



University of North Texas
New College
Applied Arts and Sciences
BAAS 4980
Managing a 21st Century Career

COURSE INFORMATION

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

- *Course:* BAAS 4980, Section: 910, 3 Credit Hours
- *Semester:* Summer 2019 (8W1 Session)
- *Format:* This is an online course: All coursework is delivered asynchronously in Canvas.

Instructor Contact Information

- *Name:* Dr. Kara Fulton, *Clinical Assistant Professor*
- *Office:* Sage Hall, Suite 394, Office 394-B
- *Email:* kara.fulton@unt.edu
- *Office hours:* By appointment via Zoom, Skype, or telephone.

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

BAAS 3000; BAAS 3020; Senior standing; Declaration of the B.A.A.S. degree as the program of study at UNT.

Course Description

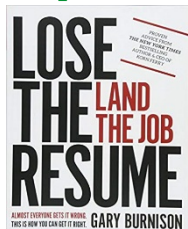
In this capstone course, students will integrate knowledge gained through their core courses, technical backgrounds, and advanced focus areas as they develop a plan for engaging as professionals and citizens in a rapidly changing world. Skills in teamwork, social awareness, personal awareness, and critical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

Learning Objectives

Having successfully completed this course, students will:

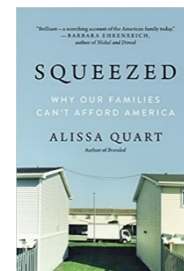
1. apply effective analysis and research skills to develop alternative recommendations for action.
(*Critical Thinking and Reasoning*)
2. use effective individual and group professional writing and presentation skills.
(*Written and Oral Communication*)
3. articulate a range of methods for leadership and collaboration.
(*Teamwork/Collaboration*)
4. examine a complex problem and generate proposals.
(*Innovation*)

Required Materials



Burnison, G. (2018). *Lose the resume: Land the job*. Hoboken, NJ: John Wiley & Sons. ISBN: 978-1-1194-7520-0

Quart, A. (2018). *Squeezed: Why our families can't afford America*. New York, NY: Ecco. ISBN: 978-0-0624-1225-6



Supplementary materials in Canvas Course Modules. These include articles and videos.

Course Teaching and Learning Strategies

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.

Semester Overview

Our work this semester is broken into two major parallel parts. First, we will focus on your individual skills as they relate to career and professional goals. Throughout the course, we will do readings and discussions related to goals and mission, work on elevator speeches to express your goals, upgrade your resumes to a better version for the future workforce, and create an electronic portfolio to provide evidence of your skills and accomplishments. All of these experiences will help you to brand yourself, clearly articulating how your educational experiences relate to other life experiences and professional goals.

The second major aspect of the course is a team research and presentation project. Each group of students will be assigned a question or problem coming from a business or community organization. You will demonstrate your abilities to manage a project, weigh alternatives, make recommendations, and communicate those recommendations both in writing and verbally. You will also reflect on your own abilities as a member of a project team and how you can become a better collaborator and team member.

TECHNICAL REQUIREMENTS/ASSISTANCE

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: Sage Hall, Room 130

Hours are:

- Monday-Thursday 8 am - midnight
- Friday 8 am - 8 pm
- Saturday 9 am - 5 pm
- Sunday 8 am - midnight

Canvas technical requirements: <https://clear.unt.edu/supported-technologies/canvas/requirements>

Minimum Technical Skills Needed

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

Student Academic Support Services

- [Academic Resources](#): where to buy textbooks and supplies, access academic catalogs and programs, register for classes, and more
- [Code of Student Conduct](#): provides Code of Student Conduct along with other useful links
- [Office of Disability Accommodation](#): exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services](#): provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#): library services
- [UNT Learning Center](#): provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center](#): offers free writing tutoring to all UNT students
- [Succeed at UNT](#): information regarding how to be a successful student at UNT

COMMUNICATING WITH YOUR INSTRUCTOR

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

Contacting the instructor outside of class

The office hours for this class are by appointment. To schedule an appointment, please email me to set up a scheduled meeting time. If you need to reach me quickly, please call the Applied Arts and Sciences Unit office between 8 am and 5 pm, Monday through Friday, at 940-369-8129. Let the person answering the phones know that you need a message relayed to a professor as quickly as possible, and leave your phone number and/or email for a return message.

TEAMWORK

You will be assigned to a working group for a team-based project this term. You will be expected to regularly meet and communicate with your team via conference call, Skype, Zoom, or another means of communication. As a team, you will research a complex question, reporting your recommendations in both written and oral form (oral form will be recorded for submission). The grades for those assignments are team grades – all members of the team getting the same score. You will also receive an individual team contribution score based on evaluations by your team members and on the instructor's observations.

It is in your best interests to be a highly effective member of a team! **If a member of a team is not contributing sufficiently to the work of the team**, the other members have the right to

- 1) notify the team member that they are not contributing well, copying the instructor on that email message,
- 2) give the team member 10 days to improve contribution to the team, and
- 3) if contribution has not improved sufficiently, to kick that member out of the team.

If a team member is kicked out, he/she may complete a different project on their own in the remaining time left in the term. However, their teamwork score will be zero, and any prior team assignments will also have a score of zero. In other words, the possible points to be earned are not retroactive, but rather pick up at the point of ejection of the team member.

ASSESSMENT & GRADING

Course Assessments

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

Syllabus Quiz: The syllabus quiz will be administered in the first week of the semester. Students may take the quiz an unlimited number of times before the due date. The highest score will be recorded in the grade book.

Course Orientation Quiz: The course orientation quiz will be administered in the first week of the semester. The content for the quiz comes from the "Course Orientation" module which serves to introduce you to the major goals of the course, the B.A.A.S. program, and UNT as well as how these goals connect to the skills for which employers are looking.

Elevator Pitch: Students will post a video of their recorded elevator pitch. This will serve as an introduction to fellow students, but also, and more importantly, an opportunity to provide a meaningful introduction while networking or in the first few minutes of an interview.

Mini Exams: There will be six (6) small exams during the semester. Exams will cover material from the assigned readings and will consist of multiple choice, true/false, short answer, and/or essay questions. Exams will be timed, and students will not be able to “go backward” to return to a question. *All exams will be administered online via Canvas.* Exams are open for a minimum of 7 days and therefore *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 plan ahead and take exams EARLY to forgo any possible last-minute occurrences. **Please also 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. Exams are to be taken without assistance from anyone else.

Career Paper: You will pick an occupation - you can choose your own occupation of interest. You will then research the history of that occupation, looking at the ways in which it has changed over the years, how it has developed, what its significance is in society, how it is changing, what is the makeup of the workforce etc.

Resume and Resume Critique: Students will create a current resume. In addition, students will participate in peer revisions of fellow classmates’ resumes giving detailed feedback to help improve the accuracy, presentation, and likelihood to receive an interview.

Interview and Interview Critique: Students will answer typical interview questions. In addition, students will participate in peer revisions of fellow classmates’ interview responses giving detailed feedback to help improve the sincerity, professionalism, presentation, and likelihood to receive the job.

Class Discussions: Students will participate in in-depth online discussion at three points in the semester through the discussion board.

Team Project: The team project will involve solving an issue through critical evaluation, solutions, and presentation. This project will be completed in groups as assigned by the instructor. At the end of the semester, students will have an opportunity to rate the contributions of their fellow team members. This feedback will be taken into consideration by the instructor and individual grades will be assigned accordingly. It is critical to the grade on this project that all students in a group participate during each stage of the project. Please note that *no make-ups will be given for any missed parts of the project. Additionally, no late work will be accepted.*

ePortfolio: Students will create a professional employment portfolio as a UNT student in Foliotek. The portfolio will include an identity page complete with custom URL, profile picture, background image, description, education, and work experience. Three artifacts providing evidence of key competencies will also be uploaded to the portfolio.

Grading

Final grades will be determined through the use of a point system. The maximum value of each assessment along with the range of points associated with each letter grade are listed in the tables on the following pages. 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.

Grading Scale

Below are the semester's assignments (see course schedule for due dates):

Assignment	Possible points	Approx. Percent of grade
Syllabus Quiz	30	4%
Course Orientation Quiz	30	4%
Elevator Pitch	40	5%
Mini Exams (6 @ 40 points each)	240	32%
Career Paper	60	8%
Resume (1st and final drafts)	30	4%
Resume Critique	30	4%
Interview (1st and final drafts)	30	4%
Interview Critique	30	4%
Class Discussions (3 total at varying points)	60	8%
Team Project	100	14%
ePortfolio	60	8%
TOTAL	740	100%

Total points possible for semester = 740

Points	Percentage	Grade
740-666	100-90%	A
665-592	89-80%	B
591-518	79-70%	C
517-444	69-60%	D
<444	<60%	F

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. All assignments will be submitted via Canvas or submitted in class. Written work will be submitted using a plagiarism detection software program. Look for details on how to submit those assignments in the Canvas class site. ***If you have any technical difficulty with Canvas, please contact the Student Helpline immediately at (940) 565-2324 or at helpdesk@unt.edu. Remember to get a ticket.*** Students will not be allowed to retake any assessment based on technical difficulties. Please check compatibility with Canvas in advance. Specifications are posted in the getting started module.

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

There are **two (2) opportunities** for extra credit this semester (see Canvas for details). If other opportunities become available, they will be announced and available to the entire class at the discretion of the instructor. There will be no individual opportunities for extra credit.

Instructor Responsibilities and Feedback

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

Late Assignments/Make-up Policy

No late assignments will be accepted in this course. Assignments and exams are due via Canvas or by another means designated by the course instructor at the times listed in the syllabus. Students are responsible for all devices (i.e. computers, printers, iPads, cell phones, scanners) and reliable internet connection during all required work in this class. Late assignments will not be accepted due to electronic malfunctions. Students are given at least seven days to complete all assignments (i.e. quizzes, discussion, and cumulative assessment). Therefore, regardless of the circumstances, students who miss assessments will not be allowed to make them up. Students need to plan ahead and have a back-up plan in place. If a personal crisis arises such that you cannot complete an assignment by the deadline, please email the instructor ahead of time, or as soon as possible.

Grade Appeals

If you have a question about a grade on an assignment, please arrange to meet with the instructor via phone or email. At the end of the term, if you believe an error was made in your grade, please ask for a copy of the B.A.A.S. grade appeal policy, which you can obtain from the instructor or from the department's administrative assistant.

Requests for an Incomplete

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

- The request occurs on or after **June 14, 2019**.
- 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 <https://registrar.unt.edu/grades/incompletes>.

Dropping the Class

The B.A.A.S. faculty all want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option. There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at <https://registrar.unt.edu/registration/dropping-class>. If you absolutely have to drop the course, you may do so through <https://my.unt.edu>. **June 13, 2019 is the last date to drop a class with an automatic grade of "W".**

Syllabus Change Policy

Due dates for assignments can be found in Canvas and in the course schedule. In the rare cases that there is a date change for an assignment, exam or any other syllabus change, the instructor will notify students through an announcement in Canvas.

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

The University of North Texas 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. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty 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 see the ODA website at <https://disability.unt.edu>. You may also contact ODA by phone at 940-565-4323.

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 Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Coursework completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: <https://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: <https://eagleconnect.unt.edu>.

Student perceptions of teaching effectiveness (SPOT):

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

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

May 13	First class day Student-requested schedule changes may be made during add/drop. Last day for change of schedule other than a drop. (Last day to add a class.)
May 21 – June 13	Student may drop a course with a grade of W by completing the Request to Drop Class form and submitting it to the Registrar's Office.
May 27	Memorial Day (university closed)
June 4	Last day for change in pass/no pass status.
June 13	Last day to drop a course. Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office. Grades of W are assigned.
June 14	Beginning this date, a student who qualifies may request a grade of I, incomplete. (See "Grading system" in the Academics section of this catalog.)
July 3	Last class day
July 4	Independence Day (university closed)
July 5	Final examinations

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

Key: SQ = Squeezed | LTR = Lose the Resume | Team Project Pieces

WEEK	LESSON with Reading	DUE
Week of May 13	Getting Started Lesson 1: Course Orientation	<ul style="list-style-type: none"> • Syllabus Quiz • Course Orientation Quiz Due before Sunday, May 19 at 11:59 pm
Week of May 20	Lesson 2: Know Yourself SQ: Intro, Chap 4 & 7 LTR: Intro, Chap 1, 2, & 4	<ul style="list-style-type: none"> • Mini Exam 1 • Elevator Pitch Due before Sunday, May 26 at 11:59 pm
Week of May 27	Lesson 3: Market Yourself SQ: Chap 6 & 10 LTR: Chap 6 & 7	<ul style="list-style-type: none"> • Mini Exam 2 • Career Paper • Resume (1st draft) • <u>Project Part I</u> Due before Sunday, June 2 at 11:59 pm
Week of June 3	Lesson 4: Presence LTR: Chap 9 & 10	<ul style="list-style-type: none"> • Mini Exam 3 • Resume Critique • Class Discussion #1 • <u>Project Part II</u> Due before Sunday, June 9 at 11:59 pm
Week of June 10	Lesson 5: Keeping the Job LTR: Chap 3 & 5	<ul style="list-style-type: none"> • Mini Exam 4 • Interview (1st draft) • Class Discussion #2 Due before Sunday, June 16 at 11:59 pm
Week of June 17	Lesson 6: Multidisciplinary Teams SQ: Chap 8 LTR: Chap 11	<ul style="list-style-type: none"> • Mini Exam 5 • Interview Critique • Class Discussion #3 • <u>Project Part III</u> Due before Sunday, June 23 at 11:59 pm
Week of June 24	Lesson 7: Project Management SQ: Chap 3	<ul style="list-style-type: none"> • Mini Exam 6 • Resume (Final draft) • Interview (Final draft) • <u>Project Part IV</u> Due before Sunday, June 30 at 11:59 pm
Week of July 1	Team Work Time	<ul style="list-style-type: none"> • ePortfolio • <u>Project Part V</u> • Grow Your Skills (<i>extra credit</i>) • SPOT Evaluations (<i>extra credit</i>) Due before Friday, July 5 at 11:59 pm