Instructor Contact Information

Name: Deborah Cockerham
Office Location: G175, Discovery Park
Phone Number: 817-269-7214
Email: deborah.cockerham@unt.edu

Preferred Communication: Email

Course Overview
The purpose of this course is to develop an online portfolio that can be used to locate and secure a job. We will work on how to read and respond to job advertisements, developing resumes and cover letters, how to present yourself professionally in a job interview, and how to use social media and online professional sites to further your career.

Format
The course will be offered 100% online using the Canvas learning management system. Each week, the assigned activities that are due are intended to help prepare you for a career once you graduate. The course will take place totally asynchronously, so we have no full class meetings scheduled. Communications will be via the Discussion Board.

Learning Expectations
To learn course concepts and to build a professional portfolio, students will be asked to actively and positively contribute as professionals when communicating with others and the professor. You are expected to give constructive criticism and feedback on your peer’s work throughout the semester. You will reflect on and critique course materials and your own prior work so that you can grow as a learner.

Goals and Objectives

Upon successful completion of this course, learners will be able to:
• Recall key aspects of the use of technology to support training and learning as they apply to online and face-to-face course development.
• Identify products from your past course that illustrate both what you have learned and what skills you have developed that are of interest to employers.
• Embed course products from past and current courses into a professional portfolio.
• Develop professional resume and sample cover letter in preparation for employment search.
• Discuss workplace expectations for how students will apply what they have learned when they are employed.
• Effectively employ social media and other websites to create a professional online profile.
• Recall and apply best practices to all required compliance with items included in an online portfolio such as accessibility, academic integrity, and intellectual property laws.

Assessment/Grading

Submit all work as specified by the instructor. The student is responsible for all course deadlines. The student must keep a copy of all assignments. All assignments must be turned in by the due date. Letter grades will be based on the following scale:

90-100%  A
80-89%   B
70-79%   C
60-69%   D
Below 60% F

Late Assignments

Any assignment submitted LATE will be assessed a 25% reduction in point value. This is done in fairness to all students who submit their work on time. No late assignments will be accepted after 10 days of the due date.

Incomplete Grade Information

The department complies with the university policy regarding the assignment of an Incomplete Grade (I) in any course. Please see http://essc.unt.edu/registrar/academic-record-incomplete.html for information. Per UNT policy, a grade of Incomplete can only be awarded during the last quarter of a class to a student who is 1) passing the course and 2) has a justifiable and documented reason, beyond the control of the student, for not completing the course work on schedule. Notification and submission of documentation must be provided to the instructor at the time of the emergency.
Medical Emergencies

If you have a medical emergency that will prevent you from completing the course as scheduled, you MUST notify your instructor at the time of your medical problem. Requests for an Incomplete or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician and must specifically state that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled. Requests for an Incomplete or to DROP this course based on a medical emergency CANNOT be granted after the medical emergency. All requests must meet standard university policy. Doctors' notes must be received during week 1 or 2 of the medical emergency. Those submitted at the end or once it is over will not be accepted.

Prerequisites

There are no required prerequisites for this course. However, in order to be successful in this course you will need to:

- Cite sources, giving credit to where you obtain information.
- Network with others and utilize tact when offering differing perspectives.
- Make the commitment to reading the assignments, reflecting on the material covered, and participating in other activities throughout the course.

Optional Text

There is no required text for this course, but you may want to consider the following optional text:


ISBN-10: 0321918681

Materials

TECHNICAL REQUIREMENTS/ASSISTANCE

UIT Help Desk: http://www.unt.edu/helpdesk/index.htm

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130

Hours are:
- Monday-Thursday 8am-midnight
- Friday 8am-8pm
- Saturday 9am-5p
- Sunday 8am-midnight

Canvas technical requirements: [https://clear.unt.edu/supported-technologies/canvas/requirements](https://clear.unt.edu/supported-technologies/canvas/requirements)

Other related hardware or software necessary for the course: such as headset/microphone for synchronous chats, word processor, etc.

Technical Requirements
Please familiarize yourself with the technical requirements to complete this online course:

- Hardware and Software requirements for Canvas
- Canvas Browser Check Technical Skills

Minimum technology skills for successful completion of this course include:

- Sending and receiving emails within the course.
- Creating, sending, and receiving Microsoft Word documents.
- Posting to course discussion board.
- Printing Word documents OR opening and printing pdf files, using free Adobe Acrobat Reader (Links to an external site.)
- Navigating Canvas

Student Academic Support Services

- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Access](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#)
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring
- [Succeed at UNT](#): information regarding how to be a successful student at UNT
COURSE EVALUATION
Near the end of the semester, you will be emailed a link to evaluate this class. Your completion of the survey will ensure that the course is addressing student needs.

COURSE POLICIES
UNT POLICIES

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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

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 at disability.unt.edu.

Acceptable Student Behavior
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 may be referred 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 Dean of Students Office enforces the Code of Student Conduct (Links to an external site). The Code explains what conduct is prohibited, the process the DOS uses to review reports of alleged misconduct by students, and the sanctions that can be assigned. When students may have violated the Code they meet with a representative from the Dean of Students Office to discuss the alleged misconduct in an educational process.
**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.

**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. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

**Access to Information - Eagle Connect**
Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/

**Student Evaluation Administration Dates**
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from “UNT SPOT Course Evaluations via IASystem Notification” (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at http://spot.unt.edu/ or email spot@unt.edu.

**Sexual Assault Prevention**
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual
harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

**Important Notice for F-1 Students taking Distance Education Courses**

**Federal Regulation**


The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student’s course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses.

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form