



**UNIVERSITY of NORTH TEXAS
COLLEGE of BUSINESS**

**BUSI 2200.001 – Professional Development II - Critical Thinking and Decision Making in
Business, SPRING 2019**

Meets Tuesdays 3:00 pm – 3:50 pm in BLB 015

January 14 – May 10, 2019

Professor: Timothy Kincaid, EdD, MBA, PCC
Office: 313A Business Leadership Building
E-mail: timothy.kincaid@unt.edu
Office Hours: Tuesdays, 2-3 and 4-5 p.m.
Virtual Hours (via Zoom or phone) – Weekdays 9-4 p.m., by appointment
*Finals Week – No Office Hours, by Appointment Only

Please contact me directly through Canvas messaging. I will respond to you within 24-48 hours, depending on your question or concern and whether I need to do additional research. If you do not receive a response from me after 48 hours, please re-send your message, email me, or call me and leave a voice message. I read all emails but I must not have responded for some reason. We will primarily be using the messaging tool in Canvas. If you have concerns of a personal nature, email me with “BUSI 2200” in the subject line and identify your name, student ID, and clearly specify your question. Please review [this link](#) and tailor your communication to me (and others). Being professional is critical in the business world and it starts with a simple email or message.

COURSE LOGIC

Employers are looking for employees who possess critical thinking skills because:

- “To think critically, you need to question assumptions, adopt different perspectives, see potential, and manage ambiguity.” *John Baldoni, 2010, Harvard Business Review.*
- “Critical thinking is the mental process of objectively analyzing a situation by gathering information from all possible sources, and then evaluating both the tangible and intangible aspects, as well as the implications of any course of action.” *Holley Green 2012, Forbes.*
- “The ability to cross-examine evidence and logical argument. To sift through all the noise.” Richard Arum, New York University sociology professor
- “Thinking about your thinking, while you’re thinking, in order to improve your thinking.” Linda Elder, educational psychologist; president, Foundation for Critical Thinking
- “Do they make use of information that’s available in their journey to arrive at a conclusion or decision? How do they make use of that?” *-Michael Desmarais, global head of recruiting, Goldman Sachs Group*
- “. . . 91% of employers say they value critical thinking, communication, and problem solving skills more than a potential employee’s undergraduate major.” *Association of American Colleges and Universities, 2015*

COURSE DESCRIPTION

Professional Development II-Critical Thinking and Decision Making in Business (BUSI 2200, 1 credit hour) is the second of three required 1-hour professional development courses for the BBA programs. It focuses on crucial desired skills in managers and business leaders. The course is divided into modules: defining the problem, developing alternative solutions, decision making, and presenting your decision. Pass/no pass only.

Prerequisite(s): Restricted to College of Business majors.

The course is divided into four broad modules:

1. *Identify or define the problem* - More often than not, managers face situations that are ill-defined, unstructured, and ambiguous. In fact, some may face situations that some define as the problem, but in fact may be just symptoms. This stage involves looking at the symptoms, assumptions, and information; identifying possible causes/underlying factors; and separating symptoms from causes.
2. *Develop and examine alternatives/solutions* - To find an appropriate solution, managers must diligently consider a range of possibilities. This stage involves examining assumptions, researching information, not jumping to obvious conclusion, adopting different perspectives, and managing ambiguity and confusion due to multiple options.
3. *Decision making* – Module three covers evaluating alternatives using data, information, assumptions, tangible and intangible cost-benefit analyses, theories and principles (including ethical principles); and arriving at one or two solution(s).
4. *Presenting your decision* – Taking ownership of your decision, being aware of its consequences, and effectively communicating your decision to others.

This course is designed to be interactive, and it is both encouraged and expected of you to share your understanding of and experiences with the material discussed in class. There will be a mix that includes readings, lecture, critical discussion, guest lectures, group work, experiential learning (e.g. reflection, role-playing, short cases). This mix is designed to facilitate three separate yet equally important learning goals:

1. Foundational, evidence-based knowledge on each of the topics (this will primarily come from your readings and lectures);
2. The application of this knowledge (from group work, and other exercises); and
3. Skill building and skill development in each of these areas (from active practice, role-playing, and other exercises).

COURSE OBJECTIVES

This course introduces students to the importance of using reliable sources to make decisions in business, using critical thinking and problem-solving skills to evaluate the feasibility of decisions, presenting and making recommendations effectively, while establishing and maintaining collaborative relationships with others. The course strives to achieve the following:

1. To expose student to key concepts and tools for critical thinking and decision making in business
2. To offer platforms for students to apply critical thinking and decision making

3. To expose students to the concept of effectively working in teams
4. To provide students opportunities to practice and improve their presentation skills
5. To provide students opportunities to practice and improve their writing skills
6. To allow students to build a professional network
7. To share resources on how to find and work with a mentor
8. To introduce students to campus programs that can assist in their professional development

REQUIRED MATERIALS

You will need to purchase the CliftonStrengths for Students Access Code (\$11.99) at <http://shop.gallup.com/>. This reduced rate is available to UNT students – you must follow instructions, provided in class/via Canvas.

RECOMMENDED READINGS

There is no required textbook for this course. However, I will distribute relevant readings from popular press, books, trade publications, and other resources in class and/or via Canvas. The library guide for this course includes a number of recommended books and resources.

<https://guides.library.unt.edu/busi2200>

MY TEACHING APPROACH

“The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.” – William Arthur Ward

One of the Department of Management’s core values is **Students First**. As your professor, I will guide you toward self-discovery, acquisition and application of knowledge, and creative problem-solving. I do not assign “busy work”. All readings, assignments, role-play exercises, etc. are structured in a way to maximize your potential, challenge you to explore new horizons, and make you more marketable in the workplace. If I believe that you will not be successful in this course, I will require a face-to-face meeting where we will discuss your situation and mutually agree on a plan designed to ensure your success. If you do not come to class, I have not heard from you for a while, and you have not completed the assigned work, another university representative will likely contact you depending on the circumstances. Keeping me informed of your progress and any issues that may arise is critical. The University of North Texas has a number of resources available to students to ensure you are making appropriate progress toward the attainment of your educational and personal goals. You are not alone!

ACHIEVING SUCCESS

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grow. As a UNT faculty member, I am committed to helping you be successful as a student, and in your career beyond. 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 to <https://success.unt.edu/>.

ACCESS TO CANVAS & HELPDESK

I will use Canvas to share various updates and relevant information, including additional resources through the Announcements tab. Announcements can be accessed via the left-hand

navigation menu. It is your responsibility to check Announcements at least once a week. Check your Canvas profile to ensure you get announcements pushed via email to your preferred email address (default is your UNT email). If something is unclear, contact me to ask for clarification, ask during class, or ask via Canvas messaging.

- Access the course at <https://canvas.unt.edu>
- Login using your EUID and Password
- Click “BUSI 2200” from the list of courses

Please immediately report all Canvas problems to the helpdesk at 940-565-2324. Forward any such communication to me as needed and obtain a ticket number. Google Chrome and Mozilla Firefox are the preferred browsers for Canvas. Canvas uses pop-up windows to display content so you will need to modify pop-up blocker software.

ACCESS TO FOLIOTEK

We will use Foliotek to complete an assignment and to review relevant content. You used FOLIOTEK as part of BUSI 2100. You can access Foliotek through Canvas or at <https://secure.foliotek.com/>.

EAGLE CONNECT ACCOUNTS

All students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. Ensure that you set your notification preferences in Canvas so that you receive announcements at that account (in addition to other secondary email addresses you may be using). For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit <https://eagleconnect.unt.edu/>

EVENT TIMING

All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

CLASSROOM ETIQUETTE

You are expected to behave in a professional and respectful manner during class. You are enrolled in a course in the College of Business at a major four-year University and I will hold you to the same standard that any professional would in a typical business setting. In this context, professionalism includes respecting others’ opinions, working together in a spirit of cooperation, following University and class policies, and actively listening to those who are speaking. Your communication with peers, guest speakers, and with me must be respectful and appropriate. I expect you to be polite, to be considerate, and to demonstrate integrity. Completing homework for other courses, browsing the internet, making online purchases, to name a few, are not examples of being respectful or professional. Honing your professional skills is part of the university experience and one of the learning outcomes of this class. **Please do not text in my class.** Also, do not read or view any materials during our class time that do not directly relate to our discussed topic.

Any behavior on the part of the student that is considered to be disruptive by the instructor will be dealt with according to University guidelines. If the student fails to adhere to such policies even after being made aware of such behavior, then he or she will be asked to leave the classroom and will be subject to further disciplinary action as laid out in the University policies. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>

EVALUATION AND GRADING

A minimum course average of 70% and attendance is required to pass the course. Your grade in this course will be calculated by adding the total points earned during the semester. You will **earn** a grade based on successful completion of the following:

Item	Max Points Possible	Percentage of Grade
In-Class Attendance & Participation	20	14%
Guest Speaker Takeaways: 4 @ 5 pts. each	20	14%
Distinguished Speaker Attendance	10	7%
Attendance at 1 of 2 Career Fairs	10	7%
Individual Assignment 1: GRIT Gauge™	10	7%
Individual Assignment 2: LinkedIn Profile	20	14%
Individual Assignment 3: CliftonStrengths	10	7%
Team Assignment 4: Problem-Solving	20	14%
Individual Assignment 5: Reflection	<u>20</u>	14%
Maximum Points Possible	140	

Total Points Earned

98-140	Pass
0-97	No Pass

If you have any questions about your progress in this course, please contact me during office hours or schedule an appointment. Your privacy is important therefore we will not discuss grades and your individual progress during class.

SUBMISSION OF ASSIGNMENTS

You will submit all assignments through the respective tab on Canvas or another platform (e.g., Foliotek) as instructed by me. **I will not accept paper assignments brought to class or sent via e-mail or Canvas messaging.** If you upload the wrong document in error, you must contact me. You are responsible for ensuring that you upload/submit all required documents via the correct assignment tab by the due date. When uploaded, assignments will be submitted to the Turnitin platform (if applicable). **Assignments are due by 11:59 pm on Tuesdays on the dates listed in the Course Schedule.** Assignments will not be returned in class. I will provide my detailed feedback in Canvas. If you would like to discuss your assignment in more detail, please contact me to schedule an appointment.

LATE WORK

Submitting work on time is important and is expected. I will accept late work by Friday of the due date week. However, submitting work late will automatically result in a 50%

reduction of your grade. It is not fair to other students to allow a student/team to submit late work and receive full credit. An exception to the above may be made on a case-by-case basis if you provide documentation substantiating a valid personal emergency. If you are overwhelmed or feeling behind, please contact me before the assignment is due. **Early submission of assignments is welcome.** You should not have an expectation that I will be clarifying assignment expectations or answering assignment questions the day the assignment is due.

GRADING FEEDBACK

Review the assignment and the requirements as necessary to ensure you understand what is required. **I encourage you to ask questions and ask for clarification prior to submitting your assignments.**

I usually grade assignments within five (5) days of submission. Please consider my feedback open-mindedly. My goal is to help you better understand concepts and clarify any misunderstandings. If I have deducted a few points, attempt to see the reasoning instead of becoming upset about not receiving the maximum points for the assignment. **I dedicate a lot of time to grade your submissions and provide you meaningful feedback so that you can succeed in this course, other courses, and the workplace.** In addition, I cannot address every possible error so **I expect you to review your assignments to pinpoint any deficiencies and improve your future submissions.** Review and reflection contribute to an effective learning process.

ATTENDANCE AND PARTICIPATION

This course is taught face-to-face. Students are responsible for all material presented in class. Regular attendance and participation is expected and is subject to the UNT Student Attendance and Authorized Absences Policy. **Attendance will be taken during each class.** Arrive on time and stay until class has concluded. Class will start promptly, and your tardiness will disrupt others.

You should view class attendance as you would view work attendance and communicate to me (via Canvas or e-mail) when you must miss a class. This is part of being professional and being accountable. You are given two (2) days of allowed absences for the semester. You are expected to manage these two days to cover all expected and unexpected class absences. **Each absence after the second will reduce the student's grade by 10 course points. Missing four (4) or more classes will result in automatically failing the course.** If you are absent, you are responsible for obtaining lecture notes, handouts, or information about the missed class from your peers. I will answer all emails EXCEPT those that ask "What did I miss in class?"

You will receive 2.5 points per each guest speaker session you attend during class that will count towards your attendance. Your participation grade will be updated towards the end of the semester and is based on how you conduct yourself during the entire semester and how well you contribute to in-class activities.

GUEST SPEAKER TAKE AWAYS

All students are expected to be courteous and respectful to our guest speakers. This includes arriving on time, paying attention, and demonstrating interest by participating and asking questions when appropriate. Each student will submit (via Canvas) a Takeaway (5 points) after each guest speaker's presentation. This requires that you pay attention to our guest speakers and that you attempt to see how the material they discussed applies to you and what actions you need to take to ensure you will succeed in a chosen career field. If you do not attend a guest speaker session, you will not be able to complete the guest speaker takeaway (and you will miss 5 points per speaker).

ATTENDANCE AT DISTINGUISHED SPEAKER LECTURE SERIES

The UNT College of Business will be hosting **Wilson Jones ('85)** as the 2019 Distinguished Speaker at 4 p.m. on Tuesday **March 5, 2019**. Wilson is the President and CEO of Oshkosh Corporation and will be presenting on the topic of "Building a healthy business culture through 'doing the right thing'."

You can register by following this link: <https://cob.unt.edu/dss/jones>. Your student ID will be swiped at the event and I will update your grade once I receive the list of attendees. Attending such events will allow you to expand your horizons and learn about a new industry.

ATTENDANCE AT A CAREER FAIR

You will either attend the College of Business Career Fair held on **February 13th** or the All Majors Career Fair held on **April 17th**. Attending career fairs and interacting with potential employers is a critical step in your professional development. Please note that even if you attend both career fairs, you will only earn points for attending one of them.

ASSIGNMENT 1: Grit Gauge™

You will complete the Grit Gauge™ via Foliotek. Prepare to discuss your results in class.

ASSIGNMENT 2: LinkedIn Profile

This assignment requires you to consider your professional brand. Executive presence on social media is a powerful tool for promoting yourself. We will take a closer look at your LinkedIn profile as well as how professionals use LinkedIn. I will provide detailed instructions and a rubric.

ASSIGNMENT 3: CliftonStrengths

You will complete the CliftonStrengths assessments for students. **You will need these results to complete Assignment 4 (Team Assignment) and Assignment 5 (Reflection).**

ASSIGNMENT 4 (Team Project): Problem-Solving & Decision-Making Process

To apply concepts learned throughout the course, each team of five (5) students will be presented with a unique problem. As a team, you will determine your **decision-making process** by further defining the problem, researching relevant information, analyzing alternative solutions, and providing recommendations. You will need to describe how you have used your CliftonStrengths to approach this problem. I will assign students into teams. As a team, you will write a 3-5 page

report of your decision-making process, with **each student being responsible for at least a half (1/5) page of content**. I will provide a detailed description of the project, deliverables, and due dates.

Peer rating: All members of the same team will not necessarily receive an equivalent grade. Equal input is expected from each team member. Each team member will have the opportunity to rate the contributions of the other members. This peer evaluation will be used to assess whether or not each member has done his or her fair share of the work conscientiously. Peer evaluations will be due the day the team assignment is due.

ASSIGNMENT 5: Reflection

You will write a 1-page reflection of how you used your Strengths with other people on your team to accomplish the assigned task (Assignment 4). It would be very helpful if you read the *CliftonStrengths for Students* (e-book included with the assessment results). Part of this assignment also requires you to reflect on what you have learned in this course (so you could earn partial credit).

SUNDOWN RULE

You have **one (1) week from the date the grade is posted** to inquire about your grade on an exam, quiz, discussion, or any other assignment. The exception to this is when inquiries need to be taken care of as soon as possible before I submit grades to the Registrar. The purpose is to resolve any issue during the term and not wait until the last week of the term.

DROPPING THE COURSE

I usually advise against dropping a course. If you decide it is necessary to drop the course, please speak with me first, **meet with an advisor** and adhere to the Academic Calendar on the Registrar's website <http://www.unt.edu/catalog/>. Please note that **Monday, April 1st** is the deadline to drop a course and that Friday, April 19th is the last day to withdraw (drop all classes) where grades of W will be assigned.

ATTENDANCE POLICY

I understand that you may require time away from class. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances. In order to treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where. This is not intended to be an invasion of privacy, but will allow me to accommodate you during this unusual period of time. Please inform me of the situation at timothy.kincaid@unt.edu and provide any supporting documentation (redacting personal information as necessary) as requested. Also, please ensure that you contact the Dean of Students' Office as they may provide additional resources.

EMERGENCY NOTIFICATION & PROCEDURES

The University of North Texas uses an emergency Notification System, [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 Canvas for contingency plans for covering course materials. As a student, you may also register with Eagle Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university's website <http://www.unt.edu> will provide updated information during an emergency situation.

ACCEPTABLE STUDENT BEHAVIOR

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 <https://deanofstudents.unt.edu/conduct>

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.

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

For written assignments: Borrowed ideas and summaries of portions of the articles should also be paraphrased in your own words AND must be fully cited. Any idea, concept, or material that was not generated by you should be fully documented with citations. All sources may be cited using numbered footnotes/endnotes or using the in-line (author year) format. Footnotes and endnotes should include the fully bibliographic information. If you quote material, you must also include you source through proper citations. Large-scale "cutting and pasting" from other sources, even when properly cited, does not meet the criterion of submitting your own work and will result in a failing grade. NOTE: I will submit your work to an electronic plagiarism monitoring service such as www.Turnitin.com. Proper action will be taken if significant plagiarism is evident.

The incident will be reported to University authorities for appropriate disciplinary action. If you have engaged in academic dishonesty related to this course, possible consequences include a failing grade on the test or assignment, or a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. The Student Academic Integrity policy can be found at <https://policy.unt.edu/policy/06-003>.

RESEARCH PARTICIPATION

I make my classes available to faculty members and graduate students from the College of Business Administration who conduct research. You may have opportunities to serve as a research subject and earn points that you may have otherwise missed (e.g., you did not attend a Career Fair). You may choose not to participate in any such research.

OFFICE OF DISABILITY ACCESS

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (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.

The course instructor works closely with and conforms to the strict guidelines of the ODA. Printed exams can be administered by ODA at a location agreed upon by the client, the instructor, and ODA staff. In addition, recommendations as to extended timing and other conditions as prescribed will be met. **University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed** (usually this is done by sending the Instructor the letter of accommodation that has been approved by ODA for the semester).

COURSE EVALUATIONS (SPOT – Student Perception of Teaching)

UNT administers course evaluations to evaluate faculty performance and provide guidance on what can be improved with respect to course design, pedagogy, etc. Your honest feedback is very important and is an essential part of participation. I will not see these evaluations until after the semester is completed so please take the time to complete the evaluations which will be administered toward the end of the semester. For additional information, please visit the SPOT website at <http://spot.unt.edu/> or email spot@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. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

SYLLABUS MODIFICATIONS

I reserve the right to make changes to the syllabus to reflect any university-wide policy changes as well as to adjust due dates and content covered to better assist you in mastering the material. I will notify you of any such changes via e-mail, in person, and I will provide the updated syllabus to you. Any changes will be out of necessity or to benefit the class as a whole

SEXUAL ASSAULT PREVENTION

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

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

SPRING 2019 IMPORTANT DATES PER THE UNT REGISTRAR -

<http://registrar.unt.edu/>

- **January 14, Monday:** Classes Begin
- **January 21, Monday:** Martin Luther King Jr. Day – University Closed, No Classes
- **January 29, Tuesday:** Beginning this date a student may drop a course with a grade of W
- **March 11-17, Monday – Sunday:** Spring Break – University Closed, No Classes
- **April 1, Monday:** Last day for a student to drop a course
- **April 8, Monday:** A student who qualifies may request an Incomplete, with a grade of I
- **April 19, Thursday** Last day to withdraw (drop all classes). Grades of W are assigned.
- **May 2, Thursday:** Last Regular Class Meeting for Face-to-Face Classes
- **May 3, Friday:** Reading Day, No Classes
- **May 4-9, Saturday through Thursday:** Finals week. Final Exam Schedule available at: <https://registrar.unt.edu/exams/final-exam-schedule/spring>
- **May 10:** Term Ends
- **May 10-11:** Spring Commencement: <https://commencement.unt.edu/>

**BUSI 2200.001 – Professional Development II-Critical Thinking and Decision Making in
Business
SPRING 2019 COURSE SCHEDULE**

Week	Date	Topic	Reading/Assignment
1	Jan 14 - Jan 20	- Introductions & Course Overview - Syllabus Review - Completion of Goals	- Review Course Syllabus (thoroughly) - Attend Lecture: Course Intro - Review the “Home” Module in Canvas - Purchase CliftonStrengths Access Code - Familiarize yourself with Foliotek
2	Jan 21 - Jan 27	<i>UNT is closed on January 21st in observance of Martin Luther King Jr. Day (no classes).</i> - Module 1: Identifying or Defining the Problem	- Attend Lecture - Review Module 1 - Purchase CliftonStrengths Access Code - Familiarize yourself with Foliotek - Assignment 1 - DUE by 11:59 pm on Tues., Jan. 22 (submit via Foliotek)
3	Jan 28 - Feb 3	Guest Speakers: Library & Career Center	- Attend Guest Speaker’s Presentation - Reflect on Guest Speaker Takeaway
4	Feb 4 - Feb 10	- Module 1: Practice & Case Review - LinkedIn Assignment Review	- Attend Lecture - Review Module 1 - Reflect on Guest Speaker Takeaway - Guest Speaker Takeaway - DUE by 11:59 pm on Wed., Feb. 6th
5	Feb 11 - Feb 17	- Practice networking, prepare for Career Fair, review resumes - LinkedIn Assignment Review	- Attend Class - Attend COB Career Fair on Wed., Feb. 13, UNT Coliseum, 3:00 PM – 6:00 PM
6	Feb 18 - Feb 24	- Guest Speaker: TBA	- Attend Guest Speaker’s Presentation - Reflect on Guest Speaker Takeaway - Assignment 2 - DUE by 11:59 pm on Tues., Feb. 19 (submit via Canvas)
7	Feb 25 - Mar 3	- Module 2: Developing Alternative Solutions	- Attend Lecture - Review Module 2 - Reflect on Guest Speaker Takeaway - Guest Speaker Takeaway - DUE by 11:59 pm on Tues., Feb. 26^h
8	Mar 4 - Mar 10	- Module 2: Practice - CliftonStrengths Introduction	- Attend Lecture - Review Module 2 - Attend Wilson Jones Lecture on Tue., Mar. 5th, UNT Union, Lyceum, 4:00 pm

Week	Date	Topic	Reading/Assignment
	Mar 11 - Mar 17	<i>UNT is closed March 11 - 17 (Mon.-Sun.) for Spring Break. Have a safe and happy break!</i>	
9	Mar 18 - Mar 24	Guest Speaker: TBA	<ul style="list-style-type: none"> - Attend Guest Speaker's Presentation - Reflect on Guest Speaker Takeaway - Assignment 3 - DUE by 11:59 pm on Tues., Mar. 19^h (submit via Canvas)
10	Mar 25 - Mar 31	<ul style="list-style-type: none"> - Module 3: Decision Making - CliftonStrengths - Team Assignment Review 	<ul style="list-style-type: none"> - Attend Lecture - Review Module 3 - Reflect on Guest Speaker Takeaway - Guest Speaker Takeaway - DUE by 11:59 pm on Tues, Mar. 26
11	Apr 1 - Apr 7	<p><i>If you need to DROP this course, you MUST do so by Monday, Apr. 1st.</i></p> <ul style="list-style-type: none"> - Module 3: Practice - Work on Team Assignment 	<ul style="list-style-type: none"> - Attend Lecture - Review Module 3 - Work on Team Assignment
12	Apr 8 - Apr 14	Guest Speaker: TBA	<ul style="list-style-type: none"> - Attend Guest Speaker's Presentation - Reflect on Guest Speaker Takeaway - Work on Team Assignment
13	Apr 15 - Apr 21	<ul style="list-style-type: none"> - Module 4: Presenting Your Decision - Work on Team Assignment 	<ul style="list-style-type: none"> - Attend Lecture - Review Module 4 - Work on Team Assignment - Attend All Majors Career Fair on Wed., Apr. 17, Union 314, 1:00 PM – 4:00 PM - Guest Speaker Takeaway - DUE by 11:59 pm on Tues., Apr. 16
14	Apr 22 - Apr 28	<ul style="list-style-type: none"> - Module 4: Practice - Work on Team Assignment 	<ul style="list-style-type: none"> - Attend Lecture - Work on Team Assignment - Team Assignment 4 & Peer Evaluation Form - DUE by 11:59 pm on Tues., Apr. 23
15	Apr 29 - May 5	- Review	<ul style="list-style-type: none"> - Attend Lecture - Ask Questions - Reflection
16	May 6 - May 10	No Class. No Final Exam.	<ul style="list-style-type: none"> - Assignment 5 - DUE by 11:59 pm on Wed., May 8 <p>Best of luck on all exams!!</p>