UNT
UNIVERSITY OF NORTH TEXAS

University of North Texas
Applied Arts and Sciences BAAS 4100, Canvas
Managing a 21st Century Career

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

COURSE INFORMATION

Welcome to Managing a 21st Century Career! Please carefully read all the information contained in this syllabus.

- *Course*: BAAS 4100.700, Canvas, 3 Credit Hours
- *Format*: This is an 8-week asynchronous online course delivered in Canvas

Instructor Contact Information

- Dr. Elizabeth Ranieri, *Clinical Assistant Professor, School of Applied Liberal Arts*
- UNT Denton Campus, General Academic Building 119B
- Elizabeth.ranieri@unt.edu
- Office hours: Since this is a distance course, office hours are held via the computer or over the phone.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Required prerequisites for this course include B.A.A.S. 3000; B.A.A.S. 3020; Senior Standing; Declaration of the B.A.A.S. degree as the program of study at UNT.

Course Catalog Description

In this capstone experience, students will integrate knowledge gained through their core courses, technical backgrounds, and advanced focus areas as they develop a plan for engaging as professionals and citizens in a rapidly changing world. Skills in teamwork, social awareness, personal awareness, and critical thinking will be further honed as students make connections between knowledge areas and learn to match their skills to careers, now and in the future. They will work with challenging social and business issues, applying decision-making strategies as they develop effective recommendations for action. Students will explore personal branding as they develop their professional identity. Serves as the capstone course for the B.A.A.S. degree.

Course Structure

This is an 8-week asynchronous online course delivered in Canvas.

Learning Objectives

Having successfully completed this course, students will:

CO 1. Applying effective analysis and research skills to develop alternative recommendations for action.

CO 2. Using effective individual and group professional writing and presentation skills.

CO 3. Articulating a range of methods for leadership and collaboration.

CO 4. Examining a complex problem and generating proposals.

Required Materials

All materials for this course will be available through Canvas. Course materials include, but are not limited to, e-books, websites, articles, and videos. If needed, contact the instructor for accessible versions.

Being Successful in the Course

- Pay close attention to due dates, deadlines are firm.
- Cite sources, giving credit to where you obtain information.
- Collaborate respectfully with others.
- Make the commitment to spend at least 6 hours a week on the course. Some students may need more time than that to do well in the course.

Teaching Philosophy for BAAS 4100

This course will take a highly interactive and facilitative approach to teaching and learning in which learning opportunities are created, and students are expected to be actively engaged. Students will be expected to actively participate in group learning projects and peer feedback and evaluations. Students will gain practical experience and increase their digital presence through virtual internships, resume building, ePortfolios, virtual interview practice, and a team-based Career Trends Report. As this is an asynchronous course, students will need to use effective time management to complete assignments according to the course schedule.

Course Teaching and Learning Strategies

In this required course within the Bachelor of Applied Arts and Sciences degree program, students will examine how to navigate 21st Century Career expectations and effectively apply this knowledge in the creation of digital media to market themselves long after completion of this course. Teaching and learning strategies will include collaborative learning and discussion, project-based learning, autonomous online reading and viewing of course materials, instructor mini-lectures, quizzes, practice activities, and a group project that applies your learning across the semester. This course will take a highly interactive and facilitative approach to teaching and learning in which learning opportunities are presented and students are expected to be actively engaged. The goals of utilizing these approaches include developing student competencies in the areas of critical thinking and reasoning, written and oral communication, collaboration, and innovation.

TECHNICAL REQUIREMENTS/ASSISTANCE

Minimum Technical Skills Needed

Minimum technical skills include the ability to navigate and use the Canvas learning management system on a regular basis. Students are responsible for all devices (*i.e.* computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions. Plan ahead and have a back-up plan in place. For technical assistance in Canvas, please contact https://learner.Canvas.help/hc/en-us

Computer Skills and Digital Literacy

- Using Canvas
- Using email with attachments
- Using presentation and graphics programs
- Using online discussion forums

Netiquette

Netiquette, or online etiquette, refers to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professor's proper title: Dr. or Prof.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING. • Limit and possibly avoid the use of emoticons like :) or J.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail.

See these Netiquette Guidelines for more information.

COMMUNICATING WITH YOUR INSTRUCTOR

The primary tool for communication in this course is email. If you have questions or concerns, please send them to elizabeth.ranieri@unt.edu **from your UNT email address**. You should expect a reply from me within 2 business days. Please note that I cannot respond to questions about grades, or other personal concerns or issues you might have, to a non-UNT email address because it violates federal law on student privacy. For further information on email communication, please see https://clear.unt.edu/online-communication-tips.

Announcements

You will be notified of any changes to the course or other pertinent information via the announcements with the Learning Management System (Canvas). Therefore, it is essential that you have your email notifications set up properly so that you see these announcements in a timely fashion. Notifications are sent to the email address associated with your Canvas account (generally your UNT email).

ASSESSMENTS AND GRADING

Assessment Overview

This course provides various ways for students to learn, including team projects, development of electronic portfolios and other digital presence materials, professional technical writing, readings, videos, and lectures. Students who fail to complete any assessment by the due date will receive a zero - no late work is accepted.

Collaboration is essential to the course. You will be asked to share your feedback and work in a team.

Grading: Final grades will be determined using a percentage system. Students are expected to keep up with their grades and point totals by regularly reviewing them on Canvas. If you believe there is a discrepancy between the grade you are earning on assignments and any information Canvas shows, please contact the professor and ask him/her to look into the issue. Please remember, all technologies are subject to error. If you notice a discrepancy, notify the instructor. The instructor will evaluate the situation, and his/her ruling is final.

If you try to resubmit an assignment after the due date, it will give you a score with a late penalty of 100% (meaning you would get a zero). It is extremely important to watch for DUE DATES and not submit after a due date.

A grade of C or higher in BAAS 3000, BAAS 3020, and BAAS 4100 is needed for credit within the Applied Arts and Sciences degree program.

Percentage	Points	Grade
90-100%	450-500	A
80-89%	400-449	B
70-79%	350-399	C
60-69%	300-349	D
<60%	<300	F

Course Assessments

Below is a brief overview of the assessments in this course. See each assignment for specific details on dates, requirements, and grading. All quizzes and exams are **timed**, and you will not be able to "go backward" to return to a question. Please see Canvas for specific details on dates, requirements, and grading.

Course Assignments and Grade Table

Assignment	Percent of Grade
Course Information Quiz	4%
Weekly Quizzes (6 total)	24%
Elevator Pitch	4%
Interview Questions & Peer Evaluations (2 total)	8%
Virtual Internship	6%
Team Project (Team Contract, Career Trends Report, Team Evaluations)	17%
Resume & Peer Evaluations	6%
ePortfolio	11%
Exams (2 total)	20%
TOTAL	**100%**

Course Information Quiz

The Course Information Quiz covers the "Getting Started/Course Orientation" module which serves to introduce you to the major goals of the course, the Applied Arts and Sciences program, and UNT as well as how these goals connect to skills important to employers. Please note: Quiz is timed.

Weekly Quizzes

Assignment Purpose: To assess your comprehension of module content. There will be 6 module quizzes administered in Canvas based on the assigned readings, videos, and other content associated with the modules. Please note: quizzes are timed.

Elevator Pitch

Assignment Purpose: To prepare you for an interview. The Elevator Pitch is a short summary of your background, skills, and goals so that another professional can learn essential information about you in a short period of time.

Interview Questions & Peer Evaluations

Assignment Purpose: To practice commonly asked interview questions. You will be recording a reply to an interview prompt, submitting it for feedback and then supplying feedback for your peer's interview questions.

Virtual Internship

Assignment Purpose: To gain skills and confidence that will set you up for success as you move from the world of study to the world of work. Additionally, you will gain a completion certificate to add to your resume and ePortfolio. This is all done virtually and is not considered employment.

Team Project

Assignment Purpose: To apply analysis to the career marketplace, your team will work together to create a report on the current and projected state of 21st Century Careers. In this report, your team will examine labor statistics for industry and occupation trends, employment statistics, and wage rates. Additionally, your team will explore the role of technology in the ever-changing marketplace and how this relates to job skills.

You will write a Team Contract, Career Trends Report, and conduct peer-evaluations on the quantity and quality of your teammates contributions.

Lack of Participation Policy: If a member of a team is not contributing sufficiently to the work of the team, the other members have the right to:

- Notify the team member by writing a formal email to that person documenting the specific problems, copying the professor and all other team mates on that email message (using UNT email addresses).

The email must document the exact efforts the team has made to communicate the problems to the affected team members and what has been done to attempt to solve the problems.

- Give the team member 7 days to improve and update the professor on the status.
- If the contribution has not improved sufficiently, the member may be removed from the team which will result in a score of zero on the Business Project assignments moving forward.

Resume & Peer Evaluations

Assignment Purpose: To develop and critically evaluate your resume. You will develop a professional resume, critique other resumes of classmates, and polish your resume.

ePortfolio

Assignment Purpose: To develop an online reservoir of professional work to highlight you as a job candidate. Students will develop an online professional presence to highlight and showcase your work that will be a tool for you to market yourself as you begin your career.

Exams

Assignment Purpose: To demonstrate understanding of the course material. Two exams will be administered.

Course Evaluation

Student feedback is an essential component to improving the Applied Arts and Sciences program unifying courses. Students will be notified prior to the course evaluation date via an email from UNT SPOT. The professor will also post an announcement in Canvas. More information is provided on the UNT course evaluation process in the UNT policies portion of this syllabus.

COURSE POLICIES

Attendance Policy

Attendance in the asynchronous online course will relate to the turning in of assignment on-time and working with your Teams on team assignments. There will not be any required "live" events required for this course. Please refer to the UNT Attendance Policy, which applies to all modes of course delivery.

Class Participation Policy

Students are expected to turn in assignments on time and work within their assigned teams for projects.

Assignment Policy

Copies of the syllabus, assignments, instructor contact information, the course calendar, other important documents, and grades can be found on Canvas. All assignments will be submitted via Canvas. Official due dates can be found on the course schedule and within Canvas. Written work will be submitted using a plagiarism detection software program. You can see the "similarity score" when you submit the assignment. If your submission shows a high mark for possible overlap with other work, please look it over carefully to be sure you have used proper citation and are following the spirit of the assignment. A high mark does not necessarily mean you plagiarized, but it is an indication to take time to look over things. If you need help understanding plagiarism and learning how to cite sources properly, please contact the professor for assistance.

Look for details on how to submit assignments on the Canvas class site. ***If you have any technical difficulty with Canvas, please contact:*** https://learner.Canvas.help/hc/en-us**.** Students will not be allowed to retake any assessment due to on student technical difficulties. Please check compatibility in advance. Specifications are posted in the Getting Started module.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected **university** server outage the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Any problems should be reported to the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. Please notify the instructor as well.

Individual technical issues are the responsibility of the student. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. **Late assignments, retakes, and/or make-ups will not be granted due to electronic malfunctions.** Plan ahead to ensure you have reliable internet service and have addressed any Canvas compatibility issues.

Instructor Responsibilities and Feedback

The role of the instructor in this course is to provide opportunities for students to develop and use critical thinking and reasoning skills, improve problem solving abilities, and build collaboration skills. All assignment information, grading rubrics, quizzes, and exams are provided in Canvas. Written feedback on assignments will be provided through the grading rubrics in Canvas. Students can expect written projects and assessments to be graded and posted in Canvas within 2 weeks of the assessment due date. Email responses will be sent to questions within 2 business days.

Late Assignments/Make-up Policy

No late assignments will be accepted in this course. All work turned in after the deadline will receive a grade of zero unless the student has a university-excused absence and provides documentation with 48 hours of the missed deadline.

Assignments and exams are due via Canvas or by another means designated by the course instructor at the times listed in the syllabus. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments will not be accepted due to electronic malfunctions. Students are already given more than one day (usually 7 days) to complete all assignments, including exams, to allow students to schedule around their professional and personal responsibilities.

Therefore, regardless of the circumstances, students who miss assessments will not be allowed to make them up. Students need to plan ahead and have a back-up plan in place. If a personal crisis arises such that you cannot complete an assignment by the deadline, please email the instructor ahead of time, or as soon as possible.

Examination Policy

Exams are open-book in Canvas and are to be taken without assistance from anyone else. If you do not submit your exam on the due date, a zero will be recorded. Students are responsible for all devices (i.e., computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments will not be accepted due to electronic malfunctions. Should you lose Internet connection or experience server unavailability or other technical difficulties, notify the Instructor by email immediately. 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 window and provide an appropriate accommodation based on the situation. Students should report any issue to the Instructor.

Grade Appeals

If you have a question about a grade on an assignment, please arrange to meet with the instructor via phone or email. You should come to our scheduled meeting with specific examples that demonstrate that you earned a higher grade than you received. If you miss your scheduled meeting, you forfeit your right to a grade dispute. If you do not contact me to schedule a meeting within seven days of receiving your grade, you also forfeit your right to a grade dispute. At the end of the term, if you believe an error was made in your grade, please ask for a copy of the Applied Arts and Sciences program grade appeal policy, which you can obtain from the instructor or from the department's administrative assistant. This policy is based directly on the UNT policy but gives some specific details about who to send things to and when to send them.

Requests for an Incomplete

Students may request a grade of incomplete ("I") only if they meet all of the following conditions:

- The request occurs on or after (see list of important dates in the syllabus).
- The student is passing the course at the time of the request;
- There is a justifiable and documented reason beyond the control of the student (i.e., serious illness or military service) for not completing the course on schedule;
- The student has the approval of the instructor/faculty director (one and the same for this course); and
- The student and instructor have signed the Request for Grade of Incomplete form.

Students meeting these criteria may finish the course at a later date (no longer than 12 months after the I grade was reported) by completing the specific requirements outlined by the instructor and agreed upon by the student. These requirements must be listed on a "Request for Grade of Incomplete" form signed by the instructor, student, and faculty director. More information on UNT's incomplete grade policy is available at: UNT's Office of the Registrar.

Dropping the Class

The Applied Arts and Sciences faculty all want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option. There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at: UNT's Office of the Registrar. If you absolutely have to drop the course, you may do so through your MyUNT student portal. See list of important dates in the syllabus for the last date to drop a class with an automatic grade of "W".

Syllabus Change Policy

Due dates for assignments can be found in Canvas and in the course schedule. In the rare cases that there is a date change for an assignment, exam or any other syllabus change, the instructor will notify students through an announcement in Canvas. Details on assignments later in the term may be altered by the instructor as the time for those activities nears – based on formative feedback from students and changing learning needs as determined by the instructor. Therefore, the syllabus may be updated during the semester. The instructor will update the posted syllabus in Canvas and update assignments in the modules, as needed.

UNT POLICIES

Academic Integrity Policy

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, UNT promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship.

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.

Using Artificial Intelligence (AI) Tools

You may use AI programs (e.g., ChatGPT) to help generate ideas, brainstorm, and better understand course content. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use of AI tools may also stifle your own independent thinking and creativity.

You may not submit any work generated by an AI program as your own. If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor), otherwise it will be considered plagiarism and dealt with according to UNT policy. If any part of this is confusing or you're uncertain whether you can use a source, please reach out to me for a conversation before submitting your work.

Using Gen AI Tools

Throughout the semester, you will or may use specific Generative AI (GenAI) tools for certain assignments, with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI-oriented workforce.

In this course, the use of GenAI tools is limited as directed by the instructor. Any additional use requires explicit permission, proper citation, and authentic student work.

I use GenAI to enhance materials, streamline tasks, generate prompts, and create scenarios. I will always disclose how I use GenAI, and I expect the same from you.

In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or substituting your own work with GenAI undermines the learning process and violates UNT academic integrity policy. If you're unsure whether something is allowed, please seek clarification.

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.

Emergency Notification and 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 Canvas for contingency plans for covering course materials.

Course Safety Procedures

Students enrolled in BAAS 4100 are required to use proper safety procedures and guidelines as outlined in UNT Policy 06.038 Safety in Instructional Activities. While working in laboratory sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the UNT is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider Standard Syllabus Statements Related Policy 06.049 Course Syllabi Requirements obtaining Student Health Insurance. Brochures for student insurance are available in the UNT Student Health and Wellness Center. Students who are injured during class activities may seek medical attention at the Student Health and Wellness Center at rates that are reduced compared to other medical facilities. If students have an insurance plan other than Student Health Insurance at UNT, they should be sure that the plan covers treatment at this facility. If students choose not to go to the UNT Student Health and Wellness Center, they may be transported to an emergency room at a local hospital. Students are responsible for expenses incurred there.

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. Coursework completed via the Canvas 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.

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 will be directed to leave the classroom and the instructor may refer the student 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 Code of Student Conduct can be found here.

Access to Information – Eagle Connect

Students' access point for business and academic services at UNT is located on the myUNT portal. 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.

Student Perceptions of Teaching Effectiveness (SPOT)

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 toward the end of the semester 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 SPOT or email spot@unt.edu.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

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.

Mandatory Reporting

In accordance with UNT Policy, state and federal law, your instructor is a mandated reporter and must therefore report to the Title IX or Deputy Title IX Coordinator instances of sexual misconduct (*e.g.*, sexual assault, stalking, dating violence, domestic violence, and sexual harassment) by or against a student enrolled at the university, about which they become aware during this course through first-hand observation, writing, discussion, or personal disclosure. More information can be found at Dean of Students including confidential resources available on campus. The University of North Texas is committed to maintaining work and educational environments free from sexual misconduct and retaliation. The University will not tolerate conduct that is inconsistent with this commitment at any of its locations, programs or other activities. If students, faculty, or staff would like assistance or have questions, they can email TitleIX@unt.edu or visit the Dean of Students website.

Campus Carry

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT's concealed handgun policy at: UNT Campus Carry.

IMPORTANT DATES

For a list of important dates such as withdraws, changing to pass/no pass grade, and dropping a course can be found here: https://registrar.unt.edu/academic-calendar-by-semester.html

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).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 (Links to an external site.)

Transmission and Recording of Student Images in Electronically Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

ACADEMIC SUPPORT & STUDENT SERVICES

Student Support Services

Academic Resource Center (https://www.unt.edu/success/resources/index.html)
Academic Success Center (https://success.unt.edu/asc)
UNT Libraries (https://library.unt.edu/)
Writing Lab (http://writingcenter.unt.edu/)
UNT Learning Center (https://learningcenter.unt.edu/)
Code of Student Conduct (https://policy.unt.edu/policy/07-012)
Registrar (https://registrar.unt.edu/registration)
Financial Aid (https://financialaid.unt.edu)
Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
Career Center (https://studentaffairs.unt.edu/career-center)
Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
UNT Food Pantry (https://studentaffairs.unt.edu/desresources/programs/food-pantry/index.html)
Office of Disability Access (https://studentaffairs.unt.edu/office-disability-access)
Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
UNT Care Team (https://studentaffairs.unt.edu/care)
UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)

BAAS 4100 Managing a 21st Century Career Schedule

Notes: All time are listed in Central Time (CT).

The course schedule is subject to change. Any changes will be posted on Canvas.

Key: (T) Team Project (E) ePortfolio (I) Interview Questions (R) Resume (V) Virtual Internship (EP) Elevator Pitch

WEEK	MODULE WITH TOPIC	DUE: Sunday 11:59 pm CT	OTHER ASSIGNMENTS
October 12-18	**Week 1:** Getting Started/ Course Orientation	**Wk. 1 Quiz**	**Due Sun., Oct 18 at 11:59 pm:** Discussion – Introduce Yourself! Course Information Quiz **(EP) Elevator Pitch**
October 19-25	**Week 2:** Career Development, Targeting Opportunities, and Artificial Intelligence in the Workplace	**Wk. 2 Quiz**	**Due Sun., Oct 25 at 11:59 pm:** **(I) Interview Question #1**
October 26-November 1	**Week 3:** Project Management, the Gig Economy, and Career Pivots	**Wk. 3 Quiz**	**Due Sun., Nov 1 at 11:59 pm:** **(V) Virtual Internship** **(I) Interview Question #1 - Peer Reviews** **(T) Team Contract**
November 2-8	**Week 4:** Resumes and Marketing Yourself		**Due Sun., Nov 8 at 11:59 pm:** **(R) Resume** Exam 1: **opens Thurs., Nov 5 and closes Sun., Nov 8 at 11:59 pm**
November 9-15	**Week 5:** Critical Decision Making, Virtual Teamwork, and the Consultant Report	**Wk. 5 Quiz**	**Due Sun., Nov 15 at 11:59 pm:** **(T) Career Trends Report**
November 16-22	**Week 6:** Presence and Personal Branding	**Wk. 6 Quiz**	**Due Sun., Nov 22 at 11:59 pm:** **(I) Interview Question #2** **(R) Resume – Peer Reviews**
November 30-December 6	**Week 7:** Trends in 21st Century Careers and Company Mission	**Wk. 7 Quiz**	**Due Sun., Dec 6 at 11:59 pm:** **(T) Final Team Evaluations** **(I) Interview Question #2 – Peer Reviews**
December 7-11 (short week!)	**Week 8/Finals Week:** Wrapping Up and Final Exam		**Due Friday, Dec 11 at 11:59 pm:** **(E) ePortfolio** Exam 2: **opens Mon., Dec 7 and closes Wed., Dec 9**