Welcome to UNT
As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Instructor Information:

Shari Childers, Ph.D. (she/her)
Office: Hall Park A #152
Email: shari.childers@unt.edu
Student Office Hours: In-person Monday 12-1:00pm and virtual (via Zoom) by appointment

Melissa McKay, Ph.D. (she/her)
Office: Hall Park A #125
Email: melissa.mckay@unt.edu
Student Office Hours: In-person Monday 12-1:00pm Monday 6-7:30pm via Zoom and by appointment made via email or through Canvas calendar function

Online class access:
http://unt.instructure.com

Course Structure
This class will be presented in-person in a mixed format including lectures, online resources, in-class activities, homework assignments, etc.

The Connections class (SPDA 4120) will be treated similarly to a seminar class wherein your instructors will facilitate specific learning objectives, provide project guidance, and other instructional engagement.

The Workshop class (SPDA 4121) is the time allotted for students to work on the assignments, projects, and to make general progress on the class objectives.

Full attendance in both classes each week is expected.

Class Communications
This class will be managed as if it’s a professional organization, similar to a place of employment. Therefore all class communications will be done in a professional manner: all email will have proper salutations, direct communication, proper spelling, etc.

You can send either instructor a note via Canvas, or email directly at the addresses provided above. Please allow at least 24 hours to get back to you. If you send a note on Friday-Sunday, please expect that we will not write you back until Monday. Please communicate with us through your official UNT email account, we will do the same.

**Course Description**

This capstone course and workshop represent the culmination of your college learning experience. You will integrate key concepts and skills in project management, design thinking, and data analysis toward your chosen career trajectory.

**Course Objectives**

Students who complete this course will be able to:

1. Identify potential careers and the pathways to full time employment
2. Identify a career trajectory plan
3. Demonstrate application of PDA concepts to individual applicant material
4. Be able to easily articulate and demonstrate key concepts that have been learned in the last 3 years
5. Identify professional development needs to further employability
6. Complete this course with a portfolio of application materials relevant to their preferred industry

**Required Class Materials**

2. Access to LinkedIn Learning (via UNT Bridge Learning)
3. Consistent and reliable access to the internet
4. Smart device (smart phone, tablet, laptop, etc.) needed for each class meeting
5. A laptop, desktop, or other reliable computer – much of these classes is based on digital materials and you’ll need a reliable computer.
   a. If you do not have one, you can check out a laptop on campus for daily use, or your home high school may also have laptops to loan to students.
6. The learning track that you select may require additional access to resources such as podcasts, LinkedIn, or other materials.

**Assignments and Assessments**

Final grades are numerically based on the following weighted assignment types:

**Writing Assignments – 25% of total grade.** As an employee, you will be expected to be able to write professionally and articulate clearly. There are several writing assignments this semester to provide
the opportunity to practice different writing skills. Some of these include (but are not limited to): proposals, skills applications, projections, etc. All assignments and their rubrics will be found in Canvas.

**Skills Development – 30% of total grade.** In Unit 2, you will have the opportunity to select at least two learning tracks from a curated list and will be given time to complete the lessons contained within. You will also be required to identify one additional skill outside of the curated list, propose why this is an important skill to add to your arsenal and complete training for that skill.

**Portfolio Creation – 30% of total grade.** The portfolio is your key project for the semester. At the end of the semester you will have assembled a collection of materials that reflects you as a person - your knowledge, skills, and abilities, as well as your chosen career path. The audience for this portfolio is external: potential employers, graduate schools or the general public. Assignments and rubrics for this project are found in Canvas.

**Engagement – 15% of total grade.** This is an interactive class and it requires commitment and engagement from everyone involved. You are expected to be fully engaged in all classroom discussions and activities. Your class attendance as well as in-class participation will be noted and contribute to your overall grade.

Students begin the semester with 100 percent for participation grade. Points will be deducted when the student fails to meet expectations for participation in this class. Once deducted from the grade, there is no make-up opportunity to replenish the points lost. A rubric of points that can be deducted is included in the Canvas assignment page associated with this grade.

**Letter grades are assigned based on standard grade scales:**
Final grades will be based on the weighted outcomes of the assignments above.

- A – 90-100%
- B – 80-89%
- C – 70-79%
- D – 60-69%
- F – 59 – under

**Notes about grading**
1. All assignment details, rubrics, and supporting materials are available via Canvas. Please make sure you are looking in both course Canvas pages for assignment details
2. All assignments will be due by 11:59pm on Fridays. Because life DOES happen, we employ a “time bank” model in these classes. This means that each student will have one two-day grace period for one assignment, or two one-day extensions for two different assignments. Please contact us as soon as possible if you miss a deadline for an assignment.
3. Drafting, revisions, and recursive work: if drafts are expected, I will not grade subsequent assignments until all previous assignments have been completed. For
the same reasons, a revised assignment will receive a “0” if no changes, updates, or revisions have been made.

4. If you have any questions about the way an assignment was graded, if there is an issue with a potential error in grading, or any other question regarding a recorded grade on an assignment or exam, you have 14 days to raise the question or dispute a grade in writing via Canvas “Inbox” communications. After 14 days, we will not return to an older, closed assignment to re-grade or reconsider. (please do not ask before or after class).

If you feel like your grades are slipping or you are falling behind, please reach out to us immediately. Too many students wait until their semester progress is a lost cause, but if we catch it early enough we can most likely work together on a plan of action.

Class Policies

Attendance and promptness at every class meeting is expected.
In addition to the attendance and engagement grade, we are required to take attendance at the beginning of every class for COVID contact tracing purposes.

A few notes about attendance:

- This class will be managed similarly to an employer and your job requires you to be present and on time.
  - Attendance is taken at 1:00pm and 12:30pm, respectively. If you’re not here at that time, you’re considered late.
  - If you are going to be late or absent, it is your responsibility to let Dr. Childers and Dr. McKay both know before class starts. Failure to do so will result in points taken away from your engagement grade.
- Each student will be granted one free absence before your attendance grade is affected. Assigned work is still due unless you have made arrangements prior.
- Please do not email your instructors asking what you missed. Check the LMS, refer to the syllabus, and ask a classmate for any missed notes or other insight into what you missed. It is your responsibility to stay on top of your progress.

Technical Support
Part of working with digital content 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 us for technical support – trust us, we are not the people for that.

UIT Help Desk: [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu

Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” or SMS language
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines for more information.

FERPA and discussing your progress with anyone outside UNT

Federal law prohibits us from discussing your progress, grades, attendance – anything about your participation in my class – with anyone not involved in your education at UNT. We are restricted from confirming you are in any of our classes. In most cases, we will not acknowledge an email sent by a family member, guardian, or any other person.

Plagiarism and Cheating

To offer clarity to the UNT policy described below:

- If we uncover any kind of cheating, plagiarism, or other type of academic dishonesty the assignment or project or exam will automatically receive a zero with no opportunity for resubmission.
- It is our discretion to file an academic dishonesty report with the university for the first violation, and we definitely will file a report if there is a second occurrence.

University Policies
**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 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 at disability.unt.edu.

**Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

**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.

**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 at deanofstudents.unt.edu/conduct.

**Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the
basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

**Federal Regulation: Important Notice for F-1 Students taking Distance Education Courses**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

**COVID-19 & Attendance**

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact us if you are unable to attend class because you are ill, or unable to attend class due to COVID-19 including symptoms, potential exposure, pending or positive test results, or if you have been given specific instructions to isolate or quarantine from a health care provider or a local authority. The strictest confidence will be placed on your privacy and I will never reveal any personal information to any other student or non-essential personnel. It is important that you communicate with me prior to being absent so I can make a decision about accommodating your request to be excused from class.

Students who have been asked to quarantine or have tested positive for COVID-19 but are asymptomatic should attend their our class over Zoom. If attending class on Zoom, the student must notify the instructor over email at least 1 hour before the start of class, preferably sooner. The instructor will provide you with a Zoom link. Students may not attend class on Zoom for any other reason. Any student who attend on Zoom for any other reason will be marked absent. Please see the course’s attendance policy for details on non-COVID absences.
Students who have tested positive for COVID-19 or are symptomatic are not expected to attend class in any capacity. Please contact COVID@unt.edu for further guidance and contact your instructor to arrange make-up work.

**Academic Support Services**

**Chosen Names**

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

**Pronouns**

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?

**Additional Student Support Services**

- Registrar ([https://registrar.unt.edu/registration](https://registrar.unt.edu/registration))
- Financial Aid ([https://financialaid.unt.edu/](https://financialaid.unt.edu/))
- Student Legal Services ([https://studentaffairs.unt.edu/student-legal-services](https://studentaffairs.unt.edu/student-legal-services))
- Career Center ([https://studentaffairs.unt.edu/career-center](https://studentaffairs.unt.edu/career-center))
- Multicultural Center ([https://edo.unt.edu/multicultural-center](https://edo.unt.edu/multicultural-center))
- Counseling and Testing Services ([https://studentaffairs.unt.edu/counseling-and-testing-services](https://studentaffairs.unt.edu/counseling-and-testing-services))
- Pride Alliance ([https://edo.unt.edu/pridealliance](https://edo.unt.edu/pridealliance))

**Academic Support Services**

- Academic Resource Center ([https://clear.unt.edu/canvas/student-resources](https://clear.unt.edu/canvas/student-resources))
- Academic Success Center ([https://success.unt.edu/asc](https://success.unt.edu/asc))
• UNT Libraries (https://library.unt.edu/)
• Writing Lab (http://writingcenter.unt.edu/)
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Connections (4120)</th>
<th>Workshop (4121)</th>
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<tbody>
<tr>
<td></td>
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<td>Mondays 1-3:50 pm</td>
<td>Tuesdays 12:30-2:20 pm</td>
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<tr>
<td>1</td>
<td>Jan 17-23</td>
<td>Introduction, expectations</td>
<td>No class (MLK Day of Service)</td>
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<td>• Introduction to classes</td>
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<td>2</td>
<td>Jan 24-30</td>
<td>Application of Program Concepts</td>
<td>Apply PDA program concepts to skills acquired</td>
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<td>Knowledge, Skills, Abilities discussion</td>
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<td>• Portfolio brief</td>
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<tr>
<td>3</td>
<td>Jan 31 – Feb 6</td>
<td>Career Research</td>
<td>Mission, Vision, and Values Statement</td>
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<td>• Career paths research</td>
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<td>4</td>
<td>Feb 7-13</td>
<td>Cover Letter</td>
<td>Cover Letter Assignment</td>
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<td>Introduction Using KSA’s</td>
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<td>• Complete cover letter assignment</td>
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<td>5</td>
<td>Feb 14-20</td>
<td>Gap Analysis</td>
<td>Identify and address skills gaps</td>
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<td>• Learning track selection and schedule</td>
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<td>6</td>
<td>Feb 21-27</td>
<td>Skills Development</td>
<td>Think Again Discussion &amp; Core Concept: Leadership</td>
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<td>• Begin learning track #1</td>
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<td>7</td>
<td>Feb 28 – Mar 6</td>
<td>Skills Development</td>
<td>Think Again Discussion &amp; Core Concept: Leadership</td>
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<td>• Continue working on learning tracks</td>
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<td>8</td>
<td>Mar 7-13</td>
<td>Skills Development</td>
<td>Think Again Discussion &amp; Core Concept: Communication</td>
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<td>• Wrap up working on first learning track</td>
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<tr>
<td>Date</td>
<td>Description</td>
<td>Tasks</td>
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<tr>
<td>Mar 8-14</td>
<td>UNT Spring Break – no assignments</td>
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<td>9 Mar 21-27</td>
<td>Skills Discussions</td>
<td>Think Again Discussion &amp; Core Concept: Accountability and Self Reliance</td>
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<tr>
<td>10 Mar 28 – Apr 3</td>
<td>Skills Discussion</td>
<td>Wrap up learning tracks, including third (capstone) skill</td>
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### Unit 3 – Demonstrating Competencies

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<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Description</th>
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<tbody>
<tr>
<td>11 Apr 4-10</td>
<td>Demonstrate Competencies</td>
<td>What does it mean to demonstrate competencies</td>
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<td>Failure Resume</td>
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<td>12 Apr 11-17</td>
<td>Career Trajectory</td>
<td>What does growth in your ideal market mean? How will you achieve it?</td>
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<td>Professional Organizations</td>
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<td>13 Apr 18-24</td>
<td>Portfolio</td>
<td>Portfolio assembly</td>
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<td>Professional Organizations</td>
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<td>14 April 25 – May 1</td>
<td>Professional Development</td>
<td>Planning and staying engaged in career development</td>
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<td>Portfolio refinement</td>
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<td>Final portfolio due May 1</td>
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<td>15 May 2-6</td>
<td>Self Promotion</td>
<td>Present portfolio (to class or assembled outsiders)</td>
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<td>Present portfolio (to class or assembled outsiders)</td>
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