

Instructor

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Office Hours: By appointment

Course Description

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 help students develop strategies to become career ready. BUSI 1200 will help students integrate knowledge of self with career exploration. This course will introduce students to basic professional development concepts necessary to perform and succeed in a business environment.

\Information on this syllabus is subject to change at the discretion of the instructor;

Skills and Competencies

Students completing this course will gain the following skills and competencies:

- Communication
- Professionalism
- Career Self Development

Learning Objectives

This course will specifically focus on “soft” skills that are an 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 resume
- Develop networking strategies relevant to professional development
- 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
- Gain an understanding of the importance of diversity in the workplace
- Demonstrate awareness of behavioral norms within a business in relationship to communication, appearance, etc.

Course Information

- **Course Structure:** This course is in person. There will be a combination of lecture, guest speakers, and various assignments to assist students to gain competency in

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professional and career development. There will be several modules that students will need to study on their own time.

- **Attendance:** Required: This class will have extensive interaction and reviews of progress during class time.
- **Attendance Points:** We will meet at the regular class time in-person *15 times during the semester. 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.
- **Note:** In the professional world beyond UNT communication is paramount regarding participation in required meetings, activities, etc. Therefore, if possible, students should let the instructor know ahead of time that they are unavailable for the regular class meeting. If students are not able to notify the instructor prior to the class meeting they should contact her as soon as possible. In either case, the instructor will provide guidance on makeup if any for excused absences.
- **Turning in Late Work:** Points will be deducted for assignments that are submitted late. Assignments submitted more than a week late will receive 0 points unless the assignment has a provision for later submissions.

Required Resources-----



<https://careercenter.unt.edu/resources/myplan/>

Fall 2024 Academic Calendar- 8 Week 2

Classes Begin	March 17
Last Day to Add a Class	March 21
Drop with a Grade of W Begins	March 23
Last day to change to pass/no pass grade option (undergrads)	April 4
Midpoint of the semester	April 11
Last day for a student to drop a course or all courses with a grade of W	April 25
First day to request a grade of Incomplete	April 26
Pre-Finals Days	NA
Last Regular Class Meeting	May 8
Reading Day - No Classes	NA
Final Exams	May 9
University Grade Submission Deadline 4pm	May 12
Grades/Academic Standing posted on the Official Transcript	May 14

For the entire Fall Spring 2025 Academic Calendar, you can find that here

<https://registrar.unt.edu/registration/fall-academic-calendar.html>

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Class Meetings-----

1	03/17/2025	Welcome to Class! No In-Person Class Today. Complete Canvas Discussion Board Assignment; Pre-Survey; and Course Overview	Register for UNT All Major Career Fair here . You must create a handshake account first. Mandatory Pre-Survey in Canvas is due by 5pm!
2	03/19/2025	Academic Advising Overview	Mandatory Class Attendance
3	03/24/2025	Academic Success/ Advising (Part 2)	Mandatory Class Attendance (come to class with advising sheet assignment completed). This will take the place of meeting with an advisor**
4	03/26/2025	Student Money Management Center (SMMC) Presentation <i>Life After UNT: Entering the Job Market</i>	Academic Integrity Quiz due in Canvas. Class presence helps with this quiz.
5	03/31/2025	You Are Here – Basics of Career Planning Intro to MyPlan Intro to Elevator Speech & Resume	
6	04/02/2025	Incentive Distribution & Elevator Speeches in Class	Elevator Speeches in class
7	04/07/2025	Career Research Project Discussion RCOB Career Center Presentation	Career Research Project in Class Turn in questions in Canvas by 11 pm Resume due by 11 pm
8	04/09/2025	RCOB Edge Program Presentation	Cover Letter due in Canvas by 11 pm Edge Ethics Survey after class for incentives in Canvas
	04/10/2025	Optional Virtual Career Fair	11 am – 3 pm. Register here.
9	04/14/2025	Personal Branding- Building a LinkedIn Profile	MyPlan due in Canvas by 11 pm
10	04/16/2025	No In-Person Class Today- Attend Career Fair on 4/16/2025	All Majors Career Fair, 1 pm – 4 pm, Location: Union 314/333
11	04/21/2025	Personal Mission Statements & Professional Dress <i>Optional Career Readiness Festival – Sage Hall Lawn (11am – 2 pm)</i>	Register here for the optional Career Readiness Festival. Personal Mission Statements Due in canvas by 11 pm
12	04/23/2025	Networking, Job/Internship Searching & Business Communications	
13	04/28/2025	Internship Presentation	Mandatory Class Attendance LinkedIn Profile due by 11 pm in Canvas
14	04/30/2025	Diamond Eagle Student Resource Center Presentation	
15	05/05/2025	No In-Person Class Today- Online Quiz- due before 11pm	Complete quiz in Canvas by 5 pm
16	05/07/2025	Last Day of Class- Post Survey	

Grading and Assignments-----

Assignment details will be posted in the Canvas course. All modules, presentations and details for each assignment will be in Canvas. You are expected to login to Canvas regularly for updates and announcements. This will be the primary way outside of class that the instructor communicates with you. Any changes to class meetings or assignments will be posted in the “Announcements” tab for the class in Canvas.

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%, D = 69% to 60%, and F = below 60%.

Academic Advising Assignment	100	3/24/2025
Academic Integrity Quiz	25	3/26/2025
Elevator Speech	20	4/2/2025
Resume	35	4/7/2025
Career Research Project	20	4/7/2025
Cover Letter	15	4/9/2025
Edge Ethics Survey	25	4/9/2025
My Plan	20	4/14/2025
Career Fair Attendance	20	4/16/2025
Personal Mission Statement	15	4/21/2025
LinkedIn Profile	20	4/28/2025
End of Class Quiz	35	5/5/2025
Attendance/Discussion	50	(Throughout 8 weeks)
TOTAL POINTS	400	

Guest Speakers-----

One of the objectives of this course is to “Demonstrate awareness of behavioral norms within a business in relationship to communication, appearance, etc.” With this in mind, it is important to be aware of your presence and “personal brand” at all times, in particular when we have a guest speaker in class. Thinking ahead to your career and being in the boardroom listening to your CEO, hearing a sales pitch from your future marketing team or negotiating a huge contract with a client, it is important for you to be aware of your behavior when a guest speaker is in class. Unless the guest speaker asks you to use your phone or laptop, please refrain from using these devices while the guest speaker is presenting. It is important to be “present” during the presentation, ask appropriate questions and take in all the guest speaker has to offer. You never know what doors the guest speakers may open for you in the future!

The Fine Print-----

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 analysis. 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

Students caught cheating or plagiarizing will receive a "0" for that assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: (a). use of any unauthorized assistance in taking quizzes, tests, or examinations; (b). dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (c). the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; (d). dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or (e). any other act designed to give a student an unfair advantage. The term "plagiarism" includes but is not limited to: (a). the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and (b). the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Use of Technology

With the exception of using a laptop to take notes, 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.

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>.

Disability Accommodation Statement

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 (<https://disability.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 e-mail: <http://eagleconnect.unt.edu/>

Student Evaluation of Teaching

Student feedback is important and an essential part of participation in this course. The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide you with an opportunity to evaluate how this course is taught.

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>

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/>.