



G. BRINT RYAN COLLEGE OF BUSINESS
Professional Leadership Program



BUSI 3300
FALL 2024

Professional Leadership Program
Wednesday 5:00PM – 6:20PM
Business Leadership Building
Room 170

Office:	Online and by Appointment
Phone:	Office: (940) 369-5012
Office Hours:	M-W 1:00-2:00PM
Contact:	via email Jose.Grimaldo@unt.edu



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COURSE DESCRIPTION:

The Professional Leadership Program (PLP) course will cultivate servant leadership in students at the University of North Texas through weekly workshops & connection with industry mentors. PLP is so much more than a student activity. It is a critically fundamental platform for students to obtain the soft skill development required to be successful outside of college and in their chosen career fields.

Professionalism in representation of PLP on campus, in courses, at external events, engaging with mentors, etc.

COURSE MATERIALS:

The Professional Leadership Program (PLP) course curriculum will be based on class activity, engagement with speakers, attendance, and assignments as instructed by the PLP Executive Director. Students will develop competency in soft skills like public speaking, stewardship, communication, teamwork, inclusion, problem solving and ethical practice.

GRADING:

Resume	100 points
Recruitment	200 points
Attendance	160 points
Assessments	140 points
*Mid-Semester Survey	200 points
*End Semester Survey	200 points
TOTAL	1,000 points

RESUME (100 points): 10% of Grade

Assume you attend a meeting where professionals and recruiters are gathered and chat with a vice president or a CEO “Looking for an exceptional UNT graduate highly capable to do great things for your company?” you ask. She replies, “Send me your resume to me by Noon Thursday.” Do you have your resume ready? You should.

Your assignment:

First, in order to receive credit you must complete and electronically submit your resume in CANVAS or CANVAS as per your instructors portal **no later than 5:00 on Monday, September 9, 2024.** The PLP Staff may use this version of your resume to send to companies that contact us throughout the semester so make sure it is your very best. There is a 100% penalty for late submissions.

Second, you must provide the following naming convention for your document upload into CANVAS



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Example: Grimaldo_Fall_2024

Third, in order to be visible to employers you must submit your resume via Eagle Careers powered by Handshake <http://studentaffairs.unt.edu/career-center/eagle-careers>. You need to have a profile created as well. A Student User Guide will be provided to you with instructions on how to submit your resumé.

Fourth, once you have your resume ready to upload into Handshake you must do the following:

1. Under 'Personal Goals', you need to select either, 'I want a job' or 'I want an internship', then click 'Done'
2. Now, you need to choose in the 'Other' dropdown 'Has Public Resume' If you want to have recruiters see your resumes.

RECRUITMENT: (200 POINTS) 20% of Grade

Each PLP member must earn 200 recruitment points to satisfy your Recruitment requirement for this semester

Class Presentations: (50 Points each) min. 2 presentations, 3 max.

Procedure:

- 1.) Contact your professor for the class you will present in via email requesting permission to speak. YOU MUST cc: PLP@unt.edu when you send that email.
- 2.) After you present you will need to email your professor with a "Thank you" email. You must cc: PLP@unt.edu
3. Finally you must submit a copy in CANVAS for scoring.

Tabling: (50 Points each) min. 1 session, 2 max.

Procedure:

- 1.) Contact Recruitment Student Director (SD) to sign up once Tabling Sessions begin.
 - 2.) Coordinate with Recruitment SD for time and assigned duties;
 - 3.) Be sure you know what key elements to communicate to potential recruits
 - 4.) Recruitment SD will record activity for scoring in CANVAS
- NOTE: Penalty Deductions - No Show – 50 point deduction from overall score
Late Show – 15 point deduction from overall score



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ATTENDANCE MANDATORY (160 points): 16% of Grade

Attendance is Mandatory. Everyone will start with 160 points. Each time you miss class you will be docked **10 points**. You will not be able to make-up the time. If you have to miss for a medical emergency, I will follow UNT policy and request you present a note from a doctor. You will still be responsible for the course work and material as necessary. Work is not an excuse for being late or missing PLP course.

Attendance Penalty Point System

- Excused Absence: 24-hour advanced notice to PLP staff about missing the weekly PLP meeting as er will require a doctor's excuse.
- Unexcused Absence (10 points): Less than 24-hours' notice or no communication about absence at weekly PLP meeting
- LATE to Class:
 - 5 points each time 10-15 minutes
 - 15 points if later than 20 minutes
 - Absent if 30 minutes late (unexcused)

NOTE: Members who receive (20) penalty points will be required to meet with a PLP staff member to discuss status in the program.

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* as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible 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. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

MENTOR MEETINGS (MANDATORY 140 points) 14% of Grade

You are required to meet at least once a week or twice a month, consistently, with your assigned Mentor for the entire semester. It is your responsibility to pursue the mentoring relationship.



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You will be required to make contact with your assigned Mentor via email, phone message or phone text. You will also be responsible for managing the schedule/calendar. **Note: You will also be required to respond to your Mentor within 24 hours, or less, after contact has been made.**

If you are having routine difficulty connecting with your mentor, please contact the PLP Assistant Director or the Executive Director.

Note: If your mentor contacts me after 3 weeks and you have not been in contact you will be deducted 10 points from your overall points

***SURVEYS (400 points)**

Mid Semester Survey 200 Points: 40%

End of Semester Survey 200 Points: 40%

The success of PLP comes from feedback our students provide and how and where we can make PLP a positive experience for all.

EXTRA CREDIT – POINTS

Extra Credit: Networking Events

Community Engagement Events 10 Points

***Bring a Friend Night 10 Points BONUS IF THEY APPLY FOR PLP (MUST BE ELIGIBLE GPA)**

YOU MUST EMAIL ME AND NOTIFY YOUR SD THAT YOU HAVE SIGNED UP FOR THIS EXTRA CREDIT.

YOUR GUEST/FRIEND WILL NEED TO CONFIRM THEY ATTENDED WITH YOU

Academic Integrity :

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. Academic dishonesty includes cheating, plagiarism, forging the signature of the instructor or of another student, fabrication, and/or facilitating or sabotaging the academic dishonesty of other students.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. The following academic penalties may be assessed at the instructor's



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discretion upon determination that academic dishonesty has occurred. *Admonitions and educational assignments are not appealable.*

1. *Admonition.* The student may be issued a verbal or written warning.
2. *Assignment of Educational Coursework.* The student may be required to perform additional coursework not required of other students in the specific course.
3. *Partial or no credit for an assignment or assessment.* The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
4. *Course Failure.* The instructor may assign a failing grade for the course.

Should the procedure for appeal of a case of academic dishonesty extend beyond the date when the instructor submits course grades for the semester, the student will be assigned a grade that reflects the penalty, which shall be adjusted, as appropriate, at the conclusion of any appeal process.

Specific details and description of UNT's Policy on Student Standards of Academic Integrity (18.1.16) and students' right to appeal are available at http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf.

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

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 from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale "cutting and pasting" from other sources, even if properly footnoted, is not



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appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

"Distractions" GUIDELINE:

Preferably content-related questions are asked in class for the benefit of the entire class. Individual issues should be discussed during office hours. Immediately after each presentation is completed some students try to discuss issues with Mr. Grimaldo. Between taking attendance, shutting down the front of the classroom, and trying to pay close attention to your needs there is a lot going on. Please make it a practice to follow-up any discussions with an email so anything discussed is agreed upon and documented. All emails are retained until the end of the course.

OFFICE HOURS:

Will be by appointment only and between the hours of 1:00-2:00PM, Monday through Wednesday. Problems, or potential problems, should be addressed before they become major problems. Email me at Jose.Grimaldo@unt.edu to schedule an appointment.

CHALLENGE POLICY:

You have until the start of the next class to submit a **written** request for a regrade (known as a "challenge") after an exam or assignment has been returned to the class. To earn additional points, you must be able to convince me, in writing, that your answer is correct.



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DISABILITIES ACCOMMODATION:

In accordance with university policies and state and federal regulations, UNT is committed to full academic access for all qualified students, including those with disabilities. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons 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 the student with an accommodation letter to be hand delivered to the instructor to begin a private discussion regarding the student's specific needs in the course.

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. Every semester, students must obtain a new letter of accommodation, and they must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to request that students discuss such letters during their designated office hours in order to protect the privacy of the student.

For additional information, visit the Office of Disability Accommodation (ODA) in Sage Hall, suite 167, or their website at <http://disability.unt.edu>. You may also contact the ODA office by phone at [940.565.4323](tel:940.565.4323). Specific information on UNT's policies related to disability accommodations is available at <http://policy.unt.edu/policy/18-1-14>.

Please note that disability accommodations are not retroactively applied to the start of a course. Accommodations in the course become effective after the student has delivered an official accommodation letter from UNT's ODA.

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with a disability. If you have an established disability, as defined in the Americans with Disabilities Act and would like to request accommodation, please see Mr. Grimaldo as soon as possible.

CLASSROOM ETIQUETTE/STUDENT CONDUCT/DRESS CODE

To promote your plunge into business professionalism here are classroom etiquette requirements:

- 1) Adhering to proper dress code, including wearing PLP nametag
 - a. Business Casual: No jeans, no shorts, no sneakers, no sandals, no ball caps, etc. (Details covered in orientation)



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- b. Business Professional: Elevated attire from business casual (when required)
- c. Violation of Dress Code will result in a 20 point penalty**
- 2) **No cell phones or cameras**. Please turn your cell phone off. Ringing cell phones (as well as twittering) are a distraction to the class and an insult implying that you are more important than anyone around you. Any ringing or twittering cell phones will be confiscated and returned to the owner at the final exam. Use of cell phones during the lecture or an exam may result in confiscation. Similarly, use of cameras in the classroom are distracting and prohibited.
 - 3) **Use of computers ARE allowed** during the presentations but users must sit in the first two rows of the classroom.
 - 4) ***Please do not come to class late or depart early unless you have an emergency. It is discourteous and an interruption to the class.***
 - 5) Any student behavior that interferes with an instructor's ability to conduct class or other students' opportunity to learn is unacceptable and will not be tolerated in any instructional setting at UNT. This includes traditional face-to-face classes, online or blended classes, labs, discussion groups or boards, field trips, and verbal and/or written (including email) communication with the instructor and/or other students. Examples of unacceptable behavior include, but are not limited to, disrespectful treatment of other students (verbal or written), disrupting lecture, and use of inappropriate or profane language or gestures in class or other instructional settings.
 - 6) A student engaging in unacceptable behavior may be directed to leave the classroom or other instructional setting and will be counted as an absence and considered unexcused and may also be referred to the Dean of Students to consider whether his/her conduct violates UNT's Student Code of Conduct.

FINAL GRADES

It is the practice of Mr. Grimaldo to post your final grade on CANVAS.

CAMPUS CARRY & CONCEALED HANDGUNS

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 <https://campuscarry.unt.edu>.

SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The



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federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

EMERGENCY NOTIFICATIONS & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all currently enrolled students. Please make certain to update your phone numbers at <https://my.unt.edu/>.

Some helpful emergency preparedness actions include:

- 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held,
- 2) determine how you will contact family and friends if phones are temporarily unavailable, and
- 3) identify where you will go if you need to evacuate the Denton area suddenly.

In the event of a university closure, please refer to CANVAS for contingency plans for covering course materials.

Spring 2024 Important Dates

<https://registrar.unt.edu/sites/default/files/fall-2024-academic-calendar.pdf>

PRE-FINALS DAYS

So that students can more adequately prepare for their final examinations, UNT sets aside days preceding final examinations during which no new material may be disseminated and extracurricular and organizational activities are suspended. "Pre-Finals Days" refer to the two calendar days preceding the Reading Day of each Fall and Spring semester. The dates will be established as part of the final examination



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schedule. Any deviation from these requirements must be approved in advance by the appropriate dean or director.

READING DAY

Reading Day is the Friday of the week immediately preceding final exams each Fall and Spring semester. No classes are held on this day.

FINAL EXAM SCHEDULING

Faculty members are required to administer final exams at the designated times during the exam week of each long semester and during the specified day of each Summer term if a final examination for the course is required. **Any deviation from the published schedule must be approved in advance by the appropriate academic dean.**

RESCHEDULING A FINAL EXAM

Students who have more than two final examinations scheduled on one day may request to reschedule one of the examinations on another day during the final examination period as follows:

- Students may request to reschedule their final exam with their respective faculty member. This request **must be made in writing to the instructor of record for the course** in which the examination is scheduled. This request **must be made by the last regularly scheduled class meeting before pre-finals days.**
- The request **should identify the course name as well as the date and time each final is scheduled; and offer a time when the student is available to take the exam. Instructors of record may, but are not required to, reschedule an examination on the date requested by the student.**
- Should none of the faculty members agree to reschedule an examination, students may appeal to the Dean or the Dean's designee of their respective major. The decision of the Dean or Dean's designee is final.

EXTRAORDINARY EVENTS AFFECTING FINAL EXAMINATIONS

In the event of extraordinary situations that impact the functioning of the entire university, the final examination schedule may be modified. **In such cases, pronouncements by the Provost and Vice President for Academic Affairs regarding rescheduling of examinations will supersede the published schedule for final examinations.** Department Chairs may engage faculty directly about correcting grades of "incomplete" that result from extraordinary circumstances.



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SPOT Evaluation

While you are welcome to visit with me and provide personal, verbal feedback, UNT utilizes the Student Perceptions of Teaching (SPOT) system. To promote (group) participation, there is a point value in the grading for completing the SPOT evaluation. Because I cannot know who completed the evaluations, I cannot know who to award the actual points to individually. Thus, while you will get an individual score for this assignment, it is a group effort that will determine your score:

- If less than 20% of the class completes the SPOT evaluation, everyone in the class will get 0 pts.
- If 20-39% of the class completes the SPOT evaluation, everyone in the class will get 2.0 pts.
- If 40-44% of the class completes the SPOT evaluation, everyone in the class will get 5.0 pts.
- If 45-49% of the class completes the SPOT evaluation, everyone in the class will get 6.0 pts.
- If 50-59% of the class completes the SPOT evaluation, everyone in the class will get 8.0 pts.
- If 60-69% of the class completes the SPOT evaluation, everyone in the class will get 9.0 pts.
- If greater than 70% of the class completes the SPOT evaluation, everyone in the class will get 10 pts.

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KEY ACTIVITIES AND DATES

This schedule may be revised to accommodate class progress. We will attempt to stay as close to this schedule as possible.



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UNT Professional Leadership Program Fall 2024 Wednesdays, 5:00 - 6:20 p.m. UNT Business Leadership Building, Room 170		
Date	Topic	Speaker
8/19/2024	Fall Semester Begins	
8/21/2024	PLP Student Orientation	
8/28/2024	Time & Attention Management	Roy Foster
9/2/2024	LABOR DAY HOLIDAY	
9/4/2024	Job Search to Job Secured: Resumes (Bring a Friend Night)	Beth Kent
9/9/2024	Mid-Semester Survey Opens (Due 10/30/2024)	
9/9/2024	Resume Due	
9/11/2024	RCOB Career Fair	
9/11/2024	Ethics	Brenda Sweeten
9/18/2024	Public Speaking	Pallavi Ridout
9/18/2024	PLP Recruitment Begins	
9/25/2024	Pitch Competition	
10/2/2024	Networking	Adrian Terry
10/9/2024	Business After Hours	
10/16/2024	Dining Etiquette	
10/23/2024	PLP Alumni Panel	Junior Advisory Board
10/30/2024	Mock Interviews	
11/6/2024	PLP Case Study Intro & Work Day	Saleem Zafar (McKinsey and Company)
11/13/2024	PLP Case Study Workday (Coaching Day)	Jose Grimaldo
11/20/2024	PLP Case Study Presentation & Reception	
11/27/2024	Fall Break - No PLP	
12/2/2024	End of Semester Survey Opens (Due 12/11/2024)	
12/4/2024	Myths of Happiness & PLP Awards Reception	Ray White
12/11/2024	Finals	