

Course Syllabus
INDS 2001.501 – SEMINAR IN INDUSTRIAL DISTRIBUTION II
Fall 2025

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Course Description

This seminar is focused on student professional development and career readiness, exploring professional development best practices to help students succeed in their respective 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 more than two (2) unexcused absences will be docked a full letter grade. Students who compile more than three (3) 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 INDS 2001 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	August 18
Labor Day – No classes	September 1
Last day to drop with a W	November 7
Fall Break – No classes	November 24 - 30
Last day of classes	December 4
Final exams (there is no final for this course)	December 6 - 12

Course Learning Outcomes

By the end of the semester, students:

- Will be able to demonstrate both written and verbal professional communication skills
- Will understand how to leverage their natural talents and virtue alignment using the results of the CliftonStrengths and VIA assessments
- Will have created a professional cover letter and resume that highlights their skills and experience to be used for internships or the workforce
- Will have a strategy for approaching the job interview cycle

Course Overview

Week	Date	Topic	Associated Assignments
1	8/19/25	Syllabus and Professionalism 101	
2	8/26/25	Self-Development: Strengths vs Weaknesses	Complete CliftonStrengths assessment and submit Strengths Reflection (Due 9/1)
3	9/2/25	NACE Competencies	In class: Complete the self-assessment.
4	9/9/25	Job Descriptions & Skill Alignment	Before class: Listen to the podcast <i>Get a 6-Figure Job You Love</i> by Natalie Fisher titled “How to Use Job Descriptions to Your Advantage.”
5	9/16/25	Networking 101	LinkedIn Profile (Due 9/22)
6	9/23/25	Crafting the Resume	Resume Draft (Due 9/29)
7	9/30/25	VIA Character Strengths	VIA Assessment Results and Reflection (Due 10/6)
8	10/7/25	Crafting the Cover Letter	Final Resume & Cover Letter (Due 10/24)
9	10/14/25	Corporate Values Alignment / Corporate Social Responsibility	Discussion Post (Due 11/3)
10	10/21/25	Interviewing – Career Center	In-Class Presentation – No Assignment
11	10/28/25	National, Multinational, and Global Companies	In-Class Activity
12	11/4/25	Communication in a Multigenerational Workforce / Internship Prep	Apply to 40 - 50 internships (Due 12/1)
13	11/11/25	Employee Engagement	Discussion Post (Due 11/17)
14	11/18/25	Best Self-Reflection / Action Plan	In-Class Activity
15	11/25/25	Fall Break – No Class	No Assignment
16	12/2/25	Final Presentations	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.

Assignment	Description	Modality	Points	Date
Attendance	Come to class! It is essential that we this course like a job.	In-person	10/class, 140 total	
CliftonStrengths Assessment and Strengths Reflection Paper	Reflect on your assessment results and how you recognize or do not recognize your top five strengths in action.	Canvas	10	9/1
LinkedIn Profile	Utilize what you have learned to create a standout LinkedIn profile. Follow 3 organizations, connect with 5 people, and make 2 authentic posts.	Canvas	20	9/22
Resume Draft	Begin drafting your resume.	Canvas	10	9/29
VIA Assessment & Reflection Paper	Complete the assessment and identify how your character and values align with a potential employer.	Canvas	10	10/6
Final Resume & Cover Letter	Have a UNT Career Coach review your resume and cover letter.	Canvas	30	10/24
Company Profile Alignment	Identifying which type of employer interests you and articulating why you are interested in that organization.	In-person	10	11/3
Internship Prep	Apply to 40 - 50 internships	Canvas	10	12/1
Engagement Reflection Paper	Reflecting on the differences between satisfaction and engagement in the workplace.	Canvas	10	11/17
Final Presentation	Putting it all together, a presentation incorporating your strengths, character, values, communication, and action plan to be successful.	In-person	70	12/1
		TOTAL	320	

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.**

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/>

Generative AI (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 I will always disclose how I use GenAI related to 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 substituting your own work with GenAI undermines the learning process and violates UNT academic integrity policy. If you're unsure whether something is allowed, please seek clarification.

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>