



G. BRINT RYAN COLLEGE OF BUSINESS
Professional Leadership Program

BUSI 4980
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

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 stewardship, communication, teamwork, inclusion, problem solving and ethical practice.

GRADING:

Surveys (2)	80 points
Resume	40 points
Recruitment	100 points
Quizzes (8)	160 points
Attendance (16)	160 points
Mentor Meeting (8)	160 points
Assessment #1	200 points
Assessment #2	200 points
TOTAL	1,000 points



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SURVEYS (60 points)

Mid Semester Survey 30 Points :

End of Semester Survey 30 Points

The success of PLP comes from feedback our students provide and how and where we can make PLP a positive experience for all. Assume you attend a Council of Supply Chain Management Professionals meeting Monday evening and chat with a vice president with a 3PL. “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.

RESUME (40 points = 12% 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 Friday, September 07, 2023** The logistics faculty 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. Students adding the course will have 48 hours to make-up this exercise from the time they add the course.

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

Example: Instructor Initials_R (*R indicates Release your resume, NR Not Release resume*) or NR_Full or Intern_StudentLastName_Semester_Year your naming convention should look like this JAG_R_Full_Burton_Spring_2023.pdf (this one shows the resume is free to release, choose NR if you don't wish to have your resume released)

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’



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2. Now, you need to choose in the 'Other' dropdown 'Has Public Resume' If you want to have recruiters see your resumes.

RECRUITMENT:

Each PLP member must earn 10 recruitment points to satisfy your Community Engagement requirement for this semester

You must submit all 10 of your recruitment points at once (submission form at the end)

The deadline is April 14, 2023

QUIZZES (160 points= 16% Final Grade):

The course consists of a combination of lecture/presentations. Presentations will cover most, if not all, of the material. Learning is enhanced if the student participates in question and answer and interaction with the presenter. To encourage students to attend class, students will be given a quiz immediately following the presentation.

ATTENDANCE MANDATORY (160 points = 16% Final 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.

NOTE: You will be required to abide by agreement you signed to be admitted into PLP.

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



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part of succeeding in this class, your own health, and those of others in the community, is more important.

MENTOR MEETINGS (MANDATORY) (160 points = 16% Final Grade):

Meet each week, consistently, with your assigned Mentor for the entire semester. It is your responsibility to pursue the mentoring relationship. 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.

ASSESSMENTS 400 points= 40.0% Final Grade):

Most examinations tend to be one-time exercises in memorization and regurgitation which defeats the purpose of a college education. Class sessions should be an exchange of information to facilitate understanding of logistics concepts. Three times during the term an exam will be taken to check for understanding and retention of information. The exam will be multiple choice, true/false, but no essay questions. There will not be a cumulative Final Exam.

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 ME 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.



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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 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



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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 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:



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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.

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

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



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- 1) Adhering to proper dress code, including wearing PLP nametag
 - a. Business Casual: No jeans, no sneakers, no sandals, no ball caps, etc.
 - b. Business Professional: Elevated attire from business casual
 - 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

Your final grade will be 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



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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 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.

Fall 2023 Important Dates(Subject to change once Catalog is released)

Key Semester Dates	Full Term August 29 - December 16	8 Week 1 Session August 29- October 21	8 Week 2 Session October 24- December 16
Schedule of Classes Available on myUNT	March 7	March 7	March 7



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Registration Opens for specifics by student group/class: See spring registration guide at registrar.unt.edu/registration	March 21	March 21	March 21
Regular Registration Ends Full Semester and 8WK1 registration closes at 4:30 p.m. and Tuition and Fees due by 5:00 p.m. 8WK2 registration closes at 11:30 a.m. and Tuition and Fees due by 12:00 p.m. See Student Accounting for payment deadlines.	Aug 25	Aug 25	Oct 20
Late Registration Begins - For Students not Registered for the Term Students registering late will incur a late registration fee of \$75. See Student Accounting for payment deadlines. Full Semester & 8WK1 registration ends at 4:30 p.m. and Tuition and Fees due by 5 p.m. 8WK2 registration ends at 11:30 a.m. and Tuition and Fees due by 12 p.m.	Aug 26–Sep 2	Aug 26–Sep 2	Oct 21–28
Last Day to Withdraw from Entire Term on myUNT Courses do not appear on the transcript. After this date see Dean of Students to withdraw from the entire term.	Aug 28	Aug 28	Oct 23 if only 8WK2
Classes Begin	Aug 29	Aug 29	Oct 24
Last Day to Add a Class Section See Student Accounting for payment deadlines.	Sep 2	Sep 2	Oct 28
Census - Official Enrollment Determined Last day to drop a course section to no longer appear on the official transcript. <i>(Dropping courses may impact financial aid and degree completion. See advisors.)</i>	Sep 12	Sep 3	Oct 29
Drop with a Grade of W Begins Beginning this date students can drop a course with a grade of W. The course appears on the transcript with a grade of W and tuitions fees remain. <i>(Dropping</i>	Sep 13	Sep 4	Oct 30



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<i>courses may impact financial aid and degree completion. See advisors.)</i>			
Last day to change to pass/no pass grade option (undergrads)	Oct 7	Sep 16	Nov 11
Midpoint of the semester	Oct 21	Sep 23	Nov 18
Last day for a student to drop a course or all courses with a grade of W	Nov 18	Oct 7	Dec 2
First day to request a grade of Incomplete	Nov 19	Oct 8	Dec 3
Pre-Finals Days	Dec 7-8	NA	NA
Last Regular Class Meeting	Dec 8	Oct 20	Dec 15
Reading Day - No Classes	Dec 9	NA	NA
Final Exams	Dec 10–16	Oct 21	Dec 16
Last Day Term	Dec 16	Oct 21	Dec 16
University Grade Submission Deadline 4pm	Dec 19	Oct 24	Dec 19
Grades/Academic Standing posted on the Official Transcript	Dec 21	Dec 21	Dec 21

Fall 2023 Holidays

Labor Day-No Classes-University Closed	Sep 4
Thanksgiving Break-No Classes	Nov 20-22
Thanksgiving Break-No Classes-University Closed	Nov 23–25

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

READING DAY



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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**



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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.

Online course evaluations (SPOT) will be available for students to complete.
Please take time to visit my.unt.edu and fill out the evaluation form – your
feedback is appreciated!

You will get an additional 5 points if I receive 95% or better participation.



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KEY ACTIVITIES AND DATES

This schedule may be revised to accommodate class progress, more in-depth focus or discussion where warranted, to take advantage of guest speaker's schedules. We will attempt to stay as close to this schedule as possible.

UNT Professional Leadership Program

Fall 2023

Wednesdays, 5:00 - 6:20 p.m.

UNT Business Leadership Building, Room 170

Date	Topic	Speaker
8/21/2023	Fall Semester Begins	
8/23/2023	PLP Student Orientation	
8/30/2023	Time & Attention Management	Roy Foster
9/4/2023	LABOR DAY HOLIDAY	
9/6/2023	Job Search to Job Secured: Resumes (Bring a Friend)	Beth Kent
9/13/2023	How to Network & Networking w/Mentors	Adrian Terry
9/13/2023	Assessment	
9/20/2023	Business After Hours Networking Event	Pepsico Frito Lay
9/27/2023	PLP Alumni Panel	TBD
10/4/2023	PLP Case Study Intro & Work Day	Saleem Zafar
10/11/2023	PLP Case Study Presentations & Reception	
10/18/2023	Ethics (Bring A Friend)	Brenda Sweeten
10/18/2023	Assessment	
10/25/2023	Panel Discussion	
11/1/2023	Public Speaking	Pallavi Ridout
11/8/2023	Mock interviews	Beth Kent
11/15/2023	Pitch Competition Presentation & Pizza Social	
11/22/2023	<i>Fall Break - No PLP</i>	
11/29/2023	Dining Etiquette	Joseph O Donnell
12/6/2023	Myths of Happiness & PLP Awards Reception	Ray White
12/12/2023	Finals	