Careers and Professional Development Strategies for Business

Fall 2026 – Tuesday/Thursday: 2:30 – 3:20PM

Instructor Contact Information:

Primary Instructor: *Kevin Bontempo, M.S., CCSP*
Office Hours: (by appointment only)
Kevin.Bontempo@unt.edu

Teaching Assistant:
MahmudulHasanSuhan@my.unt.edu

Course Learning Objectives

Students will gain knowledge and develop skills required to successfully navigate a career in business. This course will specifically focus on "soft" skills that are a valuable asset in career development. Students will:

- Identify personal and career goals
- Complete various self-assessment tools as it relates to career aspirations
- Create and deliver an elevator speech
- Learn to effectively communicate values, skills and experiences and goals to potential employers
- Create, format and tailor a professional resume
- Develop networking strategies relevant to professional development
- Learn the basic components of career research and explore opportunities in demonstrated field of interest
- Gain skills necessary to have a successful interview
- Explore strategies and resources for academic success
- Demonstrate awareness of behavioral norms within a business in relationship to communication, appearance, business etiquette, and day-to-day business functions.

Attendance

Class will meet in person in BLB 225. Attendance will be taken through a sign-in sheet at the beginning of class. **5 minutes late to class will count as an absence/tardy.** Please refer to the class schedule on page two for specific details.

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Academic Schedule – Fall 2026 8 WK1

October 12th	Fall 8wk2 classes begin
November 6th	Midpoint of the semester
November 12th	Last day for a student to drop a course or all courses with a grade of W
December 10th	Last day of 8wk2 class
December 14th	University Grade Submission Deadline 4pm

Course Schedule

The instructor reserves the right to make changes to the syllabus at any time during the semester.

Class	Date	Topic	Assignments/Quizzes/Homework
1	10/13	Course Overview/Intro to ONET Interest Profiler	Complete BUSI 1200 Pre-Survey
2	10/15	Academic Advising Presentation	N/A
3	10/20	Professional Branding & Application Materials	ONET Interest Assessment: Due 10/20
4	10/22	Elevator Speeches & Professionalism	N/A
5	10/27	Interviewing & Professional Communication	N/A
6	10/29	Career Planning, Research, and Development	N/A
7	11/3	Professional Networking & Relationship Building	Resume Assignment: Due 11/3
8	11/5	Professionalism in the Workplace	N/A
9	11/10	Navigating the Application Process	Elevator Speech Assignment: Due 11/10
10	11/12	COB EDGE Program	N/A
11	11/17	RCOB Internship Presentation	N/A
12	11/19	Guest Speaker: UNT SMMC	Navigating Job Applications Quiz: Due 11/19
13	11/24	No Class - Thanksgiving Break	N/A
14	11/26	No Class - Thanksgiving Break	N/A
15	12/1	TBD	N/A
16	12/3	TBD	N/A
17	12/8	Study Day – Final Presentations	Career Research Assignment Due 12/8
18	12/10	Study Day –	N/A

- **Turning in Late Work -** Late assignments will not be accepted.
- **Assignments and Deadlines for Submission -** See the table above for deadlines

Grading

This course is one 1 credit hour. Points will be assigned for attendance and all assignments. Final letter grades will be determined on a standard average scale where: A = 90% or above, B = 89% to 80%, C = 79% to 70%, D = 69% to 60%, and F = below 60%.

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Assignments/Grading

Resume	35
Cover Letter	35
Elevator Speech	25
ONET Interest Profiler	20
Career Research Assignment	35
Attendance/Discussions	100
Quizzes	50
TOTAL POINTS	**300**

The Fine Print

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 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.

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.

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.

Office of Disability Access:

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability

Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course.

You 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 deliver letters of reasonable accommodation via email attachment, 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, refer to the Office of Disability Access website at https://disability.unt.edu. You may also contact ODA by phone at (940) 565-4323.

Assignment Policy
Assignments are due on dates listed in the above Course Schedule. Instructions for each assignment will be posted in Canvas, including details on file types required for online submission. Extra credit opportunities will be given at the discretion of the instructor.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

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 and 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/.

About Your Instructor

Originally from Cabot, Arkansas, Kevin Bontempo currently serves as a Career Development Specialist and Adjunct instructor in the College of Liberal Arts and Social Sciences and the College of Business at the University of North Texas where he serves all communication studies, English concentrations, and Technical Communication students. Kevin earned his master's degree in student affairs administration

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from Arkansas Tech University and his bachelor's degree in communication studies from Arkansas State University. As an extension, Kevin is a student in the globally respected UNT College of Music completing his MBA in music business.

Before UNT, Kevin served as a Career Development Specialist at the University of Arkansas at Little Rock, an Assistant Director of Career Services at the University of Central Arkansas, and as a Graduate Assistant in Arkansas Tech University's Career Services office. Altogether, Kevin has 7+ years of experience in university career services settings. He is also a Certified Career Services Professional with the National Career Development Association (NCDA). Kevin's professional interests include career development theory, employment law, and counseling theories and techniques.

Outside of work, Kevin is an avid musician playing the trumpet and continues to play to this day in many settings including the UNT college of music. He also is a staunch supporter of the UNT Jazz program as well as the entirety of the UNT music program. Kevin's other hobbies include swimming, fishing, hiking, and attending jazz, orchestral, and many other types of fine art concerts.