BAAS 4100 Managing a 21ˢᵗ c. Career | Syllabus | Spring 2021

University of North Texas
New College
Applied Arts and Sciences
BAAS 4100, Section: 001, 3 Credit Hours
Managing a 21ˢᵗ Century Career

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

Course Structure

This is a <u>hybrid</u> course that meets once a week on **Mon. from 3:30 - 4:50 pm (CT) in Sage Hall, room 230.** Other coursework is delivered asynchronously in Canvas. You are <u>expected to bring a laptop or other internet-enabled device to class</u>. <u>The last pages of this syllabus contain a full schedule</u>.

- Map with the location of Sage Hall

Notes about attendance: Considering we're in the midst of a global pandemic, <u>attendance during class is 100% optional</u>. All content and graded material is available on Canvas. Class periods will provide an opportunity to apply and discuss the material presented in the online modules. See UNT's Coronavirus Updates website for the latest campus updates.

- Please self-monitor yourself for COVID-19 symptoms. <u>If you feel ill or have been in contact with someone who is ill, do not come to class</u>. See UNT's Symptoms and Monitoring website for more info.
- UNT requires all faculty, staff, students, and visitors to wear face coverings at all campus locations. <u>If you are not wearing a mask properly, do not come to class</u>. UNT will provide one mask to every student - you can pick yours up at the library, Union front desk, College Dean's offices, Hall Park Library, and other locations. See the UNT System's guidelines on Face Coverings and PPE and the CDC's website for more info.
- Questions? Call the **UNT COVID Hotline**: 844-366-5892.

If you're facing a financial challenge that could affect your ability to stay at UNT, we're here to help you - www.unt.edu/staygreen.

If you're having <u>difficulty affording groceries</u> or accessing sufficient food to eat every day, or <u>if you lack a safe and stable place to live</u>, I urge you to contact the Dean of Students for support. Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources that I may possess.

Communication

- **Instructor:** Dr. Kara Fulton, *Clinical Assistant Professor*
- **Email:** kara.fulton@unt.edu
- **Office hours:** In order to accommodate your busy schedules, office hours are by appointment and virtual (phone or Zoom).

As much as some of us may hate to admit it, we have very little (if any) control over most of the things that happen in our lives. Most mornings we arise and think we have a good idea of how our day will unfold. Enter: Life! There is always something that will not go how we want and, if we allow it, will throw us into survival mode instead of our normal thrive mode. It can be minor things that start to pile up, or it can be a giant life-altering event. Either way, when you see yourself starting to stress out, remember to just breathe. When life happens, just send me an email. I am here to help and will try my best to support you.

Communication Expectations

Important: Only send email from your official UNT email address or using Canvas messages. Messages from other platforms may not be answered.

Communication Resources

- Online Communication Tips
- Advice for Emailing Professors

Course Description

In this required course within the Bachelor of Applied Arts and Sciences degree program, students will examine various ways that individuals engage in the American Workplace during the 21st century. This course will use a cooperative learning approach that will provide students with opportunities to learn from one another including peer critique and feedback, essential to working in project teams within the workplace. Students will be asked to examine and critically reflect on their own values and assumptions, their course work experiences and the impact of these experiences on their knowledge and personal growth. Key professional skills developed and used in this course include technical writing, effective teamwork, giving meaningful feedback, critical thinking and reflection.

Course Objectives

Students will understand and apply the skills of a 21st Century Career by:

1. Applying effective analysis and research skills to develop alternative recommendations for action.
   (Critical Thinking)
2. Using effective individual and group professional writing and presentation skills.
   (Communication)
3. Articulating a range of methods for leadership and collaboration.
   (Teamwork)
4. Examining a complex problem and generating proposals.
   (Innovation)

Students will understand the basic skills necessary to productively participate in the development and execution of a business pitch through corporate teams, applicable research, and innovation by creating a consultant report and corresponding presentation for a specific problem, which will include:

- A team contract
- Research of a specific problem using peer-reviewed sources
- Proposing three alternatives of action via a consultant report
- Choosing and justifying the best alternative of action
- Creating an interactive presentation to a panel "pitching" the best alternative of action

Prerequisites

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

Required Materials

There is 1 required text which is **available as an e-book for free through the library**. All other materials for this course will be available through Canvas. Course materials include, but are not limited to, e-books, websites, articles, and videos.

1. Burnison, Gary (2018). Lose the Resume, Land the Job. ISBN: 9781119475200

Being Successful in this 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 9 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 semester we will integrate knowledge gained through your BAAS unified courses, technical backgrounds, and concentrations and focus areas as we develop a plan for engaging as professionals and citizens in a rapidly changing world. Skill in teamwork, social awareness, communication, personal awareness, and critical thinking will be further honed as you make connections between knowledge areas and learn to match their skills to careers, now and in the future. We will also work with challenging social and business issues, applying decision-making strategies as they develop effective recommendations for action. I look forward to sharing my knowledge with you as well as learning from each of you since I know that you will bring experience and insight into our discussions and activities. I would describe my teaching style as constructivist. Constructivism is a learning theory that has been around for some time and its basic premise is that learner's "construct" knowledge through experiences and interaction with a community of learners. You will see that much of this course is structured around what you the learners can bring to the table. So, this semester I hope that we will be doing a lot of "networking" and sharing of information, ideas, insights, experiences, and creating new knowledge as a learning community.

Assessment & Grading

Assessment Overview

This course provides various ways for students to learn including discussions, quizzes, group projects, readings, and videos. Students who fail to complete any assessment by the due date will receive a zero - no late work is accepted.

Use of Canvas

Copies of the syllabus, assignments, grades, instructor contact information, calendar, and other important course documents can be found on the course Canvas site. Assignments will be submitted via Canvas. Written work may

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be submitted using a plagiarism detection software program. Look for details on how to submit those assignments in the Canvas class site.

Course Assignments

Below is a brief overview of the assignments in this course. See Canvas for specific details on dates, requirements, and grading.

Assignment	Possible points	Approx. percent of grade
Course Information Quiz	30	3%
Elevator Pitch	40	4%
Career Paper	55	6%
Reading Check Quizzes (8 @ 30 points each)	240	27%
Resume and Resume Critique (3 parts @ varying points)	55	6%
Discussions (5 @ 20 points each)	100	11%
Business Project (4 parts @ varying points)	130	15%
Student Perceptions Survey	30	3%
ePortfolio (2 parts @ varying points)	80	9%
Exams (2 @ 70 points each)	140	16%
TOTAL	900	100%

The **Business Project** is a team-based project comprised of the following assignments:
1. Project Contract
2. Consultant Report
3. Presentation
4. Peer Evaluations

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)**.

  o 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 Business Project assignments moving forward.

Grading

Final grades will be determined using a point system. Students are expected to keep up with their grades and point totals by regularly reviewing them on Canvas.

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

Letter Grade Point Range

Total points possible for semester = 900

Points		Percentage	Grade
900	-	**810**	100-90%	A
809	-	**720**	89-80%	B
719	-	**630**	79-70%	C
629	-	**540**	69-60%	D
539	-	**0**	59-0%	F

Grade Disputes

You are required to wait 24 hours before contacting me to dispute an assignment grade. Within that time, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to meet, email me to set up a meeting (I cannot discuss grades over 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.

Technical Requirements & Skills

Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- Webcam
- Microsoft Office Suite
- Web browser
- Canvas Technical Requirements

Computer Skills & Digital Literacy

- Using Canvas
- Sending and receiving email
- Downloading and installing software
- Creating, sending, and receiving Microsoft Word, PowerPoint, and Google Doc documents
- Posting to discussion boards
- Opening PDF files

Success in an Online (or Hybrid) Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and knowledge that any dedicated student can learn. See this website for tips and resources for successful online learning: How to Succeed as an Online Student.

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 professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- 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 ☺.
- 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.

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk

Email: helpdesk@unt.edu   **Phone**: 940-565-2324   **In Person**: Sage Hall, Room 130

For additional support, visit Canvas Technical Help.

For help with **TEAMMATES**, contact their support team at teammates@comp.nus.edu.sg.

For help with **Google Docs**, access their Help Center at https://support.google.com/docs

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center
- Counseling and Testing Services
- UNT Care Team
- UNT Psychiatric Services
- Individual Counseling

Other student support services offered by UNT include:

- Registrar
- Financial Aid
- Student Legal Services
- Career Center
- Multicultural Center
- Counseling and Testing Services
- Pride Alliance
- UNT Food Pantry

Academic Support Services

- Academic Resource Center
- Academic Success Center
- UNT Libraries
- Writing Lab

Appendix 1: Course Policies

Assignment Policy

Copies of the syllabus, assignments, instructor contact information, the course calendar, other important documents, and grades can be found on Canvas. Assignments will be submitted via Canvas unless otherwise noted. Written work will be submitted using a plagiarism detection software program called *Turnitin*. Official due dates can be found on the course schedule, Canvas Modules, and Canvas Calendar. Assignments and assignment instructions are found in Canvas. Assignments should be submitted as .doc or .docx files unless otherwise noted. For assignments which *Turnitin* plagiarism software is used, you can check your turn it in report ahead of time and resubmit if indicated to do so.

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.

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.

Canvas Calendar

While the Canvas calendar with alerts is an additional organizational tool, it is not always accurate. In other words, students should not rely solely on the Canvas calendar and/or alerts to complete assignments. Rather, students are expected to meet deadlines according to the provided course schedule.

Extra Credit

If an opportunity for extra credit presents itself, it will be announced and available to the entire class at the discretion of the instructor. There will be no individual opportunities for extra credit.

Examination Policy

All exams and quizzes are timed and administered online via Canvas. *No make-up exams* will be given unless a university-approved excuse has been provided prior to the exam or officially documented lack of ability to complete the exam is provided within one week of the students return to class. **Please note that computer and Internet functionality is the responsibility of the student. Computer and/or internet malfunction does not constitute a retake or make-up exam.** Check all connectivity in advance and plan accordingly. All quizzes and exams are to be taken without assistance from anyone else.

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 written and oral communication, build collaboration skills both in class and in the community, and engage in creative problem solving. 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.

Late Work

I will not accept late work 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.

Cell Phone Usage in Class

Please be respectful in your use of cell phones. Do not verbally answer a phone in the classroom; instead, slip into the hallway for a minute. If you must give a quick text response, limit it to a few words and tell the individual you will get back to them after class. Please keep phones on vibrate during class, and do not use social media during class time. **If I see you using your cell phone in class, I may deduct points.**

Requests for an Incomplete

Students my request a grade of incomplete ("I") only if he/she meets all of the following conditions:

- The request occurs on or after the date designated by university for the given semester (see the "Important Dates" section of this syllabus)
- The student is passing the course;
- 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; and,
- The student has the approval of the instructor and the faculty director.

Students meeting these criteria must arrange with the instructor to finish the course at a later date (no longer than 12 months after the I grade was reported) by completing specific requirements outlined by the instructor. 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 registrar.unt.edu/grades/incompletes.

Dropping the Class

I 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 me as soon as possible. I want to help you 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 registrar.unt.edu/registration/dropping-class. If you absolutely must drop a course, you may do so through my.unt.edu.

Syllabus Change Policy

Due dates for assignments can be found in the course schedule (in this syllabus) and in Canvas. 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.

Appendix 2: 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.

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.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Course Safety Procedures

Students enrolled in this course 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. Course work 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. Visit UNT's Code of Student Conduct to learn more.

Access to Information - Eagle Connect

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

Student Evaluation Administration Dates

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

Sexual Assault Prevention

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

calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

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 found at https://dlit.untdallas.edu/sites/default/files/approval_form_permission_waiver_and_release.pdf

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 https://campuscarry.unt.edu.

Important Dates

Important dates for the semester are available on UNT's Registration Guides: https://registrar.unt.edu/registration-guides-by-semester.

Appendix 3: Course Schedule

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

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

DATE	TOPIC	DUE SUN. @ 11:59 PM
WEEK 1 Jan. 11-17	**Introduction**	1. Course Information Quiz 2. Introduce Yourself (discussion)
WEEK 2 Jan. 18-24 No class (MLK)	**Know Yourself**	1. **Week 2 Reading Check Quiz** 2. Elevator Pitch
WEEK 3 Jan. 25-31	**Professional Fit**	1. **Week 3 Reading Check Quiz** 2. Career Paper
WEEK 4 Feb. 1-7	**Multidisciplinary Teams**	1. **Week 4 Reading Check Quiz** 2. Team Building (discussion)
WEEK 5 Feb. 8-14	**Project Management**	1. **Week 5 Reading Check Quiz** 2. Project Management (discussion) 3. Team Contract
WEEK 6 Feb. 15-21	**Second Act Industry**	1. **Week 6 Reading Check Quiz** 2. Career Pivot (discussion)
WEEK 7 Feb. 22-28	**Market Yourself**	1. **Week 7 Reading Check Quiz** 2. Resume, 1st draft 3. Foliotek Identity Page
WEEK 8 Mar. 1-7 No class	**Exam 1** *(via Canvas)* **(Open Thu. Mar 4 – Sun. Mar. 7)**	
WEEK 9 Mar. 8-14	**Consultant Report**	
WEEK 10 Mar. 15-21	**Consultant Report,** *continued*	1. Consultant Report
WEEK 11 Mar. 22-28	**Scrapper**	1. Resume Critique 2. Challenges (discussion)
WEEK 12 Mar. 29-Apr.4	**Presence**	1. **Week 12 Reading Check Quiz** 2. Foliotek Projects
WEEK 13 Apr. 5-11	**Presentations**	1. Resume, final draft 2. Presentation
WEEK 14 Apr. 12-18	**Company Mission**	1. **Week 14 Reading Check Quiz** 2. Peer Evaluations
WEEK 15 Apr. 19-25	**Exam 2** *(via Canvas)* **(Open Sat. Apr. 24 – Mon. Apr. 26)**	1. Student Perceptions Survey
WEEK 16 Finals Week	*Congratulations –* *you made it!*	

Key:

Discussion

Business Project

ePortfolio