Managing a 21st Century Career
BAAS 4100.501

Professor Info ——

👤 Les Stanaland, PhD

🕑 Click here to chat!

📍 FRLD 353

@ leslie.stanaland@unt.edu

Course Info ——

⚡ Prereq: Declared BAAS major, Senior standing

📅 S 9/6, 10/4, 11/1

🕑 0900 – 1150; online

📍 FRLD 360

TA Info ——

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About Me ——

I have been in higher education for 17 years. I enjoy teaching because students are getting ready for a big step into a large world, and I want to make sure they are as prepared as possible. I can teach government, economics, and statistics, so feel free to come to me with questions about any of those subjects!

Overview

In this capstone experience, 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. They 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 B.A.A.S. degree.

Materials

Required Text
There is no required textbook for this course. All materials can be found in Canvas and will be free of cost.

Recommended
Any required journal articles, book chapters, or other materials will be provided by me and placed in Canvas.

Technology
Access to a reliable, modern computer will be necessary. We will utilize podcasts and other forms of digital media to create a rewarding classroom experience. Plus, your grade will always be on Canvas.

Grading Scheme

4%	**Course Information Quiz**
24%	**Weekly Quizzes**
4%	**Elevator Pitch**
8%	**Interview Questions and Peer Evals (2)**
6%	**Virtual Internship**
17%	**Team Project**
6%	**Resume and Peer Eval**
11%	**ePortfolio**
20%	**Exams**

Grades will follow the standard scale:

- A = 89.51-100
- B = 79.51-89.5
- C = 69.51-79.5
- D = 59.51-69.5
- F $<$ 59.51

FAQs

Why do I have to take this class?

This course is one of three required courses for the BAAS program, so ultimately this course is needed to graduate. More importantly, understanding how the skill of managing a career has changed over the years will set you on a good path once you graduate.

I don't like teamwork and I'm afraid I will fail. What do I do?

Approach the class with an open mind and see what happens! In my experience, students who fail do so because they quit. So as long as you don't quit on me, the course, but most importantly yourself, you will most likely pass.

Will this class be hard?

Probably! But then again, anything worth doing well is difficult. Do not seek to cut corners. It shows and everyone gets all awkward and weird when confronted with the fact they tried to cram something at the last minute. This also applies when one tries to profess knowledge they do not possess.

Course Information Quiz

The Course Information Quiz covers the "Getting Started/Course Orientation" module which serves to introduce you to the major goals of the course, the Applied Arts and Sciences program, and UNT as well as how these goals connect to skills important to employers. Please note: Quiz is timed.

Weekly Quizzes

Assignment Purpose: To assess your comprehension of module content. There will be 6 module quizzes administered in Canvas based on the assigned readings, videos, and other content associated with the modules. Please note: quizzes are timed.

Elevator Pitch

Assignment Purpose: To prepare you for an interview.The Elevator Pitch is a short summary of your background, skills, and goals so that another professional can learn essential information about you in a short period of time.

Interview Questions

Assignment Purpose: To practice commonly asked interview questions. You will be replying to interview prompts, submitting feedback and then supplying feedback for your peer's interview questions.

Virtual Internship

Assignment Purpose: To gain skills and confidence that will set you up for success as you move from the world of study to the world of work. Additionally, you will gain a completion certificate to add to your resume and ePortfolio. This is all done virtually and is not considered employment.

Team Project

Assignment Purpose: To apply analysis to the career marketplace, your team will work together to create a report on the current and projected state of 21st Century Careers. In this report, your team will examine labor statistics for industry and occupation trends, employment statistics, and wage rates. Additionally, your team will explore the role of technology in the ever-changing marketplace and how this relates to job skills. You will write a Team Contract, Career Trends Report, and conduct peer-evaluations on the quantity and quality of your teammate's contributions.

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:

1. 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).
2. 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.
3. Give the team member 7 days to improve and update the professor on the status.
4. If the contribution has not improved sufficiently, the member may be removed from the team which will result in a score of zero on the Business Project assignments moving forward.

Resume and Peer Evaluations

Assignment Purpose: To develop and critically evaluate your resume.You will develop a professional resume, critique other resumes of classmates, and polish your resume.

ePortfolio

Assignment Purpose: To develop an online reservoir of professional work to highlight you as a job candidate.Students will develop an online professional presence to highlight and showcase your work that will be a tool for you to market yourself as you begin your career.

Exams

Assignment Purpose: To demonstrate understanding of the course material. Two exams will be administered online.

Learning Objectives

Upon successful completion of this course, students will:

1. Applying effective analysis and research skills to develop alternate recommendations for action.
2. Using effective individual and group professional writing skills.
3. Articulating a range of methods for leadership and collaboration.
4. Examining a complex problem and generating proposals.

Withdrawal Policy

The last date a student can withdraw from this class with a "W" is Friday, September 26, 2025. I will not withdraw you from the course for any reason; if you desire to withdraw, you must instigate those procedures.

ADA Accommodation Statement

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 Canvas for contingency plans for covering course materials.

Attendance Policy

Given the course has in-person sessions, the successful student will make attending them a priority. We will not be lecturing and taking notes during class, but will instead workshop several of the course assignments; therefore the classtime is spent crafting, receiving feedback, and revising to ensure an excellent product. For the online components, I recommend setting a schedule that works for you so that you are logging in at least three times a week.

Also, in my experience, participation and engagement correlate with higher grades. Please let me know when unexpected situations arise; we can try our best to maintain continuity in the course.

Instructor Availability

Generally speaking, any question, point of confusion, or comment can easily be addressed with me via email. I will reply or otherwise address any concerns within one business day. I do not check emails on the weekends. My number one task is to help you succeed.

Professional Communication

Communicating with me doesn't have to be a formal affair; however, it is also not like texting your friend about where to meet after class. This is a great time in your academic career to learn professional communication strategies. Allow 24 hours for me to reply to all weekday emails; I do not typically check email between the hours of 6pm and 6am. I do not usually check emails over the weekend. On a more general note, here are some tips for e-mail success (and requirements for future success on the job) (hat-tip to my doctoral advisor, who used similar notes while he was at Minnesota):

- Provide a useful and descriptive subject line (ex: Question about my Inquiry Project score)
- Begin with a greeting (ex: "Dear Dr S") and end with a signature (ex: "Sincerely, Student"). Launching straight into the message is bad, but "Hi!" is poor form and "Hey Prof!" is a disaster. "Dear" and "Hi" are fine, so long as you follow both by a name or title: "Hi Professor" or "Hi Dr S".
- Be clear and concise. Write short messages, make clear requests, get to your point quickly, and offer to provide more information rather than launch into your life story.
- Check to see whether your question is already answered in the syllabus or other course materials before sending an e-mail. Also, don't ask for information before you've looked on Google. "Can you send me paper X?" makes it seem as though you don't care about your education, which we know isn't true!
- Use your official school email address. Email addresses like "hotmuffin02@hotmail.com" and "mikeygforlife@gmail.com" are just not appropriate and preclude me from replying due to federal privacy laws.
- Form: Capitalize and punctuate.

Student Expectations

I expect each student to:

- Fully read and understand the syllabus.
- Understand that due dates are just that, dates on which any given item is due.
- Have familiarity with and proficiency in common word processing, data organization, and presentation creation software.
- Have familiarity with Canvas.
- Check their UNT email at least every 48 hours.
- Come to class prepared for all activities and events happening in that class time.
- Let me know when difficulties arise.

Students can expect from me:

- Course preparedness, professionalism, and collegiality.
- Confidentiality regarding anything you may say to me regarding yourself or another (with the exception of statements made in which I am bound by law to report)
- Efforts made to help you the best I possibly can.
- Please remember, I want you to succeed!

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 here.

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.

Cheating & Plagiarism

Students caught cheating on any given assignment will receive no credit for the assignment. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities, which may impose a further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. The use of ChatGPT or other AI to complete coursework is equally prohibited and punishable.

I want you to succeed, so you are highly encouraged to see me when questions and concerns arise. Another way to limit the probability of cheating is to start your coursework in plenty of time so you don't end up cramming. To do this, consider temporal discounting and ensure you are adequately valuing the present and the future.

Begun, the AI Wars Have

As the technological singularity creeps ever closer to reality, people in numerous industries have used AI for both good and ill. Understanding how AI is impacting the business world is critical; however that is not the same as using AI instead of your own capabilities. We will have plenty of time to discuss these key differences as we work together this semester.

Technical Support

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. **Please do not rely on me for technical support – I am not the person for that.**

UIT Help Desk: UIT Student Help Desk site

Email: helpdesk@unt.edu

Time Management

It could be the case that you are a bit unsure exactly how to manage your time such that you can succeed in this course. Since all of you are different and will therefore have to put in varying amounts of effort, I cannot directly say that "three hours per week will get you an A." However, I can say that in a course such as ours, it would be customary to invest a *minimum* of three (3) hours per week to insure a greater than 50% probability that you will pass the class. Also, due dates are just that, dates in which the assignment is due. They are not "do" dates as in "do the work on that day." Please note that during our "in-person weeks", we will not have any online work due.

Class Schedule

Date	Topic	Assignments (due Sundays @ 23:59 CT)
Aug 18-24	Week 1: Getting Started / Course Orientation	Course Information Quiz Discussion: Introduce Yourself! Quiz 1
Aug 25-31	Week 2: Career Development, Targeting Opportunities, and AI in the Workplace	Quiz 2
Sept 1-7	Week 3: Development, cont.	**Interview Questions #1** **Peer Reviews, Elevator Pitch**
Sept 8-14	Week 4: Project Management, the Gig Economy, and Career Pivots	Quiz 3
Sept 15-21	Week 5: PM, cont.	**Virtual Internship** **Team Contract**
Sept 22-28	Week 6: Resumes and Marketing Yourself	**Resume**
Sept 29 - Oct 5	Week 7: Exam 1	Exam 1 - opens Thurs 10/2 and closes Sun 10/5 **Resume - Peer Reviews** **Interview Questions #2/Reviews**
Oct 6 - 12	Week 8: Critical Decisionmaking, Virtual Teamwork, and the Consultant Report	Quiz 4
Oct 13 - 19	Week 9: Critical, cont.	**Career Trends Report**
Oct 20 - 26	Week 10: Presence and Personal Branding	Quiz 5
Oct 27 - Nov 2	Week 11: Presence, cont.	**begin ePortfolio**
Nov 3 - 9	Week 12: Career Trends and Company Mission	Quiz 6
Nov 10 - 16	Week 13: Trends, cont.	**Final Team Evaluations**
Nov 17 - 23	Week 14: Wrapping up	**complete ePortfolio**
Nov 24 - 30	Fall Break	

Dec 1 - 7	Week 16: Exam 2	<u>Exam 2</u> - opens Thurs 12/4 and closes Sun 12/7
Dec 8 - 12	Week 17: **UNT Finals Week**	

Key: In class assignments; Team assignments; <u>Online assignments</u>; Virtual Internship; Resume; ePortfolio

Note: Syllabus is subject to change at the discretion of the professor.