails, Canvas Inbox, and office hours.

It is the instructor's aim to answer emails within 48 hours of their receipt during business days. To ensure a quick response over the weekends, please email the instructor no later than Friday mornings. Occasionally I will be unable to respond within that time frame but will inform the class in advance. Please be courteous and professional when communicating with your instructor and follow the provided Online Communication Tips. The instructor may not answer emails that do not abide to these tips.

Course Pre-requisites and/or Other Restrictions
Open to declared business analytic majors only. Must have completed all pre-business prerequisites.

Required Textbook
Virtual Teams: Mastering Communication and Collaboration in the Digital Age
ISBN: 9781440828379
Author: Terri R. Kurtzberg
Publication Date: 2014

Hardware & Software Requirements for course
- Personal Computer (PC)
- Reliable Internet access
- Webcam
- Speakers
- Microphone
- UNT Zoom Web Conferencing Tool
- Microsoft Office

Required Reading
All required reading will come from the textbook with additional materials and videos for this course which will be in Canvas (https://unt.instructure.com).

Weekly online participation is expected.
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment

of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Course Description
This is the third of three required 1-hour professional development courses. Provides skills and knowledge in several broad areas that are desired by employers. Helps students understand that technical competence in the work environment is not the only important aspect of professional responsibility. Provides informative insights and tools for enhancing career opportunities. In addition to 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.

Course Requirements and Grading
Your grade will be determined based on your performance on the activities identified below. No make-up for any missed assignment or deliverable. No "extra work" will be assigned to individuals or teams as a replacement for, or in addition to, these components.

Course Objectives
Upon successful completion of this course, students are expected to:
1. Learn valuable tools that can be used in the workplace
2. Understand the importance of networking and develop a preliminary list of social capital contacts
3. Understand the best practices for communications within the technological world we live in
4. Exhibit ability to communicate and use critical thinking skills to reflect and discuss material in teams
5. Understand and recognize the value of interpersonal skills in today's work environment
6. Understand how business analytics can be used to reach the overall goal of an organization

Course Structure
This is an 8-week Coursera course. All assignments are submitted in the Canvas classroom for grading. You should also check the Canvas Announcements on a regular basis, so you do not miss any important information, which is generally posted on a weekly basis. Please note that the structure of the class provides flexibility, but it is not self-paced. It has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed.

Please check the course Announcements page every couple days to ensure you do not miss important updates and information

The structure is broken down into two parts: virtual communication and virtual teams

Part I – Virtual communication
One: Understanding the Problem
Two: Pace and Policy
Three: The Multitasking Effect
Four: Crafting Effective Messages

Part II – Virtual Teams
Five: Teambuilding and Networking
Six: Building Trust and Cooperation Online
Seven: Mastering Motivation
Eight: Virtual Team Leadership
Nine: Electronic Decision Making
Ten: Cross-Cultural Complications

Grading

All written assignments/discussions must be (a) 1.5 line spacing, (b) using a 12-point Times New Roman font with proper grammar and spelling. Use APA-style for citations and references.

Discussion Forums
Worth 50% of your final grade.

You will have a total of 6 discussions during the semester. Each discussion is worth 50 points. A week is considered Thursday through Wednesday
This is an 8-week course.
For each discussion, students must have a:
- Significant original comment of at least 400-500 words
- Students must have their initial posts by Sunday of the week
- Must reply to two different students on two different days after Sunday
- Each reply must be made on two different days as replies to another student's original (initial) post.
- All posts must be completed by 11:59 p.m. on Wednesday of the week.
- Posts made after the week ends on Sunday will not be counted toward the grade.

Grading of Discussion Forums	Point
1. Meets or exceeds the required number of posts and on time. See above	15
2. Well-constructed initial post that shows evidence of content synthesis • Addresses the prompt / question / topic • Demonstrates knowledge of content with supportive evidence (paraphrasing / citations from material / page numbers) • Demonstrates reflection on the implications of the content for pedagogy and/or research	25
3. Application of content to the field and/or new idea or new example.	5
4. Effort to understand / elaborate on peers' posts (evidenced through thoughtful comments, expansions, and/or questions for clarification as well as citations, quotes, page numbers)	5
Total Points	50

NOTE: When you participate in a discussion, I expect you to read all the posts of other students and respond to them just as if you were sitting in a face-to-face class. You may ask for clarification or reaffirm what they say. Your replies should not consist of "I agree" or "Right" and expect to meet the requirements of a discussion question

Final paper
Worth 50% of the final grade.
The final paper must be a word document with the minimum requirements: (a) 1.5 line spacing, (b) using a 12-point Times New Roman font and (c) a cover page. The cover page will contain your name and title of the paper. Use APA-style for citations and references.
More specific details will be found in canvas.

Grading distribution

Component	Weight
Assignments	50%
Discussion Forums	50%
Total	100%

Percent	Grade
90.0 – 100 %	A
80.0 – 89.9 %	B
70.0 – 79.9 %	C
60.0 – 69.9 %	D
Less than 60 %	F

Your instructor will post your grades in Canvas. Canvas grades are for informational purposes; the instructor gradebook is the final authority on student's grades. Please be advised that your grades cannot be given out over the telephone or email due to FERPA restrictions.

You have one week after a grade has been posted to discuss it. NO EXCEPTIONS!!!

Incomplete grades
A grade of "I" will be given only in *exceptional* circumstances to **passing** students who have completed at least 70% of the course, and only for circumstances occurring during the last week of regular class meetings. That is, only emergency situations such as an illness or death in your immediate family constitute exceptional circumstances (and these must be fully documented).

Students with Disabilities:
"The G. Brint Ryan College of Business in cooperation with UNT and the Office of Disability Accommodation, complies with the Americans with Disabilities by making reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (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 at disability.unt.edu."

Code of Conduct and Ethics
Academic integrity must be exhibited in your academic work, methods and conduct. Course work for which you receive an individual grade must be your original, individual effort. If any evidence exists of copying, cheating, or any other forms of academic dishonesty on all, or part, of your graded course work, you (and any others involved) will be awarded a ZERO for that work. Sharing files also counts as academic dishonesty. A second incident will result in a grade of F in this course and a recommendation for further action by the office of the Vice President for Student Development.

This course adheres to the UNT policy on academic integrity and conduct. The policy can be found at http://vpaa.unt.edu/academic-integrity.htm. Read the statement below. You will receive 2 pts, when you complete the **Statement of Understanding BUSI 3200 Policies & Procedures quiz in CANVAS.**

Using artificial intelligence for the course deliverable (assignments, discussions, reports, etc.) is strictly prohibited and violation of this policy will result in an F in this course.

Statement Below:
ETHICAL ACADEMIC BEHAVIOR STATEMENT FOR ALL ITDS CLASSES

The UNT College of Business and the ITDS Department expect their students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in all fields (but particularly in information systems, accounting, and HR) frequently

handle confidential information on behalf of their employers and clients. Thus, employers of UNT College of Business graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization. Academic dishonesty is a major violation of ethical behavior.

Students are expected to read (https://policy.unt.edu/policy/06-003) UNT's Student Standards of Academic Integrity which defines academic dishonesty and sets out the consequences for unethical academic behavior. Cheating and plagiarism are the most common types of academic dishonesty.

The UNT's Student Standards of Academic Integrity policy defines cheating as: The use of unauthorized assistance in an academic exercise, including but not limited to:
1. Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. Any other act designed to give a student an unfair advantage on an academic assignment.

The university's policy defines plagiarism as the "Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:
1. The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Examples of academic dishonesty in an ITDS class include: copying answers from another person's paper; using notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Academic dishonesty is not tolerated in ITDS classes, and those who engage in such behavior are subject to sanctions as outlined in the UNT's policy and/or the course syllabus. You are strongly encouraged to read the policy carefully so that you are aware of what constitutes academic dishonesty and the consequences of this unethical behavior.

How to write an email

I have received many bad, unprofessional emails from students over the years. Therefore, I decided to write these guidelines for what I expect from a student email message. Professional writing is important to the impression that you give others. I request that you use these guidelines with emails to me but recommend you adopt these guidelines for all your email communication.

Subject: write a subject description that communicates what the email is about. For example, "meeting request" to request a meeting with me or "Question on assignment 7". The subject should make the purpose of the email self-explanatory. Do not leave the Subject line blank.

Salutation/Greeting: When emailing someone in authority use their formal address such as Dr. or Professor. The culture here at UNT is to address anyone with a doctoral degree as Dr. If your instructor does not have a doctoral degree, you should use Professor. I'm fine with either one. You can address me as Dr. Glenn or Prof. Glenn. Do NOT just start the message with "sir/mam/ma'am" which is generic and makes me think you don't even know my name! On the other hand, do not address me as "Donna" since it implies familiarity that does not exist.

Class/section/student id: If you are sending your email through Canvas this is not required. If you are sending an email from another account, you should always tell me what class you are in and the section as well as your student id. I teach more than one class. If you do not tell me what class/section you are in, then I must look at each one of my sections to find you!! I don't like to do that.

Message: First, be concise, but complete. Do not write a rambling narrative, but also not a short message that is missing required details. Second, use proper capitalization, punctuation, and grammar. An email is written communication, not a text to your friends.

Closing: I think closing is good but not required. I use "Best Wishes" which some guidelines will flag as too informal. Well, I'm an informal person! Informal, not disrespectful. You can use "sincerely" or "best" it's up to you really. I used to close with "thanks" which was probably a bad closing since I wasn't always thanking the recipient. However, if you are making a request in the email then "thanks" would be appropriate. Some people just close with their name.

Name: Please use the name by which you like to be called rather than your full name, but please include your full name. If you have followed the guideline in class/section/student id then signing with your preferred name helps me know what you like to be called rather than your formal, full name (unless that is what you want to use). Please follow these professional guidelines when sending me an email. It is good to get into the habit of effective, professional communication.

BUSI 3200
Schedule (subject to change)
Due by Wednesday 11:59 p.m. unless otherwise noted.

Week	Date	Topic/Reading	Assigned Assessment & due date
1	1/15	Welcome and Introduction What is expected? Team up Chapter 1 - Virtual Communication Understanding the Problem	Meet your classmate's discussion (due 1/21) Team Contracts (due 1/21) Discussion Forum 1 (due 1/21)
2	1/22	Chapter 2 - Virtual Communication Pace and Policy Chapter 3 - Virtual Communication Multitasking Effect	Discussion Forum 2 (due 1/28)
3	1/29	Chapter 4 - Virtual Communication Crafting Effective Messages Chapter 5 - Virtual Teams Teambuilding and Networking	Discussion Forum 3 (due 2/4)
4	**2/5**	**Progress – students can request a meeting with professor to discuss progress**	
5	2/12	Chapter 6 - Virtual Teams Building Trust and Cooperation Online Chapter 7 - Virtual Teams Mastering Motivation	Discussion Forum 4 (due 2/18)
6	2/19	Chapter 8 - Virtual Teams Virtual Team Leadership Chapter 9 - Virtual Teams Electronic Decision Making	Discussion Forum 5 (due 2/25)
7	2/26	Chapter 10 - Virtual Teams Cross-Cultural Complications	Discussion Forum 6 (due 3/4)
8	**3/5**	**Final Paper**	**Final Paper (due 3/4)**