

**University of North Texas  
G. Brint Ryan College of Business  
Information Technology and Decision Sciences  
BUSI 3200 – Business Professional Development III**

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*Subject to Change*

**Course Information**

BUSI 3200 – Business Professional Development III  
Spring 2022 – 8-week 1 from January 17 – March 10, 2023  
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 10:00 a.m. – 11:00 a.m., & Thursday 1:00 p.m. – 2:00 p.m. or by zoom by an 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 located in Canvas (<https://unt.instructure.com>).

### 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 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 Philosophy

A variety of instructional techniques are used to achieve the pedagogical objectives of this course. The lectures are designed to introduce the philosophies and methodologies that employers require. Problems and methodologies are illustrated in class with a workshop like approach such as round table discussions. The individual and team project components are intended to provide students with the opportunity to actively pursue a topic of interest within the field of business analytics.

### Attendance

Attendance is expected and is part of your grade. Arrive on time and stay for the duration of each class. If you must miss a class, you remain fully responsible for all handouts, changes in the schedule, and other information given during class. Please get the lecture notes and handouts from your classmates or from the course Web site.

Students who will miss class because of a university sponsored activity must arrange with the instructor to complete any work that will be missed *before* their absence rather than after the absence. Additional information is provided below.

1. Family events, weddings, ski trips, car trouble, car wrecks, being sick, etc. are NOT what the University considers a "university authorized absence" or a "state law exception." If you have any questions, check with the UNT DEAN OF STUDENTS before you miss a class.
2. It is the student's responsibility to execute the proper drop procedures for a grade of 'W' should s/he need to stop attending class. Failure to execute the drop procedure will result in an automatic grade of 'F' which cannot be changed.

### Absences

Attendance is strongly encouraged in this class. There will be multiple in-class assignments/team assignments which cannot be made up.

### COVID-19 Impact on 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 me 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 me prior to being absent so I may make a decision 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.

### Helpful Hints

Come to class. Try not to miss class unnecessarily. In-class assignments cannot be made up. Thus, schedule your time wisely regarding family and work conflicts, school events, etc. I reserve the right to lower your final grade if attendance becomes a problem (i.e., 3 or more absences).

Do not procrastinate. Getting behind simply causes problems and may lower your grade. Remember, as the academic research shows, procrastination lowers the academic success.

Know the rules. In order to succeed in this course, you will need to master communication and collaboration is our every rapidly changing world. Virtual teams are the key to success. So, pay attention and learn the rules; it will help you in your future careers.

### Grade Criteria

Your grade will be based on the following:

- No make-up or late assignments accepted. In the real world if you do not complete your work on time, you do not get to keep your job.

### Course Requirements and Grading

Your grade will be determined on the basis of your performance on the activities identified below. No make-up for any missed assignment or deliverable. No “extra work” will be assigned to individuals as a replacement for, or in addition to, these components.

### Assignments

Worth 20% of your final grade.

Will include a variety of topics from both the textbook and learning community.

### Discussion Forums

Worth 30% 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 **Saturday** of the week
- Must reply to **two different students** on two **different days** after **Saturday**
- 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
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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 <ul style="list-style-type: none"> <li>• Addresses the prompt / question / topic</li> <li>• Demonstrates knowledge of content with supportive evidence (paraphrasing / citations from material / page numbers)</li> <li>• Demonstrates reflection on the implications of the content for pedagogy and/or research</li> </ul>	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
<b>Total Points</b>	<b>50</b>

**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

### Team Project (Virtual Team Project)

Worth 50% of the final grade.

This collaborative assignment will be accomplished in a virtual team.

Each team will have one of 10 subjects to choose from in two different categories. The first category is virtual communication. The second category is virtual teams. The theme of the team project will follow the outline of the textbook. The textbook is mandatory and necessary to complete this course.

A rubric for grading will be available in Canvas. Since this is a professional development course, students are responsible for reviewing and comprehending the instructions. Students will receive a group grade and individual grade for the team project.

### Grading distribution

Component	Weight
Assignments	20%
Discussion Forums	30%
Team Project (Virtual Team Project)	50%
<b>Total</b>	<b>100%</b>

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](http://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**.

### **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.

## Miscellaneous Policies

### Technology Use

Except as required by the University's disability policy and relevant law, you may not use laptops or other electronic devices in class unless I give explicit permission to do so, such as for a group activity. You may find it helpful to have your laptop with you, but you should not expect to use it in every class meeting.

If you use a laptop or any electronic device during class, and I have not granted explicit class-wide permission to do so, then you may be asked to leave the classroom.

Audio and video recording of the class is not allowed unless required by the University's disability policy and relevant law which should be provided during the first week of class in writing. In other words, photos and/or video may not be taken in class without prior written permission. Violation of this policy may result in a grade of zero for all assignments that day of the first attempt, and a failing grade for the second attempt. You will be asked to leave the classroom you violate the policy.

All electronic devices (cell phones, pagers, laptops, iPads, tablets, tape recorder, etc.) must be turned off before lecture begins. **ADDITIONAL ELECTRONIC DEVICES CLASSROOM POLICY:** The following are prohibited unless the student has written prior approval.

- Recording or transmitting via audio or visual technology and lecture, tutorial, written material of any type without obtaining consent

- Using personal electronic devices during examinations
- Communicating with others via e-mail, instant messaging during class time using cell phone, computer, or other electronic device such as a wearable device, unless expressed permission is given by the instructor during group assignments

When emailing:

- Always and only use your official UNT email when contacting the professor. Emails from other email providers will not be answered.
- Be sure to include "BUSI 3200" in the subject line
- Use clear and concise language
- Remember that all college level communication should have correct spelling and grammar. Avoid slang and texting abbreviations. Limit the use of emoticons
- Avoid using the caps lock – AS IT BE INTERPRETTED AS YELLING
- Be cautious when using humor or sarcasm. Tone is sometimes lost in an email or discussion post and your message may be taken seriously.
- Use a professor's proper title – dr. or Prof. or if you are in doubt use Mr. or Mrs. Don't refer to faculty by their first name unless specifically invited to do so.
- Sign your message with your name.
- Think before you send an email to more than one person. Does everyone really need to see your message? Likewise, be sure you really want everyone to receive your response when you click, "reply all".
- Be sure that a message's author intended for the information to be distributed before you click the "forward" button
- Be careful with personal information (both yours and other's)

## 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 of 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 usually teach 4-5 classes per semester both in-person and online. 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

*Schedule (subject to change)  
Due by Thursday 11:59 p.m. unless otherwise noted*

Week	Topic / Reading
Week 1 1/19/23	Welcome and Introduction What is expected? Meet your classmate's discussion  Chapter 1 - Virtual Communication Understanding the Problem
Week 2 1/26/23	Team up Group topic assignment discussion Team contract assigned  Chapter 2 - Virtual Communication Pace and Policy  Chapter 3 - Virtual Communication Multitasking Effect
Week 3 2/2/23	Chapter 4 - Virtual Communication Crafting Effective Messages  Chapter 5 - Virtual Teams Teambuilding and Networking  Team contract due
Week 4 2/9/23	Group draft presentations
Week 5 2/16/23	Chapter 6 - Virtual Teams Building Trust and Cooperation Online  Chapter 7 - Virtual Teams Mastering Motivation
Week 6 2/23/23	Chapter 8 - Virtual Teams Virtual Team Leadership  Chapter 9 - Virtual Teams

**Subject to change**



	Electronic Decision Making
Week 7 3/2/23	Chapter 10 - Virtual Teams Cross-Cultural Complications
Week 8 3/9/23	Projects due