Disclaimer: I know my syllabus is long, but it has everything you need to know in order to be successful in my class for the semester. 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 in my classes. 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 shoot me or my TA an email and we will be more than happy to assist you!😊

COURSE: BUSI 3200 – PROFESSIONAL DEVELOPMENT III
Instructor: Natalie Boyd, MBA, BBA, Realtor®

My TA: Jessica Gilstrap
Email address: JessicaGilstrap@my.unt.edu

Section I: Wednesdays @ 5:00 pm – 5:50 pm; G. Brint Ryan College of Business room number 015.

Section III: Thursdays @ 5:00 pm-5:50 pm; G. Brint Ryan College of Business building room number 015.

Office: Online/Zoom/Phone calls

Office Hours: Immediately following class or by appointment. FYI-I only teach twice a week, so I won’t physically be on campus often. However, I am more than willing to set up a time to meet you, if needed.

Business Phone: N/A. If for any reason you need to set up a time to talk to me on the phone, send me an email and we'll figure out a good time that I can call you.

E-Mail: natalie.boyd@unt.edu (Preferred method of communication.) 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 this email address because I will not receive your email!

Email Etiquette:
When you email me (my TA, and your other professors), it is best practice to always be professional. Make sure you are clear and concise. 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**
*I have over 150 students this semester. If you do not identify yourself and the purpose of your email clearly, you may get lost amongst my emails and not receive a timely response!*
3 REQUIRED BOOKS (Yes, 3. Relax, don’t panic! They are NOT textbooks this semester. They are short, easy reads.)

1) Title: *Strengthsfinder 2.0 from Gallup: Discover Your Clifton Strengths*
   Author: Don Clifton
   Format: Whichever you prefer (e.g. audio, paperback, etc.)
   Publisher: Gallup Press; Illustrated edition (February 1, 2007)
   ISBN-10: 9781595620156
   **PLEASE NOTE: DO NOT BUY THE ACCESS CODE! I REPEAT, DO NOT BUY THE ACCESS CODE! I WILL PROVIDE THIS TO YOU FOR FREE BY UNT; I DO NOT WANT YOU TO WASTE YOUR MONEY!**

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

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

Most Importantly…bring yourself! (active participation.)

Laptops/Electronic Devices: You’re welcome to use a laptop to take notes and to look up course related topics. However, please no Facebook, Instagram, Twitter, texting on your MAC book, etc. If I see you using your laptop for a non-educational reason, I will ask you to put your laptop 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 also, personal) success. Some of the main topics covered and course objectives will include:

1. 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!)
2. 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.
3. The importance of trying and learning new things, developing new skills, setting new goals, and getting out of your comfort zones in order to learn, develop, and grow (getting comfortable, feeling UNcomfortable!)
4. Understand how to plan and write professional business correspondence and effective resumes and cover letters (with a long time experienced recruiter coming to speak about common mistakes she sees with more inexperienced job searchers.)
5. Develop soft skills for the workplace such as problem solving, communicating
BUSI 3200: Professional Development III  
Fall 2022 Syllabus

effectively with coworkers, interviewing and how to negotiate your salary  
( ALWAYS negotiate; if you never learn to ask, then you shall never receive!) 
6. 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. 
7. 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 available for you to join me during my lectures. So, attendance WILL be  
taken every class period. There will be assignments that will be handed out and  
explained during class periods that will not be available for you online (so as to  
encourage you to come to class or use your resources by phoning a friend in the  
class to get your assignment for the coming week.) 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.

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 me if you are unable to attend class  
because you are ill, or unable to attend class due to a related issue regarding  
Covid-19. I 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 me prior to being  
absent as to what may be preventing you from coming to class so I can make a  
decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness or 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:

Student Health and Wellness Center contact information:
(940)-565-2333
askSHWC@unt.edu

REAL ESTATE LICENSE QUALIFICATION (IF YOU ARE INTERESTED IN GETTING YOUR REAL ESTATE LICENSE)

*I CAN GET YOU FREE REAL ESTATE CLASSES; PLEASE COME TALK TO ME AND I WILL GET YOU IN TOUCH WITH THE RIGHT PERSON. I PROMISE, THERE IS NO CATCH TO THIS I JUST LIKE TO PROVIDE MY STUDENTS WITH OPTIONS IN THEIR LIVES (ESPECIALLY IF THOSE OPTIONS ARE FREE!) 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 CAN ADD A SIGNIFICANT, ADDITIONAL REVENUE STREAM INTO YOUR LIFE!*

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 (see flyer distributed on the first day of class) 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.

In the past it was important to get a letter from the FIREL department (BLB 200) after completing all five (5) classes but prior to applying to the Texas Real Estate Commission or your application will be rejected in regards to REAL 3100 (at UNT historically was both Principles II 15 hours (brokerage) and the Law of Agency (30 hours). However, REMEMBER THIS! After graduation you will be required to take Principles II and Contract Forms at a private or commercial Real Estate School if you choose to do so (e.g.-Kaplan, Champions, etc.). Even better, get a letter from your professor or the FIREL department after completion of the REAL 3100 course.

ASSIGNMENTS

Homework:
There will be homework assignments handed out on a weekly basis this semester. These assignments can only be turned in at the beginning of class every week and each new assignment will NOT be posted to Canvas, and will ONLY be available for pick up at the end of each class period. I DO NOT ACCEPT LATE WORK!
Why do I run my class this way? 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, their assignments, and the consequences of failing to be responsible or planning ahead. They must learn to manage their time effectively, and they 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. In the real world, 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 on in their lives because this is an imperative skill to have in order to be able to be successful in any field of work you go into post-graduation. (e.g.-if you cannot come to class one day for a legitimate reason, email me ahead of time, COMMUNICATE, and I will gladly send you that weeks 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 of 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 your classmates.) So, if one person can get their work in on time, then everyone else has the capacity to do so as well.

Every single one of my assignments will be given to you because I see some sort of inherent, educational life value in them. For example, I will have you all learn how to write professional cover letters and resumes. I put a significant amount of extra time in to provide meaningful assignments and feedback on everything that is turned in to me by my students. PLEASE take a look at the feedback I give you when I hand these assignments back to you and let me know if you have any questions. 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 o be! I strive to make a difference in your lives and my only hope is that you may gain some attainable life skills in my classroom that you may apply to other areas of your life.

Quizzes:
We will not be having quizzes in this class, but I want to point out though that on days that we have a guest speaker (or speakers), 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 4 guest speakers lined up for this semester already, so please don’t miss out on these days! 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 connections!* 

EXAMS

Mid Terms: N/A

Final Exam: N/A There will be no traditional final exam. Instead, you will be turning in an essay over the 3 required book this semester on the last day of class (further instructions to come.)

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 exam 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”.

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/7-Student_Affairs-Academic_Integrity.pdfhtm for UNT official rules and regulations.

COURSE GRADE WEIGHTING

| Grade Breakdown |
|-----------------|------------------|
| Attendance/Participation | 330 points |
| Mock Interview | 75 points |
| Mock Negotiation | 75 points |
| Elevator Pitches | 140 points |
| Semester Final Paper | 250 points |
| All other semester HW | 1,630 points |
| Total semester points: | 2,500 points |

For example, at the end of the semester a grade of 79.99%= C
*Note: 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 to raise their grades throughout the semester. If you choose not to take advantage of these opportunities, that was a choice and you must live with the consequences of said choice.

In addition, please make sure to keep every assignment, exam, or quiz that I hand back to you so you can make sure to double check that everything was input correctly at the end of the semester. I do my best to keep organized throughout the semester and keep you up to date on your grade status. However, I (and my TA) are human too. Mistakes happen sometimes. If you do not have these papers as a backup, I cannot help you if there was indeed an error. 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!**

**Canvas Announcements:**
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 even often OVER informed in certain aspects. That being said, please pay attention to my announcements on Canvas. I make clear and concise bullet points, and 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 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!

**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, any of your classmates, or any guest speakers that we may host. You are all adults, and I will treat you 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. 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 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.

**Quality of Work Expectations:** I expect to see your best effort. 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.

**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 a well-rounded and successful life. 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% point curve to your overall final grade for the semester. 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. All building occupants should take shelter in rooms 055, 070, 090, and restrooms on the basement level or in rooms 170, 155, and restrooms 122, 182 or 183 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.

YOUR FULL SEMESTER SCHEDULE IS ON THE FOLLOWING PAGE ➔
### Semester Schedule

*Subject to change at my discretion.*

FYI! Your final exam schedules for all of your classes may be found by visiting the following link: [https://registrar.unt.edu/exams/final-exam-schedule](https://registrar.unt.edu/exams/final-exam-schedule)

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPICS</th>
<th>READING/HOMEWORK (ASSIGNMENT INSTRUCTIONS ARE DISTRIBUTED EVERY WEEK DURING CLASS.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>Sec. I-Aug. 31st</td>
<td>Class introduction, expectations, and syllabus overview.</td>
<td>1) Order your free business cards (they take a few weeks to make, so you need to order them ASAP in order to have them to use by career fair dates during the semester.)</td>
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<td></td>
<td>Sec. I-Sept. 1st</td>
<td></td>
<td>2) Go buy the 3 required books for the semester (REMEMBER: DO NOT BUY THE ACCESS CODE TO THE STRENGTHQUEST BOOK! I WILL PROVIDE THIS TO YOU LATER ON IN THE SEMESTER.)</td>
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<td></td>
<td>Sec. I-Sept. 7th</td>
<td>What do you want to be when you grow up? How do we narrow that down? <strong>GUEST SPEAKER DAY: Beth Kent; College of Business Career Coach.</strong></td>
<td>3) Look up the university career fair schedule and plan which one you are going to go to. You will be required to attend AT LEAST 1 in this class this semester.</td>
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<tr>
<td></td>
<td>Sec. I-Sept. 8th</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
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<tr>
<td>WEEK 2</td>
<td>Sec. I-Sept. 14th</td>
<td>Resumes, cover letters, and a seasoned recruiters’ best advice to secure the job you want. <strong>GUEST SPEAKER DAY: Christine Baker &amp; coworker; staffing Consultant at Thomas Edwards Group.</strong> <strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>1) Research assignment. Narrow down which industries/jobs you are interested in and why.</td>
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<td></td>
<td>Sec. I-Sept. 21st</td>
<td>Discussion of strengthening networking skills and relationship building in business. <strong>GUEST SPEAKER DAY:</strong> Hunter Webb and Benetta Robbins; KW training and productivity coaches. <strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>2) Practice and polish up elevator pitches because next week you will do them in front of the class.</td>
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<td></td>
<td>Sec. I-Sept. 29th</td>
<td>The power and importance of networking in EVERY industry, and on discussion intentional networking and relationship building in business. <strong>GUEST SPEAKER DAY:</strong> Kasey Kamenicky, UNT Alumni Association Director &amp; Grace Rogers; KW training and productivity coaches. <strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>3) Go network and join an organization on campus that interests you.</td>
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<tr>
<td></td>
<td>Sec. I-Oct. 5th</td>
<td>Update virtual contact card information and photo on your phone.</td>
<td>1) Go network and join an organization on campus that interests you.</td>
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<td></td>
<td>Sec. I-Oct. 6th</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>2) Go pick up your free business cards (if they are ready.)</td>
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<tr>
<td>WEEK 3</td>
<td>Sec. I-Oct. 12th</td>
<td>Discussion on professionalism in the workplace, social media etiquette, dining, showing gratitude, follow-ups, email, etc. Special in class activity.</td>
<td>3) Go network and join an organization on campus that interests you.</td>
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<td>Sec. I-Oct. 13th</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
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<td>Sec. I-Oct. 19th</td>
<td>Gender pay gap class discussion with the 2 articles read for homework this past week. <strong>GUEST SPEAKER DAY:</strong> Rusey Remenick, UNT Human Resources Director &amp; Grace Rogers; KW Assistant Team Leader. <strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>1) Professional follow up email assignment.</td>
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<td>Sec. I-Oct. 20th</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>2) Find 1-2 articles on gender pay gap (hint: check readable resources like using the library, Blooomberg, Wall Street Journal,Forbes,etc NO wikipedia.) assignment and come up with questions and thoughts on this for next week's class discussion.</td>
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<td>WEEK 4</td>
<td>Sec. I-Oct. 26th</td>
<td>Interview discussion, costs of a job search (for you and the company), STAR method, etc.</td>
<td>1) Go get your business cards if you haven't yet.</td>
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<td>Sec. III-Oct. 27th</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>2) Start to read the 3 required books if you haven't yet.</td>
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<td></td>
<td>Sec. II-Oct. 27th</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>3) Work on finishing up your Month Long Spending Diary assignment to turn it in next week.</td>
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<td>WEEK 5</td>
<td>Sec. I-Nov. 2nd</td>
<td>Discussion on negotiations, tactics, and how to not fear them. About learning how to value yourself and your work! Also, turn in spending diary assignment and discussion of what was learned and what students will implement moving forward on managing their finances.</td>
<td>1) What would you say during an interview about yourself? What would you say during a negotiation to prove your point? Assignment.</td>
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<td>Sec. II-Nov. 3rd</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>2) If you haven't already, sign up for a mock interview and mock negotiation interview with my TA.</td>
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<td>WEEK 6</td>
<td>Sec. I-Nov. 9th</td>
<td>Strengthen discussion and instructions. What is it and how can you use this information to help you advance in life and in your career? <strong>GUEST SPEAKER DAY:</strong> Andree Caraway, UNT Assistant Director, Orientation and Transition Programs. <strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>1) Take the Strengthquest test (don’t try to “cheat” this test...there are no right answers and if you are not honest with yourself, it won't help you!)</td>
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<td>Sec. I-Nov. 10th</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>2) Print your results, and 2-3 paragraph assignment on surprising facts learned about yourself and how you can utilize this information to better yourself moving forward. How do you think this awareness will help you OR if you think it will hinder you in the working world (if you focus too much on these results?)</td>
</tr>
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<td>WEEK 7</td>
<td>Sec. I-Nov. 16th</td>
<td>How and when to have HARD CONVERSATIONS! Quitting, terminations, telling someone or some company that they were terrible to you... (professionally, of course.) Discussion of last weeks assignment and what was learned.</td>
<td>3) Complete Prof Boyd's Personal and Professional Life Goals Spreadsheet. I promise this is one of the most helpful and special assignments of the semester! I STILL have former students that tell me that they use this in their lives... PLEASE don't miss it! It was made with a LOT of hours, thought, and care for my students and it is the perfect way to finish up the semester...</td>
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<td>Sec. III-Nov. 17th</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
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<td>WEEK 8</td>
<td>Sec. I-Nov. 30th</td>
<td>Discussion of the previous assignment, end of semester final thoughts, student feedback, and surprise presentation.</td>
<td>1) Finish reading your 3 books.</td>
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<td>Sec. I-Dec. 1st</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>2) Write your end of semester to turn in next week during the end of semester potluck.</td>
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<td>Sec. I-Dec. 7th</td>
<td>Turn in any pending assignments that haven’t been submitted yet. End of semester potluck party and turning in final “exam” semester paper over the 3 required books and class discussion over these books (what was learned, what will be implemented moving forward, etc.) Bring discussion questions and ideas ready to go.</td>
<td>3) Make sure you have completed your other assignments by the end of next week (e.g. mock interview and mock negotiation completed, business card turned in, end of semester paper to turn in next week.)</td>
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<td>Sec. I-Dec. 8th</td>
<td><strong>(REMEMBER: BUSINESS CASUAL OR BUSINESS PROFESSIONAL CLOTHING IS REQUIRED)</strong></td>
<td>GOOD LUCK ON YOUR FINALS AND THANK YOU ALL FOR A WONDERFUL SEMESTER! PLEASE TAKE GOOD CARE OF YOURSELVES AND GO ON TO LIVE WONDERFUL LIVES FILLED WITH HAPPINESS AND SUCCESS! :)</td>
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