**BUSI 3200.503**

**Professional Development III**

Summer 2025  Tuesday, 11-1:50 a.m.  FRLD 360

**Instructor**

Rachel Grimes

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**Course Description**

This is the third of three required 1-hour professional development courses. Provides skills and knowledge in several broad areas that are desired by employers. Help 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, industry, and government to expose students to valuable insights from first-hand experiences.

**Learning Outcomes**

* Learn valuable tools that can be used in the workplace.
* Understand the importance of networking and develop a preliminary list of social capital contacts.
* Understand the best practices for communications within the technological world we live in.
* Exhibit ability to communicate and use critical thinking skills to reflect and discuss material in teams.
* Understand and recognize the value of interpersonal skills in today’s work environment.
* Understand how business protocol can be used to reach the overall goal of an organization.

**Attendance**

Class **WILL** meet in-person. If you miss a class the highest possible grade you can get in this course will be a B, if you miss more than one class you will receive a D. Because we only meet 5 times, every class meeting is essential to your success and your overall grade.

In-person attendance will be taken at the beginning of class – Students that are not present for the attendance check at the start of class will be considered late and not receive full credit for attendance. The instructor reserves the right to handle extenuating circumstances at their discretion. If you are planning to be out for any reason, notify me via email ahead of time. Notification does not guarantee you an excuse but rather allows for an explanation of your circumstances. Communicate and make connections with your classmates, and inform them about your absences so that they can help catch up on work missed, tips, notes, etc.

**Email Communication**

Please do not send messages via Canvas – only send emails. Emails needs to have BUSI 3200 in the subject line.

**Required Text**

There is no required text for this course; however, students may be required to read articles or listen to podcasts throughout the semester.

**Class Dates**

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| Week 1  | June 24th |
| Week 2 | July 1st  |
| Week 3 | July 8th  |
| Week 4 | July 15th  |
| Week 5  | July 22nd  |

**Assignments & Grading**

All assignments are due by 11:59 p.m. on the date listed. More information about assignments can be found in

Canvas.

**Course Schedule**

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| **Week** | **Date** | **Topic** | **Associated Pre-work or Assignments** |
| 1 | 6/24 | Company Values, Mission Vision, Job Description Evaluation  | **Before class:** Listen to season 2, episode 4 of the podcast *Work Life by Adam Grant* titled “The Perils of Following your Career Passion.”**Group Work:** Company Ideation, Values, & Job Descriptions  |
| 2 | 7/1 | Resumes, Portfolios, and Interviewing  | **Before class:** Interviewing Practice Tools & Big Interview Account Creation**For Class:** Bring 2 copies of a resume with your name and identifying information removed**Group Work:** Job Descriptions, Interview Questions, Workplace Design  |
| 3 | 7/8 | Benefits, Salary Negotiation, Network Building | **Before class:** Listen to the podcast *Work Life by Adam Grant* titled “The Three Big Myths of Mentorship.”**For Class:** Identify and categorize 2 weeks of expenditures (optional but helpful to overall lecture)**Group Work:** Professional Development, Establish Benefits, Benchmark Salaries  |
| 4 | 7/15 | Leadership, Conflict Management, and Communication  | **Before class:** Listen to season 1, episode 1 of the podcast *Work Life by Adam Grant* titled “How to Love Criticism.” **For Class:** Bring your conflict management style quiz results **Group Work:** Workplace expectations, technology, and communication, growth markers. Presentation Development |
| 5 | 7/28 | Group Presentations, Evaluations & Feedback | **Before class:** Submit group project documents and presentation.  |

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| **Assignment** | **Description** | **Modality** | **Points** | **Date** |
| Attendance | Come to class ON TIME- for every 5 minutes you are late you will lose points.  | In-person | 20/class,100 total | 7/22 |
| Resume Reviews  | Bring 2 resumes to class with identifying information removed.  | In-person | 20 | 7/1 |
| Group Deliverables  | See Group Project Deliverables & Rubric  | Canvas  | 60 | 7/22 |
| Group Presentation | Group presentation grading rubric  | In-Person | 20 | 7/22 |
| 360 Group Evaluation | Feedback from group members on contributions  | In-Person | 10 | 7/22 |

Due dates and assignments are subject to change. Changes will be communicated via email and Canvas announcements. Students are responsible for monitoring their email and Canvas.

**Late Submissions**

Late work will not be accepted. All work turned in after the due date will receive a grade of zero unless the student has made an arrangement with the professor in advance or has a [university-excused absence  (Links to an external site)](https://policy.unt.edu/policy/06-039) and provides documentation within 48 hours of the missed deadline.

**ADA Accommodations**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

**Emergency Notifications and 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.

**Academic Integrity Expectations 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.

**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.

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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.

**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>.

**Eagle Connect**

Your access point for business and academic services at UNT occurs at [http://www.my.unt.edu.](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 email: <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>