

UCRS 2100: Career Development, Fall 2025

INSTRUCTOR: Katie Jenkins, MS	OFFICE: General Academic Building (GAB) 207	
OFFICE HOURS: By appointment	CLASS MEETS: Mondays from 1-1:50 in GAB 204	
EMAIL: katie.jenkins@unt.edu		
EVALUATION:	Points	GRADE ASSIGNMENT: A: 90%-100% or 90-100 pts B: 80%-89% or 80-89 pts C: 70%-79% or 70-79 pts D: 60%-69% or 60-69 pts F: 0%-59% or 0-59 pts Graded as Pass/No Pass: A, B, C, & D are Passing Grades
Class Attendance & Participation	30	
Weekly Modules & Assignments	30	
Final Project (Research Proposal, Professional Interview, Research Paper, Presentation)	40	
Total Points	100	
GRADE DETERMINATION: Student grade is determined by his/her performance on the evaluation criteria and the grade assignments listed above.	100	
FINAL GRADE: Students may access their course grades online via the EIS system: http://my.unt.edu		

About Your Instructor

I earned my B.S. in Textiles and Apparel from the University of Texas at Austin and an M.S. in Interdisciplinary Studies (Counseling, Higher Education and Management) from the University of North Texas. I worked in retail management for a few years after college to utilize my degree before realizing that I missed being on a college campus. I started working at UNT in 2010 and have been advising since 2012. I love my job and helping my students navigate through their major. This semester we will be working together to learn about you! We will explore VIPS (values, interests, personality, and skills) to help you learn your strengths and how those may apply to a major or career. This is definitely a course where you get out of it what you put into it. Even if you leave unsure of your future plans, I want you to have the tools in your toolbox that you can utilize as you journey through your career.

Course Description

UCRS 2100 assists undecided majors and others who wish to clarify their career goals in exploring their interests, abilities, and values, and in relating these to academic, personal and career choices.

The nature of UCRS 2100 is one of self-exploration and self-directed career research. I often say students “get out of the class what they put into the course.” As you go through the exercises and lessons, your level of thoughtfulness and intentionality will directly impact your satisfaction with the outcome. Spending time on the course activities and engaging with your professor will provide you with the best opportunity to get the most out of the course material and help you make strides toward your career development goals.

Course Objectives

By the end of this course, students will be able to:

1. Identify personal values, skills, personality, and interests.
2. Conduct research to explore qualifications and skills for potential majors or careers of interest.
3. Apply knowledge of self to determine fit of potential careers.
4. Articulate value of degree and self to employers and others.
5. Communicate in oral and written form personal values, skills, personality, and interests and how they apply to potential majors or careers.

Course Policies

Communication is KEY!

Please contact me via email at katie.jenkins@unt.edu if extenuating circumstances arise during this semester that will impact your engagement in this course. We can work together toward a solution for finishing this course if you keep me in the loop. Please contact me via email if you have any questions, and I will respond within two business days.

Late Work

All work turned in after the deadline will result in a penalty of points at the rate of 2% per day.

Attendance Policy

Class attendance is mandatory. Missing any portion of class may be counted as an absence. Being late two times is counted as an absence. You are responsible for all information given in class, regardless of your attendance. This includes meeting all Assignment deadlines. If you miss a class, it is your responsibility to learn what you missed.

It is important that you communicate with me prior to being absent, so we can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform me prior to the course meeting time if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Classroom Inclusion and Etiquette

Every student in this class should have the right to learn and engage within an environment of respect and courtesy from others. We will discuss our classroom's habits of engagement and 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)) (<https://policy.unt.edu/policy/07-012>).

Students are expected to be actively engaged with the course material. If an assignment or assessment is giving you trouble, doesn't make sense to you, or presents information you disagree with, I encourage you to reach out to me to discuss content further rather than fail to review the material or complete related assignment.

Syllabus Change Policy

This syllabus is subject to change as the instructor deems necessary. Any/all changes will be announced during regular class time. It is the responsibility of the student to attend each scheduled class to be informed of these changes.

Generative AI (GenAI) Use

In this course, I want you to engage deeply with the materials and develop your own critical thinking and writing skills. For this reason, the use of Generative AI (GenAI) tools (e.g., Claude, ChatGPT, and Gemini) is not permitted. While these tools can be helpful in some contexts, they do not align with our goal of fostering the development of your independent thinking. Using GenAI to complete any part of an assignment, exam, or coursework will be considered a violation of academic integrity, as it prevents the development of your own skills, and will be addressed according to the [Student Academic Integrity policy](https://policy.unt.edu/policy/06-003) (<https://policy.unt.edu/policy/06-003>).

UNT Policies

Academic Success Resources

UNT strives to offer a high-quality education in a supportive environment where you can learn, grow, and thrive. As a faculty member, I am committed to supporting you, and I want to remind you that UNT offers a range of mental health and wellness services to help maintain balance and well-being. Utilizing these resources is a proactive way to support your academic and personal success. To explore campus resources designed to support you, check out [mental health services \(https://clear.unt.edu/student-support-services-policies\)](https://clear.unt.edu/student-support-services-policies), visit unt.edu/success, and explore unt.edu/wellness. To get all your enrollment and student financial-related questions answered, go to scrappysays.unt.edu.

Drop Policy

If you are unable to complete this course, it is your responsibility to formally drop the course. Please visit with me before dropping the course. If you drop by August 30, you can do so online and will not receive a “W.” If you drop between August 31, 2024 and November 8, 2024, you will receive a “W”. You cannot drop after November 8. Drop deadlines are listed here: <https://registrar.unt.edu/registration/fall-registration-guide>

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.

ADA Policy

The University of North Texas makes reasonable accommodations for students with disabilities. To request accommodations, you must first register with the Office of Disability Access (ODA) by completing an application for services and providing documentation to verify your eligibility each semester. Once your eligibility is confirmed, you may request your letter of accommodation. ODA will then email your faculty a letter of reasonable accommodation, initiating a private discussion about your specific needs in the course.

You can request accommodations at any time, but it's important to provide ODA notice to your faculty as early as possible in the semester to avoid delays in implementation. Keep in mind that you must obtain a new letter of accommodation for each semester and meet with each faculty member before accommodations can be implemented in each class. You are strongly encouraged to meet with faculty regarding your accommodations during office hours or by appointment. Faculty have the authority to ask you to discuss your letter during their designated office hours to protect your privacy. For more information and to access resources that can support your needs, refer to the [Office of Disability Access](https://studentaffairs.unt.edu/office-disability-access) website (<https://studentaffairs.unt.edu/office-disability-access>).

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 Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. Check your my.unt.edu to see when SPOT evaluations are available.

Overview of Assignments

(Detailed instructions will be provided and explained during class time and available on Canvas):

- **Class Attendance and Participation (30 pts)**
- **Canvas Modules and Weekly Assignments (30 pts):**
 - Students are expected to complete the weekly modules and assignments in Canvas and be actively engaged with the course material and class discussion online.
 - Modules will open at class time each Monday with weekly assignments due by the following Sunday at 11:59 pm.
 - Weekly assignments will often be a **Discussion Board activity** and/ or **Quiz** on the topic discussed in class that week.
 - **Research Proposal** (due Week 9). This document will help students to summarize their MyPlan Assessment results and propose the majors or careers they will research for their Final Project.
 - During week 9, students will be taught how to create a **Resume**, and asked to create their own (due week 11). Week 12 will be a Resume Workshop where Career Coaches will assist students in editing their resumes.
- **MyPlan Assessments:**
 - Students will complete **four sections of the MyPlan Assessment** available on the UNT Career Center's website: <https://careercenter.unt.edu/resources/myplan/>
 - For assistance in taking the assessments, see the following video: <https://careercenter.unt.edu/videos/how-to-series-myplan-assessment/>
 - Students will be asked to summarize their results on Canvas so that the instructor can review the results with the student.
- **Final Project (40 pts):**
 - **Professional Interview Project (due Week 13 by the start of class):** Students will learn more about the experience and requirements of a potential career by hearing first-hand from a professional in the field. Answers to reflection questions will be typed and turned into the instructor via Canvas.
 - **Research Paper (due Week 13 by the start of class):** Students will conduct research on either 2 careers or 2 majors. Answers to specific questions about the career or major will be typed and turned into the instructor via Canvas.
 - **Presentation Slides & Final Presentation (due Week 13 by the start of class):** Students will summarize the findings of their Professional Interview Project and Research Paper in presentation slides. Each student will present their slides to the class in a 5-minute presentation during weeks 13-15. The presentation slides will be submitted via Canvas as an assignment.
- **Extra Credit (5 pts):** Extra credit will be awarded to students who schedule and attend an appointment with their UCRS 2100 Instructor UNT Career Center Coach. Extra credit sheet must be turned into the instructor before the last day of class.

Course Outline

Week	Day	Primary Topics Covered	Due <u>Prior</u> to Class on Canvas
1	8/18	Introduction to Class - Syllabus - Overview: Purpose of the Class - Career Center: Overview of Services	
2	8/26	Personal Inventory: Interests	<i>Pre-Test Quiz</i> <i>My Plan Interests Quiz</i> <i>Welcome Quiz</i>
	9/1	No Class: Labor Day	
3	9/8	Personal Inventory: Personality	<i>My Plan Personality Quiz</i> <i>Interests Discussion Assignment</i>
4	9/15	Personal Inventory: Skills	<i>MyPlan Skills Quiz</i> <i>Personality Discussion Assignment</i>
5	9/22	Personal Inventory: Values	<i>MyPlan Values Quiz</i> <i>Skills Discussion Assignment</i>
6	9/29	What Does it Mean to Have a Bachelor's Degree? - Marketability of Degree - What Do Employers Want? - What are Your Goals After Graduation? - How to Market Yourself	<i>Values Discussion Assignment</i>
7	10/6	Learn the details for the Final Project Decision Making - How to Make a Good Decision - How to Overcome Obstacles to Good Decision Making	<i>Marketability Discussion Assignment</i>
8	10/13	Career Center: Major and Career Research	<i>Decision Making Discussion Assignment</i>
9	10/20	Career Center: Resume Writing	<i>Research Proposal Due</i> <i>Career Research Assignment</i>
10	10/27	Career Center: Resume Workshop	<i>Resume Writing Discussion Assignment</i>
11	11/3	Career Center: Networking and Interviewing	<i>Resume</i> <i>30 Second Commercial Quiz</i>
12	11/10	Final Project Presentations	<i>Final Project:</i> <i>Major or Career Research Paper</i> <i>Professional Interview Project</i> <i>Presentation Slides</i>
13	11/17	Final Project Presentations	
	11/24	No Class: Thanksgiving Break	
14	12/1	Final Project Presentations	
15	12/8	Finals Week No Class Meeting	<i>Post-Test Quiz</i> <i>Extra Credit</i>