

COURSE: BUSI 3200 – PROFESSIONAL DEVELOPMENT III

Disclaimer: My syllabus is long, but it has everything you need to know in order to be successful in my class. I am an extremely detail oriented person, and go to great lengths to make sure I provide FULL transparency to my students as to what to expect. PLEASE take the time to read my syllabus all the way through. I promise you that most or all of your potential questions will be addressed by doing so! If after you've read my syllabus you find that you still have questions or need any additional clarification, please feel free to email my TA and she will be more than happy to assist you!

Basic Information

Instructor: Natalie Boyd, MBA, BBA, Realtor®

TA: Ruth Tadesse, working towards her BBA in Business Analytics Email: Ruth.tadesse@unt.edu *Please email her and myself from your official school email address and NOT through the Canvas messaging system. If you do, we won't receive it.*

BUSI 3200 Section. 503 : Mondays from 5:00 pm – 5:50 pm; Frisco campus main building (there is only one building and the address is 12995 Preston Rd, Frisco, Texas, 75033) FRLD room number 460

BUSI 3200 Section. 003 : Tuesdays from 4:00 pm-4:50 pm; G. Brint Ryan College of Business building room number 245.

BUSI 3200 Section. 004 : Tuesdays from 5:00 pm-5:50 pm; G. Brint Ryan College of Business building room number 245.

Office:

Online/Zoom/Phone calls. Use my Linktree under “Contact Information” module in Canvas to get my contact information.

Office Hours:

Immediately following class or by appointment. FYI-I only teach one day a week this semester, so I won't physically be on campus often. However, I am more than willing to set up a time to meet with you, if needed.

E-Mail:

Please reach out to my TA as your main method of communication. If she cannot answer your question, she will discuss it with me and answer, or I will send you a direct email answering your

question. If you email me with a question that she could have answered, your email will be forwarded to her and she will get back to you as soon as she can.

natalie.boyd@unt.edu is my preferred method of communication. Please note: My faculty email address is NOT natalieboyd@my.unt.edu. Because I completed both of my degrees at UNT, my old student email address is likely to pop up as your first option. **DO NOT use natalieboyd@my.unt.edu because I will not receive your email!** Again, please do not send me messages via the Canvas system. I do not receive notifications there.

Email Etiquette

When you email me, my TA, and your other professors, it is best practice to always be professional. Part of what is stressed in this class is professionalism, personal responsibility, and respect. If you decide to **NOT be respectful or professional in your email communications, my TA and I reserve the right to not respond to your emails until you adjust the manner in which you are choosing to speak to us. Make sure you** are clear and concise in your emails. Be sure to state your purpose, which class you are in, and your section number. State the following as your subject line:

Subject Line e.g.: **BUSI 3200-YOUR NAME.SECTION

* I have hundreds of students every single semester (also amongst the hundreds of emails I receive from my full-time job), so if you do not identify yourself and the purpose of your email clearly, you may get lost amongst my emails and will NOT receive a timely response! *

***Please note:** If you email my TA or myself with a question that is explicitly answered by either simply reading the syllabus, reading the assignment, reading the semester schedule, reading an announcement, or by asking a fellow classmate, you will receive a **10-point deduction** from your next homework assignment for **EVERY** unnecessary question that you ask. This is not to discourage questions or to be mean. The syllabus and the semester schedule I made for you is extremely detailed for a reason. The only purpose of this rule is to teach students to learn to help themselves with the resources they have available to them before resorting to involve other people to answer their question or solve their problems for them. Remember: when you are out in the working world in real life, you cannot just run to your boss every 5 seconds to hand you all of the answers to your problems. Learn to be a self-sufficient and responsible person, and consciously help yourself build these productive habits earlier on in your careers. Me holding you accountable is meant to serve as a lesson and a reminder to you, not to punish you or make your life harder.

3 REQUIRED BOOKS (Yes, 3. Relax, don't panic! They are NOT Textbooks but rather, short, easy reads. My students truly end up loving them every semester!)

- 1) Title: Strengthsfinder 2.0 from Gallup: Discover Your Clifton Strengths
Author: Don Clifton
Format: Whichever you prefer (audio, paperback, etc.)
Publisher: Gallup Press: Illustrated edition
ISBN-10: 9781595620156

ISBN-13: 978-1595620156

Important: You WILL need the access code.

Where do you purchase this book? Buy it at the UNT bookstore or anywhere else online that you can find it.

- 2) Title: Emotional Intelligence in the Workplace
Author: Mark Craemer
Format: Whichever you prefer (audio, paperback, etc.)
Publisher: Rockridge Press (December 1, 2020)
ISBN-10: 1647391520

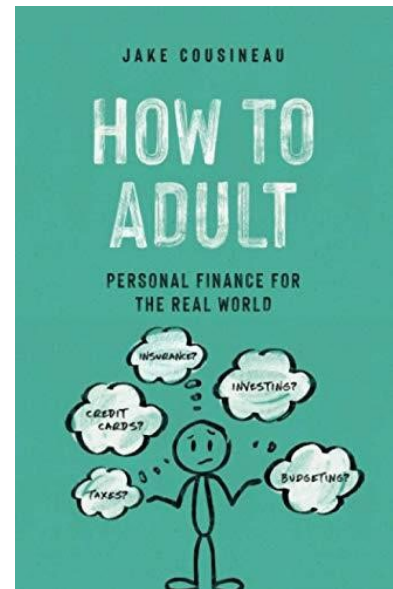
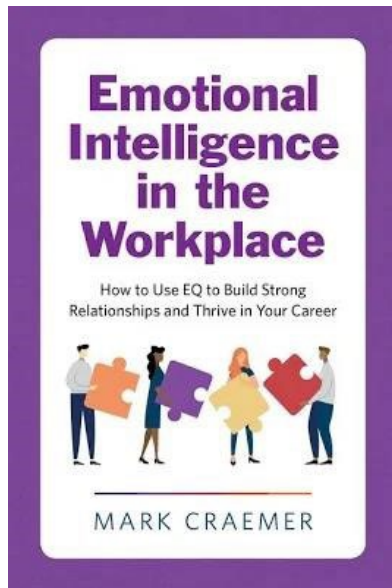
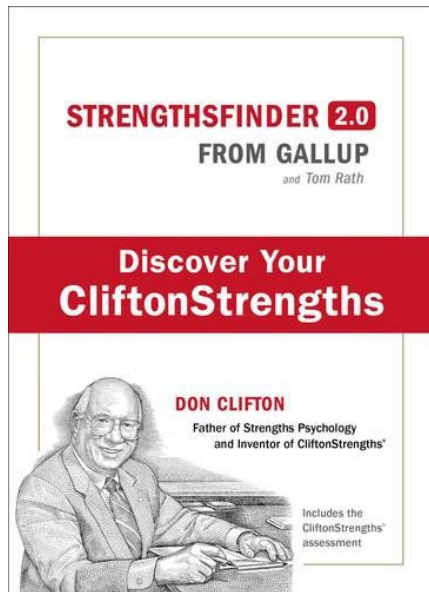
ISBN-13: 978-1647391522

Where do you purchase this book? Amazon, Barnes and Noble, Half Price Books, Ebay, etc.

- 3) Title: How to Adult: Personal Finance for the Real World Author:
Jake Cousineau
Format: Whichever you prefer (audio, paperback, etc.)
Publisher: Independently published (March 23, 2021)

ISBN13: 979-8581084830

Where do you purchase this book? Amazon, Barnes and Noble, Half Price Books, Ebay, etc.



Supplies



+

(active participation.)

Most Importantly...bring yourself!

Laptops/Electronic Devices:

I don't allow the use of electronics in this class because it's not necessary with the course material. I have found that it's use distracts students, so please do not use electronics during class or you will be asked to put them away.

Catalog Description

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, and various industries to expose students to valuable insights from first-hand experiences.

Prerequisite(s):

Open to declared business majors only. Must have completed all pre-business prerequisites.

Course Objectives

Student Learning Objectives:

The primary purpose of this class is to help students develop professional skills (e.g.-salary negotiations, job searching techniques, how to deal with disagreements professionally, etc.) that are essential to professional (and personal) success. Some of the main topics covered and course objectives will include:

- 1) The importance of professionalism, punctuality, and personal responsibility. Properly following instructions in school and in the real world is important because small mistakes can cost you BIG time! Homework assignments will be deducted if explicit instructions are not followed.
- 2) The importance of building your network in EVERY industry and EVERY career you have in life (you never know who you've met that could change your life completely and vis versa!)
- 3) Learning to develop skills to help you analyze professional and personal strengths that will aid in planning, researching, and developing your career (i.e., working to build a strong foundation.) Slow and steady wins the race.
- 4) The importance of trying and learning new things, developing new skills, setting new goals, and getting out of your comfort zones to learn, develop, and grow (getting comfortable, feeling UNcomfortable!)
- 5) Understand how to plan and write professional business correspondence and effective resumes and cover letters (a long-time experienced recruiter is coming to speak about common mistakes she sees with more inexperienced job searchers.)
- 6) Develop soft skills for the workplace such as problem solving, communicating effectively with coworkers, interviewing and how to negotiate your salary (ALWAYS negotiate; if you never learn to ask, then you shall never receive!)
- 7) Shifting your perspective and how NOT getting what you wanted, can turn out to be the best thing that ever happened to you. Topics such as effective conflict resolution, company culture misalignments, and career growth are included.
- 8) DEVELOPING YOUR NATURAL STRENGTHS AND TALENTS! Every single one of you is unique and perfect just the way you are! I want you all to learn to build on your natural abilities and strengths instead of focusing on your weaknesses.

My Objective

UNT, The G. Brint Ryan College of Business, and I want you to be successful in your future careers and in life. I will make every reasonable effort to be available to you and to provide you guidance to help you succeed in this class and far beyond!

Covid-19 and Attendance Policy

Attendance

My assumption is that since you signed up for this class, you have this time set aside and are available for you to join me during my lectures. So, attendance WILL be taken every class period and will count towards your overall grade. If you choose not to come to class (unless you are sick or have another viable excuse, of course) I'm going to assume that you have found another activity which is of better utility to you. If you elect to miss class or leave the class sessions early, you will not receive credit for attending. I will hand out a sign in QR code at the beginning of class. If you are not there when it is given, you will not receive credit for attending. Period.

Covid-19 and other ailments

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 my TA if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding Covid-19. We will make sure to personally work with you and get you up to speed on what you missed. It is important that you communicate with my TA prior to being absent as to what may be preventing you from coming to class so that we can make a decision about accommodating your request to be excused from class. This also includes University excused absences. In order to have your University absence be excused, you MUST communicate with us in writing at least 48 hours prior to the class that you will be missing. If you send her a message right before class do not expect to receive a response by class time as she has her own classes and will not be in attendance of every single class this semester.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of Covid-19, please seek medical attention from the Student Health and Wellness Center or your healthcare provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

CDC Coronavirus symptom checklist:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Student Health and Wellness Center contact information:

(940)-565-2333 askSHWC@unt.edu

**REAL ESTATE LICENSE QUALIFICATION INFORMATION IF YOU ARE
INTERESTED IN GETTING YOUR REAL ESTATE LICENSE (and please note: you do
NOT have to be a real estate major in order to take advantage of what I am offering!)**

If you are interested, I can get you fully COMPLIMENTARY real estate classes through my office's program; please come talk to me and I will get you in touch with the right person. Email me your preferred email address, your legal name, and your phone number so that I can get you signed up. The classes are fully online, self-paced and you can start whenever you'd like. I promise, there is no catch to this! I just like to provide my students and everyone I know with options in their lives because I love my job and am very passionate about real estate and helping

others. Regardless of which industry you end up wanting to get into, I highly recommend you take advantage of the opportunity to receive a free education and a license where you could add a significant, additional revenue stream into your life that could very well change your quality of life!

Also, every semester I have a lot of students that ask me if I could also sign up their friends, family, coworkers, fellow students, etc. that are interested in real estate for these free classes that I offer through the brokerage I work for and the answer is a resounding YES! I absolutely love to help everyone and anyone that has a desire to further their education, so please feel free to refer anyone you'd like to me and I would be more than happy to help them get started. There is no age limit, they don't have to be a student...all they need to have is an interest in real estate! So, if you do have anyone that is interested that you would like to refer to me, all you need to do is email me their legal name, phone number, and email address and I will get them in touch with the program coordinator at my office ASAP.

FYI for the real estate majors in this class:

The Texas Real Estate Salesperson's License as of January 1, 2006 requires no less than six (6) classes to be successfully completed. UNT currently offers four (4) of these classes and far exceeds the 30 classroom hours and content required by TREC. The new requirements generally have increased by one (1) additional real estate class. The free real estate school program I am offering above will make up those additional classes you would need to take post-graduation in order to be eligible to take the real estate exams and get your license.

Assignments:

Every assignment I have created is given to you because I see some sort of inherent, educational or life value in them. I even have disclaimer at the beginning of each assignment that details to you exactly why I made it and what the purpose of you completing it is. None of them are just because I'm trying to give you "busy work." So, all I ask of you is to go into every assignment with an open mind and try to see what value I am trying to impart on you and just know that you may get more value from one assignment, and your classmate will get more value out of another. My class is highly individualistic and everyone will take something different from it based on their personal stages in life and their lived experiences...Simply put, you will get out of this class the amount of effort and care that you decide to put into it.

I put a significant amount of time in to provide meaningful assignments. PLEASE look at any feedback my TA and I give you and let us know if you have any questions, we are here as a resource for you. As an educator, my ONLY goal is to help all of you grow and develop as human beings and be the best versions of yourselves that you can be. I strive to make a difference in your lives and my only hope is that you may gain some attainable life skills to help you be success not only in my classroom, but most importantly, also in life.

Homework:

There will be homework assignments pretty much on a weekly basis this semester in addition to a few semester assignments that will be due at the end of the semester. All of them will be posted online. These assignments can ONLY be turned in on canvas, on Sundays at 11:59pm. If you try to turn in homework in any other manner, it will not be accepted. I expect you to come to class on time-especially during guest speaker days and I DO NOT ACCEPT LATE WORK!

Why do I not accept late work? 3 main reasons:

- 1.) First and foremost, to teach my students responsibility, time management, and follow through. Meaning, my students must be responsible for themselves, their futures, assignments, and the consequences of failing to be responsible or planning ahead. They must learn to manage their time effectively and must follow through with what they committed to do (e.g.-you signed up for this class, so now you must learn to abide by the rules of the class.)
- 2.) Life will NOT give you a free pass, and I won't either. It's not to be mean, it is simply to illustrate what having a boss and a job will be like when you leave UNT. At work, not turning your work in = getting written up, a demotion, or even worse...getting FIRED! I want my students to get in the habit of learning to plan ahead and communicate effectively early in their lives because this is an imperative skill to have to be successful in any field of work. (e.g.-if you cannot come to class one day for a legitimate reason, email my TA ahead of time, COMMUNICATE, and we will gladly send you that week's assignment and explain what you will miss.)
- 3.) If I were to accept late work from even 1 student, I would be devaluing the work and the effort put in by all the other students in the class that managed to follow instructions and turn their work in on time. Everyone in the world has the same 24 hours a day, 7 days a week, and 365 days a year to complete their goals and responsibilities (including you and your classmates.) So, if one person can get their work in on time, then everyone else has the capacity to do so as well. Period.

Quizzes:

We will not be having quizzes in this class (except for the Syllabus quiz on the second class of the semester), but I do want to point out that on days that we have a guest speaker (or speakers) scheduled, your attendance will count for twice as much as a regular class day so you may as well consider this to be a "quiz" grade. I have at least 3 guest speakers lined up for this semester already, so please don't miss out on these days. These days take a lot of effort and planning on my part and these people are taking time and energy out of their busy schedules to come and speak to you. Every semester, several of my students have secured internships and jobs from my guest speakers but you need to be present in class in order to meet these contacts and make these valuable connections.

Syllabus Quiz	40
Semester Assignment: Business Cards	100
Semester Assignment: Career Fair Attendance	150
Semester Assignment: Mock Interview/Negotiation Project	250
Semester Assignment: Join an organization	100
In class Elevator Pitches	100
Industry Research	150
Resume and Cover Letter Assignment	100
Top 5 Skills Assignment	80
Daily Spending Diary 3-part Assignment	300
LinkedIn, Linktree, and Personal Contact Card	150
Professional Email Assignment	75
Gender Pay Gap Articles	50
6 Degrees of Separation	75
Prof Boyd's Life Goals Spreadsheet	150
Attendance/Participation	150 Regular days +120 Guest speaker days= 270 total
"Adulthood" Book paragraph	70
"EQ in the Workplace" book paragraph	70

“Strengthsquest” book paragraph	70
Dinning Etiquette paragraph	100
Semester Assignment: Final Exam Essay	150

Exams:

Mid Terms: N/A

Final Exam: N/A There will be no traditional final exam. Instead, you will be turning in a short essay about what you learned about the class, yourself, and the steps you will take moving forward to better your life as a whole on the areas of your life that you found throughout that you need to work on and improve. I also organize and host an “End of Semester Networking Party” every semester instead of a traditional final. I work extremely hard the entire semester to provide this personalized networking experience for my students by utilizing my personal network and professionals that I know. I do this because dozens of my former students have gotten internships and jobs because of this event, and that’s why it is a requirement to attend. We will speak in more detail about this during class.

Cheating:

Please don’t cheat; in my class or in anyone else’s. It will hurt my feelings and destroy your future. I have seen students get very creative when it comes to cheating and it honestly takes more work to figure out how to cheat than actually studying, learning, and doing the work! Put in the time and earn your grades. You can jeopardize your entire collegiate career and your word as a person for one tiny grade. I promise you, it’s not worth tarnishing your reputation. If you are struggling, come talk to me and I will help you to the best of my ability. Cheating will result in a minimum of a Zero on the assignment, an “F” in the class, and earn you a trip to the Dean’s office to have a discussion about “Academic Dishonesty”. And yes, for this class, asking someone to sign you in on the attendance sheet does count as cheating because attendance counts as a grade.

Your future in business depends on your connections and having an honest reputation...make sure you start your life off on the right foot. The world itself is far smaller than you think; you never who you could meet in life that may be your future boss, client, or interviewer. Your classmates included! You don’t want to have them have a negative impression of you and your character because that may affect your ability to do business with them in the future. If you need more information, please see https://policy.unt.edu/sites/default/files/untpolicy/pdf/7Student_AffairsAcademic_Integrity.pdf for UNT official rules and regulations.

COURSE GRADE WEIGHTING

Assignments/specific grade details

Please don't come ask me to "bump" or "curve" your grade at the end of the semester because "you're only .5 points away from an A", "it would mean the world to you", "you think you deserve it", or "you really need this A, B, C, etc.". I absolutely, without a doubt, will not change your grade under any circumstance (unless there was a grading error, of course.) I make every possible effort to ensure that my students have MULTIPLE opportunities with Extra Credit to raise their grades throughout the semester. If you choose not to take advantage of the opportunities that I provide to you, that was a choice, and you must live with the consequences.

In sum and in fairness to everyone, I know life is busy and hard, but your grade in this class is the grade that you earn. If your other classmates are capable of making a certain grade, then you are too, and I will hold each and every one of you to that same standard.

No Exceptions!

*For example, at the end of the semester a grade of 79.99%= C

Canvas Announcements:

Attendance/Participation:	90% or above=A	2,340 points
	80% or above=B	2,080 points
	70% or above=C	1,820 points
	60% or above=D	1,560 points
	59% or below=F	1,534 points
All Semester HW Assignments:	600 points	
All weekly HW Assignments:	1,540 points	
Syllabus Quiz:	40 points	
Final Exam Essay:	150 points	
Total Semester Points:	2,600 points	

As I stated at the beginning of the syllabus, I am an extremely detail oriented and transparent person, so you will always be "in the loop", so to speak, in my class. I literally go out of my way to ensure that my students are often OVER informed in certain aspects. That being said, please pay attention to my announcements on Canvas. I always like to recap what was discussed in class, upcoming due dates, and just provide additional resources that I find to be potentially helpful or interesting to you. I even post internship and job opportunities that are passed on to me throughout

the semester. I am fully cognizant of the fact that ALL people in the world have distinct ways of learning (which is a FANTASTIC thing that needs to be celebrated because we're all individuals!) So, I do my absolute best to make sure and provide as many different resources and types of ways to learn a topic as possible so that I may be able to better cater to my students' different needs. Please take advantage of this and check out anything extra I may put on Canvas; you never know what helpful thing you may learn or who you may have the opportunity to meet!

Disclaimer on Course Changes:

The syllabus, extra credit assignments, Canvas announcements, Semester assignments, Weekly Homework assignments, and everything and anything else that has to do with my class, is 100% subject to change at my discretion at any given time. It is your responsibility to make sure to use your resources and stay up to date with these changes (e.g.-pay attention to Canvas notifications, pay attention to announcements in class, ask for clarification from me or my TA if you are confused, phone a friend whose also in the class with you, etc.) In sum, if you do not do your due diligence and make sure that you are up to date with the class, you are responsible for the consequence of your final grade not being what you wanted for deciding to be careless or not pay attention. You need to learn to be responsible in life, start early.

UNT Resources and Life Hacks Document:

In your Canvas, you will find a module titled "UNT Resources and Life Hacks Document." I personally spent over 10 hours brainstorming things from my experiences, researching resources, and putting together a document that I thought may be able to help each of you in some way or another. Please take a look at it and see if you can find some value in it.

Semester Schedule:

Your class semester schedule is uploaded on Canvas under the Module "Class Schedule." It is color coded, underlined, has reminders for homework, and everything else in between that you could possibly want to know about this class. Please print it out, have it on hand, and check it daily. I promise it is absolutely impossible for someone to be confused about the expectations of this class after reading it.

Classroom Manners and Appearance Policy:

The UNT College of Business promotes professionalism and trains future leaders in business. Please be courteous, kind, and respectful during class. I absolutely do not tolerate disrespectful or inappropriate behavior towards me, my TA, any of your classmates, or any guest speakers that we may host. You are all adults, and will be treated as such. Additionally, you never know if your future boss may be stopping by for a visit, and I want all of you to be ready if they are. In an effort to promote professional habits, I require that my students dress in either business casual or

business professional clothing (whichever you prefer) on days that we will be hosting a guest speaker (or speakers) so that students may be able to make a great first impression on their newfound professional acquaintances. Honestly, just look presentable. Remember: you only get ONE CHANCE to make a great first impression in life...so don't waste it! If you need any help securing professional clothing for free or at a low cost, please come talk to me. There are tons of thrift stores, places that offer student discounts, and even UNT has a professional clothing closet for students that may need a helping hand and I would be more than happy to connect you with those resources.

Quality of Work Expectations:

I expect to see your best effort, this is more important to me than the minute details. If you wouldn't turn it in to your boss in the future, please don't turn it in to me. Have pride in your work; you'll learn more and build good habits this way!

Class Participation:

I expect everyone to participate, even if you're shy. You will have a hard time becoming successful in business if you're not able to engage with others. Get comfortable speaking with others. Building relationships, developing communication skills, and being able to express your thoughts in a convincing manner will serve you well in your life. It is a skill you must practice so you might as well practice it here where there is less pressure on you to perform.

Instructor Evaluation

It is my personal objective to offer a quality learning environment and experience for each of my students. I strive to educate my students not only on the required course materials, but also on real world applications. My ultimate goal is to have my students leave every class I teach and feel like they have gained valuable life skills that may serve them to lead well-rounded and successful lives. At the end of the course, I would ask that you please evaluate my efforts in a confidential survey. As an added incentive, if 85% or more of the class completes the survey, I will add a 1% curve to your overall final grade for the semester (a 79% would be an 80%). This could mean a letter grade difference for some of you!

UNT/College of Business Policies and Procedures

Academic Integrity Standards and Sanctions for Violation: According to UNT Policy 18.1.16, 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 Statement: UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodations 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.

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 Blackboard for contingency plans for covering course materials.

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.

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.