CAREERS & PROFESSIONAL DEVELOPMENT STRATEGIES

BUSI 1200 | Fall 2026 | 8-Week Course

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Meeting Days	Mondays & Wednesdays
Meeting Time	10:10–11:00 AM
Location	BLB 225
Course Dates	October 12–December 11, 2026 | Last class: Wednesday, December 9
Format	Primarily in person with some asynchronous work
Office Hours	Monday-Friday by scheduled appointment – click here

Course Design

This accelerated course combines in-person learning with structured Canvas modules. Modules open by week. Inside each module, required items must be completed in order before the next item unlocks.

Career Action Plan Framework

The course is organized around four ideas that support a successful career action plan: self-assessment, setting goals, career research, and networking. Professional tools and workplace skills are then layered onto that foundation.

COURSE PURPOSE & LEARNING OUTCOMES

Course Description

Careers and Professional Development Strategies for Business is the first of three required professional development courses in the Ryan College of Business. These courses are designed to help students develop strategies to become career ready. BUSI 1200 helps students integrate knowledge of self with career exploration and introduces basic professional development concepts necessary to perform and succeed in a business environment.

Course Learning Outcomes

- **Construct a Professional Identity Toolkit.** Identify personal values and career goals through self-assessment tools to create a beginner-friendly professional toolkit, including a tailored resume, professional cover letter, and complete LinkedIn profile.
- **Execute Strategic Networking and Communication.** Create and deliver a compelling elevator pitch and apply business professional etiquette to communicate skills and goals during networking and career-related situations.
- **Navigate Professional Environments and Industry Norms.** Demonstrate awareness of business behavioral norms, including communication, appearance, teamwork, career fair etiquette, and the administrative processes connected to internships.
- **Leverage Modern Resources for Career Readiness.** Use RCOB EDGE/Suitable, career research databases, academic success resources, and ethical AI practices to build and carry out a career action plan.

GRADING, DEADLINES & GRADE QUESTIONS

Category	Weight	What It Includes
Professional Development Assignments	45%	Module Apply assignments and practical career-readiness products graded with Canvas rubrics.
Checkpoint Quizzes	35%	Three checkpoints within each full instructional module. Each checkpoint is 6 multiple-choice questions, 5 points, 10 minutes, and one attempt.
Attendance & Participation	20%	Active participation in scheduled in-person meetings and required asynchronous class activities.

Due Dates & Late Work

• Unless Canvas states otherwise, weekly coursework is due Sunday by 11:59 PM.
• Late work is reduced by 15% per late day.
• The final day to submit late work is Wednesday following the Sunday deadline. Work is not accepted after that point unless an approved accommodation or documented course-level exception applies.
• Final-week exception: Module 14 and remaining Week 8 work must be submitted by Friday, December 11 at 11:59 PM. The normal late-work window cannot extend beyond the end of the course.
• The Business Career Fair (date to be announced) is an extra-credit professional development opportunity.

Questions or Concerns About Assignments and Grades

Three-Day Review Window

Questions or concerns about an assignment, quiz, rubric score, or grade from a module must be emailed to the instructor within 3 calendar days after that module's due date/close date. This review window applies to the modules due during that period. After the 3-day window closes, grades from those modules are considered final and will not be reopened for later review. For example, a student may not wait until Week 6 to request a review of a Module 2 grade.
This policy is intended to keep questions connected to the week in which the work was completed, while the assignment directions, feedback, and learning are still current. Students are responsible for reviewing posted grades and feedback promptly and emailing within the review window if clarification is needed.

HOW THIS CANVAS COURSE WORKS

Modules open by week, but items inside each module are sequential.

You cannot jump directly to the Apply assignment.

Standard path:
Engage -> Checkpoint 1 -> Watch / Listen / Learn -> Checkpoint 2 -> Deepen Thinking -> Checkpoint 3 -> Apply.

- Some pages require you to view the page or mark it complete before Canvas unlocks the next item.
- Checkpoint quizzes must be submitted before the next required item unlocks.
- You do not need to wait for an Apply assignment to be graded before beginning another available module.
- A module is complete only after all required pages and checkpoints are completed and the Apply assignment is submitted.
- Do not wait until Sunday to begin. Multi-module weeks contain many required sequential steps.

Checkpoint Quiz Standard

- 6 multiple-choice questions | 5 points | 10 minutes | 1 attempt.
- The timer begins when the quiz opens and cannot be paused.
- Complete timed quizzes on a computer or laptop, not a mobile phone.
- Review the preceding page before opening a checkpoint and be ready to complete it in one sitting.

Attendance & Participation

Every scheduled class meeting is important in this accelerated 8-week course. The course meets primarily in person, with some asynchronous work. Attendance and participation account for 20% of the final grade. Students should arrive on time, remain present for the full class period, and complete any required asynchronous participation activity.

Instructor Communication & Email Response Policy

Emails sent Monday through Friday will receive a response within 24 business hours. Emails sent on weekends or university holidays will receive a response within 48 business hours, beginning the next business day. Business hours end at 5:00 PM.

Plan ahead when emailing about assignments. Messages sent within 24 hours of a deadline should not expect an immediate response. Last-minute questions do not warrant expedited replies. Please review course materials before contacting me and allow the full response window before following up.

8-WEEK COURSE COMPLETION CALENDAR

The calendar is sequenced for learning and career readiness, not by module number. The first two weeks intentionally prepare students for the Business Career Fair (date to be announced).

Week	Dates	Instructional Focus / Modules	Due
1	Oct. 12–18	Career Action Plan Foundations M1 Self Assessment M5 Career Research M2 Resumes	Sun., Oct. 18 11:59 PM
2	Oct. 19–25	Career Fair Readiness M3 Networking & LinkedIn M6 Professional Dress Attire M8 Career Fairs M9 Elevator Pitches	Sun., Oct. 25 11:59 PM
3	Oct. 26–Nov. 1	Put Preparation Into Practice Business Career Fair (Extra Credit) Date to be announced M7 Business Communication Fundamentals	Sun., Nov. 1 11:59 PM
4	Nov. 2–8	Use Career Tools Responsibly M4 Ethical Use of AI M11 Cover Letter	Sun., Nov. 8 11:59 PM
5	Nov. 9–15	Work With Others Professionally M10 Teamwork & Interpersonal Skills	Sun., Nov. 15 11:59 PM
6	Nov. 16–22	Turn Preparation Into Experience M12 Internships	Sun., Nov. 22 11:59 PM
—	Nov. 23–29	Thanksgiving week No instructional week scheduled	—
7	Nov. 30–Dec. 6	Build Your RCOB Development Plan M13 RCOB EDGE Program (Suitable)	Sun., Dec. 6 11:59 PM
8	Dec. 7–11	Plan Your Next Academic Steps M14 Academic Degree Planning	Fri., Dec. 11 11:59 PM

Career Fair Readiness Sprint

By Sunday, October 25, students should have completed the preparation sequence, so they enter the Business Career Fair (**October 27 - 1pm to 4pm**) with practice in self-assessment, career research, resumes, networking/LinkedIn, professional attire, career fair strategy, and elevator pitches.

INSTITUTIONAL & RCOB POLICY STATEMENTS

Office of Disability Access

The University of North Texas makes reasonable accommodation for students with disabilities. Students needing a reasonable academic accommodations must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the student will request their letter of accommodation. ODA will provide faculty with a reasonable accommodation letter via email to begin a private discussion regarding a student's specific needs in a course. Students may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to meet with faculty regarding their accommodations during office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website.

Supporting Your Success

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and belonging. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together. I also encourage you to review UNT's student code of conduct so that we can all start with the same baseline civility understanding (Code of Student Conduct) (https://policy.unt.edu/policy/07-012).

Course Conduct

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 at http://deanofstudents.unt.edu.

RCOB SYLLABUS STATEMENT ON ACADEMIC HONESTY

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 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

ACADEMIC INTEGRITY, AI & TECHNOLOGY

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.
The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university

Ethical Use of AI

Academic misconduct is present in an academic work wherever AI assistance has been used when unauthorized, or when authorized, has not been disclosed as required.
In principle you may submit material that contains AI-generated content, or is based on or derived from it, if this use is properly documented. This includes, for example, drafting a resume, combining elements, and removing redundant parts. Your documentation must make the process transparent – the submission itself must meet our standards of attribution and validation.
Artificial Intelligence that can produce contents is now widely available to produce text, images, and other media. We encourage the use of such AI resources to inform yourself about the field, to understand the contributions that AI can make, and to help your learning. However, keep the following principle in mind: AI contributions must be attributed and edited for accuracy. You are taking full responsibility for AI-generated materials as if you had produced them yourself: ideas must be attributed, and facts must be true.

In line with the UNT Honor Code, all work you submit must be your own. Using AI tools without attribution or relying on them to complete assignments violates academic integrity and will be addressed according to our policy.

Use of Technology

Technology should not be used in this class unless we are working on a tech-driven project together or if the instructor grants permission. In a professional setting texting, monitoring your phone, web surfing, listening to music, etc. is distracting and rude. Please put away your devices unless otherwise directed.

UNIVERSITY RESOURCES & EMERGENCY PROCEDURES

Eagle Connect

Your access point for business and academic services at UNT occurs at http://www.my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: http://eagleconnect.unt.edu/

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates at the following link: http://essc.unt.edu/registrar/ferpa.html

Emergency Notification 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 active faculty staff, and students. Please make certain to update your phone numbers at http://www.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 Blackboard for contingency plans for covering course materials.

Emergency Evacuation Procedures for Business Leadership Building

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

Succeed at UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grown. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find Support. Get advised. Be prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, go http://success.unt.edu/.

Syllabus Changes

The instructor may make reasonable changes to the course schedule or syllabus when necessary. Changes will be communicated through Canvas and/or official UNT email.