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Course Syllabus
AMDS 4010.501 – Integrative Seminar III: Campus to Career
Spring 2026 8 WK 1: Jan 12 – Mar 6

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Office Hours: TBA in-person and online by appointment

Course Description
This 8-week seminar focuses on student professional development and career readiness, exploring best practices to help students succeed in their future careers.

Attendance
This class will meet in person weekly and on occasion asynchronously (on your own time). Since we meet only once a week, each class meeting is essential to your success. To prepare you for the workforce, on-time arrival is important. Arriving at class more than ten minutes after the start time will be counted as an absence. Students should read the assigned material or complete assignments **before** attending the class and be prepared to discuss and ask questions. If a student is **more than 10 minutes late** to class, they will be considered absent and charged with an absence. The instructor reserves the right to handle extenuating circumstances at their discretion. **Students who compile two (2) unexcused absences will be docked a full letter grade. Students who compile three (3) or more unexcused absences will receive an "F" for the course.**

Email Communication & Office Hours
Please do not send messages via Canvas – only send emails. Emails need to have **AMDS 4010** in the subject line. You can connect with me by scheduling office hours. Office hours are similar to meeting with your manager when you need support, have specific questions, or would like to discuss your growth and development opportunities. To schedule office hours, please email me with three available dates and times. Your success is our goal.

Fall Semester Dates to Know

Classes begin	January 12
Martin Luther King Jr. Holiday – No classes	January 19
Last day to drop with a W	February 20
Last Regular Class Meeting	March 5
Final exams (there is no final for this course)	March 6
Grades Submitted to Registrar	March 9

Course Learning Outcomes

By the end of the semester, students:

- Evaluate chosen career path by assessing the skills and traits needed for success
- Exposure to Financial literacy concepts that are vital for life after graduation
- Integrate components of professional networking into everyday life, including the identification of a professional mentor, happy hour behavior, lunch/dinner etiquette, etc.
- Attain the skills to read a job posting holistically to determine what is being hired, cultural fit, skills, and traits described, and potential interview questions/answers

Course Overview

Week	Date	Topic	Associated Assignments
1	1/15/26	Syllabus Overview, Personal Assessment & Career Exploration	- Personal Assessment / NACE Competencies - Ideal Job Reflection
2	1/22/26	Coachability, Motivation & Work-Life Integration	- Podcast: *Dolly Parton is burning up, not burning out* - Motivation Assessment & Reflection
3	1/29/26	Resumes & Job Descriptions	- Resume Draft - Job Description Reflection
4	2/5/26	Company Cultures & Values	- Company Culture Reflection - VIA Values aligned to Ideal Company Reflection
5	2/12/26	Healthy Habits	- Podcast: *Handling Finances During a Job Change* - In-class assignment
6	2/19/26	Personal Branding	- Personal Branding Statement - LinkedIn Assignment
7	2/26/26	Navigating Professional Social Interactions	- Etiquette Reflection
8	3/5/26	Final Project	In-Class Presentation

Assignments & Grading

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

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

Grading

A: 90% - 100%
B: 80% - 89%
C: 70% - 79%
F: less than 70%

Student Academic Support Services

- [Code of Student Conduct:](#) provides Code of Student Conduct along with other useful links
- [Office of Disability Access:](#) exists to prevent discrimination based on disability and to help students reach a higher level of independence
- [Counseling and Testing Services:](#) provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- [UNT Libraries](#)
- [UNT Learning Center:](#) provides a variety of services, including tutoring, to enhance the student academic experience
- [UNT Writing Center:](#) offers free writing tutoring to all UNT students, undergraduate and graduate, including online tutoring
- [Succeed at UNT:](#) information regarding how to be a successful student at UNT

UNT POLICIES

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)](#) 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. **In this course, the use of GenAI tools is limited as directed by the instructor. Any additional use requires explicit permission, proper citation, and authentic student work.**

Generative Artificial Intelligence (GenAI)
Throughout the semester, you may use specific GenAI tools for certain assignments, with guidance on responsible use. These assignments help build ethical resilience and GenAI literacy, preparing you for careers in a GenAI-oriented workforce. I use GenAI (Grammarly) and will disclose how I use it in this course, and I expect the same from you.

In accordance with the UNT Honor Code, unauthorized use of GenAI tools is prohibited. Using GenAI content without proper credit or submitting your own work with GenAI undermines the learning process and violates UNT's academic integrity policy. If you are unsure whether something is allowed, please seek clarification.

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. 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 Canvas 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