BUSINESS 1200 (BUSI 1200.028) CAREERS AND PROFESSIONAL DEVELOPMENT STRATEGIES FOR BUSINESS

Fall 2026 – Tuesday and Thursday – 4:40-5:30 – BLB 270

Instructor
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Office Hours: M-F 9 AM – 3 PM
(by appointment via Navigate/Zoom only)

Teaching Assistant:
Office Hours: M-F | 10a-3p (online by appointment)
Wednesday: Morning only
Menaka Lakhani: Menaka.Lakhani@unt.edu
Email Response Time: 24-48 hours (Monday-Friday)

Course Description:
Careers and Professional Development Strategies for Business is the first of three **required** classes in the UNT G. Brint Ryan College of Business through which students are introduced to the process of career planning and decision-making. Introduces students by integrating knowledge of self with business concepts and business career opportunities. Introduces students to professional development with a particular emphasis on communication skills, strategic thinking and teamwork.
**Information on this syllabus, including assignments, due dates, and listed topics is subject to change at the discretion of the instructor. Always check Canvas for changes.*

WHY YOU ARE TAKING THIS COURSE

Careers and Professional Development Strategies for Business is the first of three required professional development courses in the Ryan College of Business.

These courses are designed to build upon each other and help students develop strategies to become career-ready.

In BUSI 1200, students integrate knowledge of self and career exploration. This course will introduce students to basic professional development concepts necessary to perform and succeed in a business environment.

Coursework in BUSI 1200 is designed for students to begin building their professional toolkit.

Course Learning Outcomes

Students will gain knowledge and develop skills required to successfully navigate a career in business. This course will specifically focus on "soft" skills that are a valuable asset in career development. Students will:

- Identify personal and career goals
- Complete various self-assessment tools as it relates to career aspirations
- Create and deliver an elevator speech
- Learn to effectively communicate values, skills and experiences and goals to potential employers
- Create, format and tailor a professional cover letter and resume
- Develop networking strategies relevant to professional development, including creating a LinkedIn Profile
- Learn the basic components of career research and explore opportunities in demonstrated field of interest
- Gain skills necessary to having a successful interview
- Explore strategies and resources for academic success
- Utilize the RCOB EDGE Program mobile app to track and build competencies
- Understand how AI can assist with career readiness
- Learn the process for acquiring an internship for class credit
- Demonstrate awareness of behavioral norms within a business in relationship to communication, appearance, business etiquette, and day-to-day business functions.

Attendance
This is an 8-week course, which means we will cover a full semester in half the time. To keep up with the pace of the course, attendance is mandatory. The most basic component of professional development is being present Students who are habitually tardy to class will be considered absent. Each student will start out with 150 attendance points. Each time a student misses a class, 10 points will be deducted from the original 150 via iclicker.

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Academic Schedule – Fall 2026 (8W1)

August 17	Fall classes begin
August 28	Last day to drop a course without a W
November 6	Last day to withdraw for the semester (drop all classes)
November 23 – 29, 2026	Thanksgiving Break
December 11	Last regular class meeting day of 8W2

Course Schedule: The instructor reserves the right to modify the syllabus at any time during the semester.

Week	Date	Topic	Assignment
1	10/13	• Introductions, Expectations, & **Course Overview** (First Day of Class)	Pre-Survey / Academic Success
	10/15	• Networking with Confidence Workshop (4-4:50 p.m. or 5-5:50 p.m.)	**BLB 070, Evaluation QR code**
2	10/20	• *Asynchronous Ethical AI Module (No In-Person Class)*	
	10/22	• *Zoom Class (Counseling/Testing)*	
3	10/27	• *Resumes (Acing the Interview Workshop) Resumes & CL*	**Extra Credit: Eagle City (10 pts)**
	10/29	• Professionalism (class canceled) due to University Notice	
4	11/3	• Ethical AI in Career Readiness: ***Guest Speaker Raju Balan***	
	11/5	• Elevator Speeches: ***Guest Speaker Skyler Wicke***	**All Assignments Due**
5	11/10	• On-Campus Jobs/Internships: ***Guest Speaker Nick Sisk***	
	11/12	• Personal Branding and Digital Impressions: ***Guest Olivia Moore***	
6	11/17	• RCOB EDGE Program / Academic Advising	
	11/19	• RCOB Internships , *Focus2, LinkedIn, & Handshake*	
7	12/1	• Career Research – ***Guest Speaker: Kierra Holst***	
	12/3	• Business Communication: ***Guest Speaker: Eric Campbell***	**Extra Credit: Eagle City**
8	12/8	• Future Proof Your Skills: ***Guest Speaker: Lauren Diaz***	
	12/10	• Professional Brand Audit	**Post-Survey**

- **Late Work** - Late assignments will not be accepted. Monitor Canvas for announcements and updates regularly.
- **Assignments and Deadlines for Submission** - See the table above for deadlines

Grading: This course is one 1 credit hour. Points will be assigned for attendance and all assignments. Final letter grades will be determined on a standard average scale where: A = 90% or above, B = 89% to 80%, C = 79% to 70%, F = 69% to 60%. **C or higher is required for Business 1200.**

Resume	85
Cover Letter	35
Focus2 or SteppingBlocks Assessment	20
LinkedIn Profile	10
Internship Quiz	30
Career Research Assignment	20
Ethical Use of AI	35
Attendance/Participation & Engagement	150
Eagle City Participation OR Course Eval OR Career Center Events (extra credit)	50
TOTAL POINTS	435

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UNT FALL 2026 Semester Calendar

Academic Calendar is subject to change

KEY SEMESTER DATES	Full Semester AUG. 17-DEC. 11	8 week I Session AUG. 17-OCT. 9	8 week II Session OCT. 12-DEC. 11
Schedule of Classes Available on myUNT	Mar. 9	Mar. 9	Mar. 9
Registration Opens for specifics by student group/class: https://registrar.unt.edu/when-can-i-register	Mar. 16	Mar. 16	Mar. 16
Prerequisite Drop Students not meeting course prerequisites will be dropped from their courses.	July 29	July 29	Oct. 12
Regular Registration Ends	Aug. 13	Aug. 13	Oct. 8
Late Registration Period—For Students not Registered for the Term Students registering late will incur a late registration fee of $75.	Aug. 14-21	Aug. 14-21	Oct. 9-16
Last Day to Withdrawal from Entire Term on myUNT Courses do not appear on the transcript. After this date see Dean of Students to withdrawal from the entire term.	Aug. 16	Aug. 16	Oct. 11 If only 8 week II
Classes Begin	Aug. 17	Aug. 17	Oct. 12
Last Day to Add a Class or Swap Sections A swap is switching sections of the same course in the same session.	Aug. 21	Aug. 21	Oct. 16
Last Day to Drop a Class Section Without a W (Census) Courses dropped before this date will not appear on official transcript. (Dropping courses may impact financial aid and degree completion. See advisors.)	Aug. 28	Aug. 22	Oct. 17
Drop with a Grade of W Begins Courses appear on the transcript with a grade of W and tuition and fees remain. (Dropping courses may impact financial aid and degree completion. See advisors.)	Aug. 29	Aug. 23	Oct. 18
Last day to change to pass/no pass grade option (undergrads)	Sept. 25	Sept. 4	Oct. 30
Midpoint of the Semester	Oct. 9	Sept. 11	Nov. 6
Last day for a student to drop a course or all courses with a grade of W.	Nov. 6	Sept. 25	Nov. 20
First day to request a grade of Incomplete	Nov. 7	Sept. 26	Nov. 21
Pre-Finals Days	Dec. 2-3	N/A	N/A
Last Regular Class Meeting	Dec. 3	Oct. 8	Dec. 10
Reading Day—No Classes	Dec. 4	N/A	N/A
Final Exams	Dec. 7-11	Oct. 9	Dec. 11
Last Day of Session	Dec. 11	Oct. 9	Dec. 11
University Grade Submission Deadline 4 pm	Dec. 14	Oct. 12	Dec. 14
Grades/Academic Standing posted on the Official Transcript	Dec. 16	Dec. 16	Dec. 16

Labor Day - No Classes - University Closed	September 7, 2026

The Fine Print

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Supporting Your Success

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and belonging. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together. I also encourage you to review UNT's student code of conduct so that we can all start with the same baseline civility understanding (Code of Student Conduct) (https://policy.unt.edu/policy/07-012).

Course Conduct

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 http://deanofstudents.unt.edu.

Office of Disability Access:

The University of North Texas makes reasonable accommodation for students with disabilities. Students needing a reasonable academic accommodations must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the student will request their letter of accommodation. ODA will provide faculty with a reasonable accommodation letter via email to begin a private discussion regarding a student's specific needs in a course. Students may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to meet with faculty regarding their accommodations during office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website.

Assignment Policy

Assignments are due on dates listed in the above Course Schedule. Instructions for each assignment will be posted in Canvas, including details on file types required for online submission. Extra credit opportunities will be given at the discretion of the instructor.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

RCOB Syllabus Statement on Academic Honesty

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

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 from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously

submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale "cutting and pasting" from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams.
Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

Academic Integrity Policy
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.

The term "cheating" includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations including e-mail messages and on-line chat tools; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

Ethical Use of AI In This Course
Academic misconduct is present in an academic work wherever AI assistance has been used when unauthorized, or when authorized, has not been disclosed as required.

In principle you may submit material that contains AI-generated content, or is based on or derived from it, if this use is properly documented. This includes, for example, drafting a resume, combining elements, and removing redundant parts. Your documentation must make the process transparent – the submission itself must meet our standards of attribution and validation.

Artificial Intelligence that can produce contents is now widely available to produce text, images, and other media. We encourage the use of such AI resources to inform yourself about the field, to understand the contributions that AI can make, and to help your learning. However, keep the following principle in mind: AI contributions must be attributed and edited for accuracy. You are taking full responsibility for AI-generated materials as if you had produced them yourself: ideas must be attributed, and facts must be true.

In line with the UNT Honor Code, all work you submit must be your own. Using AI tools without attribution or relying on them to complete assignments violates academic integrity and will be addressed according to our policy.

Use of Technology
Technology should not be used in this class unless we are working on a tech-driven project together or if the instructor grants permission. In a professional setting texting, monitoring your phone, web surfing, listening to music, etc. is distracting and rude. Please put away your devices unless otherwise directed.

Eagle Connect
Your access point for business and academic services at UNT occurs at http://www.my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward your e-mail: http://eagleconnect.unt.edu/

Retention of Student Records
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is

also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university's policy in accordance with those mandates at the following link: http://essc.unt.edu/registrar/ferpa.html

Emergency Notification and Procedures

UNT uses a system called Eagle Alert to quickly notify you 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). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at http://www.my.unt.edu. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Emergency Evacuation Procedures for Business Leadership Building

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, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms 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.

Succeed at UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grown. And, as a faculty member, I am committed to helping you be successful as a student. Here's how to succeed at UNT: Show up. Find Support. Get advised. Be prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, go http://success.unt.edu/.

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Attendance Policy

Attendance is a crucial component of your success in this 8-week, in-person lecture course with occasional asynchronous days (***refer to asynchronous work expectations***[1]**).** Your presence in class is mandatory and will be closely monitored using our attendance system. Each class session, your attendance will be recorded, and you will receive a validation email as proof.

It is imperative that you arrive on time and remain present for the duration of each class session. Excessive tardiness, as well as inefficient use of class time, will have a direct impact on your overall grade. **Access to the attendance system will NOT be provided after the first 5 minutes of class.**

Should you require proof of attendance for any reason in the future, you may reference the validation emails provided to you. This policy is designed to ensure clarity and accountability regarding attendance expectations.

Participation is taken into account in this course as well. There is a badge within the attendance tab that I will check when students are engaging in class (e.g., asking questions, working intentionally with their groups). The goal is to have between 12-16 participation checks by the end of the term.

Participation is directly tied to attendance in this course. Each attended class is worth **1 participation point**, provided you actively engage (e.g., asking questions, contributing to discussions, or working intentionally with your groups). The goal is to have **12 participation points** by the end of the term.

Excused absences do not count against your attendance grade, but they also **do not earn participation points** since participation requires engagement. Students who go **above the 12 required participation points (up to 16 total) can earn extra credit.**

Your **consistent and punctual attendance, along with active participation, will contribute significantly to your academic progress and overall success in this course.**

ONET Interest Profiler - https://www.mynextmove.org/explore/ip
CareerOneStop Skills Matcher - https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx
CareerOneStop Values Matcher - https://www.careeronestop.org/Toolkit/Careers/work-values-matcher.aspx
Personality Assessment (16 Personalities Test) - https://www.16personalities.com/

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EAGLE CITY
BUSINESS READY SERIES
FALL 2026 WILSON JONES CAREER CENTER

CAREER FAIR PREP WEEK

August

Meet & Greet: Get Your Game Plan
August 20 | 11 am – 2 pm | BLB 195

Business Career Fair: Prep To Impress Tabling
August 24 | 11 am – 1 pm | BLB Atrium

Business Career Fair: Prep To Impress Tabling
August 25 | 11 am – 1 pm | BLB Atrium

Business Career Fair: Prep To Impress Tabling
August 26 | 11 am – 1 pm | BLB Atrium

Business Career Fair: Prep To Impress Workshop
August 26 | 3 pm – 4:30 pm | Virtual

Business Career Fair: Prep To Impress Tabling
August 27 | 11 am – 1 pm | BLB Atrium

Own Your Brand: Networking Confidence Session
August 28 | 3 pm – 5 pm | TBD

Create Your Story: Resume & LinkedIn Lab
August 31 | 1 pm – 2:30 pm | BLB 281 & 285

September

Create Your Story: Resume & LinkedIn Lab
September 1 | 1 pm – 2:30 pm | BLB 281 & 285

Workplace Wednesday
September 9 | 11 am – 1 pm | BLB Atrium

Workplace Wednesday
September 16 | 11 am – 1 pm | BLB Atrium

Experience in Action – Job Simulation
September 21 (or 23) | 5 pm – 8:30 pm | TBD

Workplace Wednesday
September 23 | 11 am – 1 pm | BLB Atrium

Workplace Wednesday
September 30 | 11 am – 1 pm | BLB Atrium

Small Steps, Big Moves: Finding Internships and Careers Session
September 30 | 4 pm – 6 pm | TBD

October

Workplace Wednesday
October 7 | 11 am – 1 pm | BLB Atrium

Professionalism & Communication Session
October 7 | 2 pm – 4 pm | TBD

Workplace Wednesday
October 14 | 11 am – 1 pm | BLB Atrium

Networking with Confidence Session
October 15 | 4 pm – 6 pm | TBD

Workplace Wednesday
October 21 | 11 am – 1 pm | BLB Atrium

Workplace Wednesday
October 28 | 11 am – 1 pm | BLB Atrium

Acing the Interview Session
October 28 | 2 pm – 4 pm | TBD

November

Workplace Wednesday
November 4 | 11 am – 1 pm | BLB Atrium

Designing Your Career Strategy in the Age of AI Session
November 4 | 2 pm – 4 pm | TBD

Human Skills & AI in the Workplace: What Employers Want Session
November 10 | 2 pm – 4 pm | TBD

UNT DIVISION OF STUDENT AFFAIRS Career Center

UNT G. BRINT RYAN COLLEGE OF BUSINESS The Wilson Jones Career Center

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I will be using iClicker to make our class time more engaging. This will help me understand what you know, give everyone a chance to participate, and increase how much you learn in class. This will also provide you with feedback on how well you are comprehending course concepts, help you master challenging concepts, and allow you to review material after class.

Participating in my iClicker sessions will/will not be counted towards your final grade.
Attendance/polls/quizzes/assignments will be worth X% of your final grade. You will earn X points for each correct question you answer. Likely, X questions will be asked per class session. Your final iClicker grade will be calculated as (points earned)/(total possible points for the class) x 100.

You are required to participate with the iClicker student app on a smartphone, tablet or laptop OR with an iClicker remote. It is your responsibility to follow the steps below to properly get added to my iClicker course and/or register your iClicker remote in a timely fashion. It is also your responsibility to regularly check your iClicker records for any discrepancies and bring them to my attention within 48 hours.

I have set up an iClicker integration with our campus Learning Management System, which will pull your name directly into my iClicker roster.

1. If you have an existing iClicker student account that uses our official university email address and/or Student ID, you will automatically be added to our iClicker course.

- If the iClicker system does not find a matching iClicker student account, you will receive an email from iClicker Support with instructions to update your existing account's profile or create a new account.
- Please note that this email may appear in your Spam or Junk folders.

2. If you receive an email prompting you to create or update your iClicker student account, make sure you include the correct account information.

- If you already have an iClicker account, do **not** create a new account. Instead, log in and edit your existing account's profile to avoid confusion and potential loss of points due to multiple accounts.
- Ensure that your iClicker profile includes the following information:
  - Institution email address
  - Enter here the student ID that your LMS roster uses (e.g., CanvasID or Blackboard Username)
- If you are using an iClicker remote, you still need to follow the above steps to create or sign in to your iClicker student account and complete your profile.

3. You should be dropped directly into this course, Course Name.

- If you don't see this course in your account, use the **+** sign to search for my course:
  - In the "Find Your Institution" field, enter [insert iClicker Cloud institution name].
  - In the "Find Your Course" field, enter [insert iClicker Cloud course name].
  - Select "Add This Course" and it will be added to the main Courses screen of your iClicker account.

4. Purchase an iClicker subscription or access code, or use an iClicker remote to participate in class.

- Upon signing up with iClicker, you will have a two-week free-trial period for using the app to participate in class activities. **Before the free trial ends,** you need to purchase an iClicker subscription or obtain an access code to continue participating in class with iClicker on your mobile device, tablet, or laptop. To redeem an access code, you must visit the **Subscriptions** section of the iClicker student web app (**NOT** the mobile app). iClicker will let you know when your free trial is

ending. If your free trial ends without completing this step, you will be unable to participate in class activities until you purchase a subscription or enter an access code.

- iClicker remotes are available from [your campus bookstore or the Macmillan Learning Student Store.] If you purchase a new remote, you will receive five years of access to the iClicker student app upon registering your remote ID in the app. Even if you purchase a used remote, you don't need to buy a subscription or access code to participate in class with a remote! Just remember to create your iClicker student account and add your iClicker remote ID number to your profile. This will ensure your clicker responses show up in your iClicker account and in my gradebook.

5. Set up the device(s) you'll use to participate in our class sessions.

- You can download the iClicker student mobile app via the App Store or Google Play, or you can use the iClicker web app by signing in as a student at iclicker.com.
    - Connect to our classroom's Wi-Fi:
        - The wireless network you should use in our classroom is [WIRELESS NETWORK NAME].
        - Enter any additional information students need to join the network here.
- In order to use an iClicker remote in my class, just make sure you add your iClicker remote ID number to the profile section of your iClicker account. Remember to bring your remote with you to every class!

6. Now the fun part! Participate in my iClicker class activities.

- [GPS-enabled Attendance]: I have turned on a GPS location requirement for iClicker in our class. If you are not physically in class when you try to join with iClicker, you will not be counted as present and will not be able to respond to my polling/quizzing questions.
    - You will need to allow the device you are using to reveal your location in order to successfully check in.
    - If you have any issues with your device's location settings, refer to the Attendance Geolocation Troubleshooting Guide.
- [Synchronous class activities]: When it's time for class, make sure you have selected my course from the main screen of iClicker.
    - Select the **Join** button that appears on your screen, then answer each question I ask in iClicker.
    - For short answer, numeric, and target questions, make sure you select **Send**. [Note: Students with remotes cannot respond to target questions.]
- [Assignments (asynchronous for student app users only)]: Visit the **Assignments** section of iClicker to work through these activities at your own pace. You can exit and return to the Assignment and change your responses as many times as you'd like up until the due date. Once the due date has passed, you will be able to review your performance.
- [iClicker remotes]: If you are using an iClicker remote, make sure your remote frequency is set to [insert your base frequency code].
    - When I ask a question, use your remote to respond.
    - For short answer and numeric questions, make sure you press **Send** after punching in your answer. [Note: Students can use the iClicker 2 remote (but not the iClicker+ remote) to respond to short answer and numeric questions.]
    - You will be marked present when you respond with your remote.

7. **Keep track of your attendance, review your work, and study after class in iClicker.**
    - You can review your attendance record in iClicker, making it easy for you to manage your course attendance.
    - You can review your grades, performance, and participation in iClicker.
    - You can bookmark the questions I asked during class to turn them into flashcards or practice tests in the Study Tools section of iClicker. [Note: Instructors must share images and grade responses in order for students to use Study Tools as designed.]

Academic Integrity Information

iClicker activities fall under the provisions of our campus academic honesty policy. Students must not engage in academic dishonesty while participating in iClicker activities. This includes but is not limited to:

- Checking in while not physically in class
- Having another student check you into class
- Answering polling questions while not physically in class
- Looking at other students' devices while answering live questions
- Using more than one iClicker remote or account at a time

Any student found to be in violation of these rules will lose their iClicker points for the entire term and may be reported to the Dean of Student Discipline.

Need help with iClicker?

- If you are having trouble with your iClicker access code, check out this guide to access code errors.
- If you are having issues connecting to the iClicker student app, check out these iClicker connectivity tips.
- If you are having issues seeing your iClicker points, check out this troubleshooting guide.
- Find answers to other questions and contact the iClicker Tech Support Team by visiting http://iclicker.com/support at any time.