Managing a 21st Century Career

BAAS 100.001 | Summer 2026

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Prerequisites	Declared BAAS major; Senior standing
Format	Fully online
Withdrawal Deadline	Friday, July 10, 2026 (last day to receive a "W")

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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 developed 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, and will explore personal branding as they build their professional identity. This course serves as the capstone for the B.A.A.S. degree.

About the Instructor

I have been in higher education for 20 years. I enjoy teaching because students are preparing to take a big step into a large world, and I want to make sure they are as ready as possible. My background spans government, economics, and statistics — but free to bring questions from any of those areas.

Materials

Required text: None. All materials are available in Canvas at no cost.

Additional readings: Any *required journal articles*, book chapters, or other materials will be provided by me through Canvas.

Technology: Access to a reliable, modern computer is necessary throughout the semester. We will use podcasts and other digital media as part of the course.

Grading

Components

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

Scale

Grade	Range
A	89.51–100
B	79.51–89.50
C	69.51–79.50
D	59.51–69.50
F	Below 59.51

Rounding follows the international standard: 0.50 and below rounds down; 0.51 and above rounds up. *Curving is at my discretion.*

Assignments

Course Information Quiz

Covers the Getting Started and Course Orientation modules, which introduces the major goals of the course, the Applied Arts and Sciences program, and UNT, and connects those goals to skills important to employers. This quiz is timed.

Weekly Quizzes

Six module quizzes are administered through Canvas and are based on assigned readings, videos, and other module content. Their purpose is to assess your comprehension of the material. All quizzes are timed.

Elevator Pitch

An elevator pitch is a short, compelling summary of your background, skills, and goals — concise enough that another professional can learn the essentials about you in a brief encounter. This assignment prepares you for the practical reality of professional networking and interviews.

Interview Questions

You will respond to two sets of commonly asked interview prompts, submit peer feedback on classmates' responses, and receive feedback in return. The purpose is deliberate practice: the ability to answer interview questions well is a skill, and it improves with rehearsal and honest critique.

Virtual Internship

The virtual internship is designed to build skills and confidence as you move from academic study to professional work. Upon completion, you will receive a certificate to add to your resume and ePortfolio. This experience is conducted entirely online and does not constitute employment.

Team Project

Your team will produce a report on the current and projected state of 21st Century Careers, examining labor statistics for industry and occupation trends, employment data, and wage rates, as well as the role of technology in the evolving marketplace and its implications for job skills. The project consists of a Team Contract, a Career Trends Report, and peer evaluations of teammates' contributions.

Lack of Participation Policy. If a team member is not contributing sufficiently, the remaining members have the right to follow this process:

1. Notify the non-contributing member by sending a formal email that documents the specific problems, copying the professor and all other teammates (using UNT email addresses).
2. The email must document the exact efforts the team has made to communicate the problems and what steps have been taken to resolve them.
3. Give the member 7 days to improve, and update the professor on the outcome.
4. If contributions have not improved sufficiently, the member may be removed from the team and will receive a score of zero on all Team Project assignments going forward.

Resume and Peer Evaluations

You will develop a professional resume, critique classmates' resumes, and then revise your own based on the feedback you receive. The goal is a polished, employer-ready document and the ability to evaluate one critically.

ePortfolio

You will create an online professional presence that highlights and showcases your work as a job candidate. The ePortfolio is a practical marketing tool you will carry beyond this course as you begin your career.

Exams

Two exams are administered online and are designed to assess your understanding of course material. Exam dates are listed in the schedule.

Course Policies

Learning Objectives

Upon successful completion of this course, students will:

1. Apply effective analysis and research skills to develop alternative recommendations for action. *(Critical Thinking and Reasoning)*
2. Demonstrate effective individual and group professional writing skills. *(Written Communication)*
3. Articulate a range of methods for leadership and collaboration. *(Teamwork/Collaboration)*
4. Examine a complex problem and generate reasoned proposals. *(Problem Solving)*

Attendance Policy

Because this course is fully online, attendance is measured through the on-time submission of assignments. Submitting your work by the stated deadlines means you are present for the course.

Time Management

Because every student brings different preparation and works at a different pace, I cannot give a universal formula like "three hours per week guarantees an A." What I can say is that a minimum of three hours per week is a reasonable floor for simply keeping up — not for doing your best work. Due dates are deadlines, not suggestions about when to start. If you find yourself beginning an assignment on the day it is due, you are already behind. For a useful framework for thinking about this problem, consider reading about temporal discounting.

Withdrawal Policy

The last day to withdraw from this course with a "W" is **Friday, July 10, 2026**. I will not initiate a withdrawal on your behalf. If you wish to withdraw, you must begin that process yourself.

ADA Accommodation

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 an accommodation letter to deliver to faculty to begin a private discussion about specific course needs. Students may request accommodations at any time, but ODA letters should be submitted as early as possible in the semester. A new letter is required each semester, and students must meet with each faculty member before accommodations are implemented. For more information, visit the UNT Office of Disability Accommodation website.

Emergency Notification

UNT uses Eagle Alert to notify students quickly in the event of an emergency — severe weather, campus closings, and health and public safety events. In the event of a university closure, refer to Canvas for contingency plans.

Instructor Availability

Email is the best way to reach me. I reply within one business day on weekdays and do not check email on weekends. My primary goal is to help you succeed.

Professional Communication

Communicating with me does not need to be formal, but it should be professional. This is an excellent time to develop habits that will serve you well throughout your career. Some practical guidelines:

- **Subject line:** make it descriptive (e.g., *Question about my Resume score*, not *Question*).
- **Greeting:** begin with a name or title — "Dear Dr. X" or "Hi Professor" are both fine. Launching straight into the message is poor form; "Hey Prof!" is worse.
- **Clarity:** be concise, make a specific request, and offer to provide more detail rather than loading with *your entire backstory*.
- **Self-service first:** check the syllabus and Canvas before emailing a question that is already answered there.
- **School email:** use your official UNT address. Messages from personal accounts may not receive a reply due to federal privacy law.
- **Form:** capitalize and punctuate.

I do not typically check email between 6 pm and 6 am or on weekends.

Student Expectations

I expect each student to:

- Read and understand this syllabus fully.
- Treat due dates as deadlines, not as reminders to begin.
- Have working familiarity with word processing, spreadsheet, and presentation software.
- Navigate Canvas competently.
- Check their UNT email at least every 48 hours.
- Come prepared for all activities.
- Communicate proactively when difficulties arise.

In return, students can expect from me: preparedness, professionalism, and collegiality; confidentiality regarding anything shared with me (within the bounds of what I am legally required to report); and a genuine, sustained effort to help you succeed.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a course or other students' opportunity to learn is unacceptable and will not be tolerated in any instructional forum. Students engaging in disruptive behavior will be directed to leave and may be referred to the Dean of Students. The University's conduct expectations apply to all instructional forums, including online environments. The UNT Code of Student Conduct is available on the Dean of Students website.

Academic Integrity

Standards and Consequences

Per UNT Policy 06.003, academic dishonesty includes cheating, fabrication, facilitating dishonesty, forgery, plagiarism, and sabotage. A finding may result in penalties ranging from a formal admonition to expulsion.

Cheating and Plagiarism

Students caught cheating will receive no credit for the relevant assignment, and the incident will be reported to the Office of Student Rights and Responsibilities. Per the UNT Policy:

Cheating includes unauthorized assistance on quizzes, tests, or examinations; use of unauthorized sources in completing assignments; acquiring test materials without permission; dual submission of work; and any act designed to give an unfair advantage.

Plagiarism includes: the knowing or negligent use — by quotation or paraphrase — of another person's work without full acknowledgment; and the use of materials prepared by paper mills or similar services.

Start your work early. Students who do their best work are those who give themselves enough time to do it well.

AI Policy

As the technological singularity creeps ever closer to reality, people across industries have used AI for both good and ill. Understanding how AI is reshaping the business world is genuinely important — and we will spend time this semester examining exactly that. But understanding AI's impact is not the same as outsourcing your work to it.

The use of ChatGPT or other generative AI to complete coursework is prohibited and subject to the same academic integrity consequences as other forms of dishonesty. Questions or concerns? Come talk to me.

Technical Support

Technical problems are a normal part of online coursework. **I am not a technical support resource** — please do not contact me for Canvas or hardware issues.

Resource	Contact
UNT Student Help Desk	UNT Information Technology Help Desk
Help Desk email	helpdesk@unt.edu

Do not wait until a deadline to encounter a technical problem. Submit work from a reliable internet connection, with enough time to troubleshoot if something goes wrong.

Class Schedule

All assignments are due Sundays at 23:59 CT unless otherwise noted.

Week	Dates	Topic	Assignments Due
1	6/1–6/7	Getting Started; Course Orientation	Course Information Quiz
			Quiz 1
			Elevator Pitch
2	6/8–6/14	Career Development; Targeting Opportunities; AI in the Workplace	Quiz 2
			Interview Questions #1
3	6/15–6/21	Project Management; the Gig Economy; Career Pivots	Peer Reviews
			Quiz 3
			Virtual Internship Experience
			Team Contract
4	6/22–6/28	Resumes and Marketing Yourself	Resume
			Exam 1
5	6/29–7/5	Critical Decision-Making; Virtual Teamwork	Quiz 4
			Career Trends Report
6	7/6–7/12	Presence and Personal Branding	Quiz 5
			Interview Questions #2
			Resume Peer Reviews
7	7/13–7/19	Trends in 21st Century Careers; Company Mission	Quiz 6
			Interview Question #2 Peer Reviews
			Team Evaluations
8	7/20–7/26	Wrapping Up; Final Exam	ePortfolio
			Exam 2

This syllabus is subject to change at the discretion of the instructor. Any changes will be announced on Canvas.

Frequently Asked Questions

- Why do I have to take this class?
- I don't like homework and I'm afraid I will fail. What do I do?
- Will this class be hard?