



Professional Development III: BUSI 3200.502

Term: Summer 5wk2 2026

Professor: Kevin D. Sanders

Office Phone: 972-668-7191

Course Times: Wednesday 2:00pm-4:50pm

Classroom: FRLD 310

Office Hours: By appointment – via email

Course Description

This is the third of three required 1-hour professional development courses. Provides skills and knowledge in several broad areas that are desired by employers. Helps students understand that technical competence in the work environment is not the only important aspect of professional responsibility. Provides informative insights and tools for enhancing career opportunities. In addition to faculty instructions, topics are covered by using former students and other guest lecturers from business, industry, and government to expose students to valuable insights from first-hand experiences.

Learning Outcomes

- Learn valuable tools that can be used in the workplace.
- Understand the importance of networking and develop a preliminary list of social capital contacts.
- Understand the best practices for communications within the technological world we live in.
- Exhibit ability to communicate and use critical thinking skills to reflect and discuss material in teams.
- Understand and recognize the value of interpersonal skills in today's work environment.
- Understand how business protocol can be used to reach the overall goal of an organization.

Required Resources

- Assessment: Strengths Finder: <https://store.gallup.com/p/en-us/16021/cliftonstrengths-for-students?c=1>

Course Policies and Procedures

Student Requiring Special Accommodation:

If you have a condition that requires accommodation in this course, please notify the instructor during the first week of class. Any necessary or appropriate accommodations will be made provided that timely notice is received, and that the arrangement is consistent with recommendations from Disability Services, when applicable. Students who require this type of assistance should contact the Office of Disability Accommodation (ODA) at (940) 565-4323, or at TTY (940) 369-8652 to make appropriate arrangements. Information on the services provided by the ODA as well as application procedures is available at <https://disability.unt.edu/services/apply>. Information on UNT's policies related to disability

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accommodations is available at <http://policy.unt.edu/policy/18-1-14>. Please note that disability accommodations are not retroactive. Accommodations will be made only after a disability is officially verified.

Course Communication:

Communication with Instructor:

Email: If you have any questions or concerns with the class or coursework, PLEASE INITIATE COMMUNICATION IN A TIMELY MANNER. The best and most appropriate way to communicate with me outside of class is via email or Microsoft Teams – kevin.sanders@unt.edu.

Canvas: I will post all assignments, grades, announcements, and class notes to the course Canvas page. Assignments and due dates will be provided at the beginning of the semester and may be updated or altered throughout the semester. Important announcements and updates will be posted under the “Announcements” section. Class notes will be posted in the “Discussion” section. I suggest checking the course Canvas page on a regular basis.

Course Evaluations:

Students’ evaluations of teaching effectiveness are required for all organized classes at UNT. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching.

Bad Weather Policy:

When university officials think weather conditions pose a significant threat to the safety of students, faculty and staff who drive to campus, UNT will delay its opening time, close early or close for the day. The University administration will make every attempt to decide about the need for a delayed-opening or closure as early as possible.

Sometimes the university remains open during severe or winter weather conditions. When inclement weather conditions exist, visit www.unt.edu, check the UNT social media pages or listen for weather details on local media outlets before you begin driving to campus. You can also follow [@UNTEagleAlert](https://twitter.com/UNTEagleAlert) to get emergency updates in real time. Current UNT students should receive an Eagle Alert message notifying you that the university is closing or if the opening time is delayed.

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 Office 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://policy.unt.edu/sites/default/files/07.012_CodeOfStudConduct.Final8_19.pdf.

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University Policy on Scholastic Dishonesty:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures.

The University of North Texas is very clear on this point. Students must do their own work. Cheating on exams, quizzes, plagiarism, or any other form of scholastic dishonesty will not be tolerated. Detailed explanations of the UNT's standards of academic integrity for students may be found in the UNT Policy Manual at <http://policy.unt.edu/policydesc/student-standards-academic-integrity-18-1-16>.

If it is determined that a student has cheated on an exam or has committed plagiarism, he or she will automatically fail that exam or assignment and a zero will be entered for the grade. The student will also be reported to UNT's Office of Academic Integrity.

Web-based Plagiarism Detection: Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Assignments & Grading

Assignment	Value (points)
Reflection Posts (20 pts each)	80
Goal Setting Assignment	10
Cover Letter Draft	10
Resume Submission	20
Personal Branding Commercial	15
Personal SWOT Analysis	15
BIG Interview	40
Mentorship/A Day in the Life Assignment	40
Final Project: Career Development Plan	120
Total	350

Attendance and Participation Policy:

Regular attendance and participation is expected and strongly encouraged. Students should read the assigned material and complete assignments **PRIOR** to attending the class and be prepared to discuss and ask questions. Students that are not present for the attendance check at the start of class will be considered late, and not receive full credit. If a student is **more than 15 minutes late** to class, they will be considered absent and charged with an absence. The instructor reserves the right to handle extenuating circumstances at their discretion. **Students that compile an unexcused absence will be docked a full letter grade. Students that compile more than one (1) unexcused absences will receive an "F" for the course. Instructor reserves the right to make judgement calls regarding final attendance.**

If you are planning to be out for any reason, notify me via email ahead of time. Notification does not guarantee you an excuse, but rather allows for an explanation of your circumstances. Communicate and

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make connections with your classmates, and inform them about your absences so that they can help catch you up on work missed, tips, notes, etc.

Assignment and Late Papers Policy:

If you are having difficulty completing an assignment or making a deadline, please reach out in advance. Professional, honest communication is extremely important and will serve you well if you master its use. If seeking an extension on any assignment or deadline, be prepared to have detailed reasoning for the request. The instructor reserves the right to grant or deny an extension request.

Use of Canvas:

- I strongly encourage students to log on to Canvas at least once a week to prepare for class and make sure you are keeping up with your assignments as it will remind you of due dates.
- However, do not rely on Canvas to reveal your semester grade to you; you can keep up with your points based on the Grade Grid provided above.
- Messaging me through the Canvas inbox is not the best way to reach me; please do so by email, or you may experience a delay.

Active Participation:

It is not enough to simply show up to class—so along with attendance, your points are dependent on active, intentional, and engaged participation, meaning that I will focus on the quality and quantity of classroom participation. Therefore, attendance and consistent participation IS ESSENTIAL. In addition, you are expected to remain FULLY ENGAGED through class. This means no texting, no calling, no web searching, no social media use, no headphones or other media players, or other such distractions unless they are directly related to course assignments or activities for that day. Each class should be used as an opportunity to interact with the course content and connect with peers.

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Course Outline

Week	Date	Topic/Reading/Activities
1	6/24	Week 1: Professional Development Foundations <ul style="list-style-type: none">• Syllabus Overview• Intro to Professional Development• Resume & Cover Letter• Career Goal Setting
2	7/1	Week 2: Defining Your Professional Identity <ul style="list-style-type: none">• Self-Assessment• Career Mapping• Personal Branding
3	7/8	Week 3: Building Your Professional Network <ul style="list-style-type: none">• Skills Toolbox• Networking Strategies• Mentorship
4	7/15	Week 4: Professional Communication & Interviewing <ul style="list-style-type: none">• Professional Etiquette & Communication• Job Descriptions, Salary Negotiation, & Benefits• Interview Preparation• Mock Interviews
5	7/22	Week 5: Strategic Career Management <ul style="list-style-type: none">• Career Development Planning• Implementation Strategies• Final Project Submissions

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