Course Information (BUSN 2100, fall 2021):
Course Title: Business & Professional Development
Date & Time: Wednesdays from 12:20-1:10pm
Location: Friday building, room 141

Instructor’s Information:
Instructor: Paul Holliday-Millard (he/him/his)
E-mail: Paul.Holliday-Millard@uncc.edu OR pmillard@uncc.edu (either one works for me!)
Phone: 704-687-7680
Office: Niblock Student Center, 3rd floor of the Friday building
Office Hours: Drop-ins are on Monday & Tuesday from 12 – 1pm, appointments are by request.

Required Course Materials and Course Information:
• None – just your positive attitude and desire to become a part of the UNC Charlotte community!

Course Description/Objectives:

Course Description: A study of selected topics related to preparing business students for academic and career success. Topics include goal setting, understanding the inquiry process, and cultural awareness. This course is recommended for business students in their first semester at UNC Charlotte who are not eligible for or who have prior credit for BUSN 1101 – Introduction to Business and Professional Development

Course Objectives:
• Introduce you to college life, UNC Charlotte, and the Belk College of Business and introduce you to the many campus resources vital to your academic success.
• Examine the different majors in the Belk College and create an awareness of the various career opportunities in business.
• Formulate a Career Map, including developing academic and career goals and identifying specific strategies, activities, and business skills that will help you achieve these goals.
• Expand and enrich your business vocabulary and research skills.
• Increase your awareness of how external environments influence our personal behavior and choices and provide an atmosphere that fosters openness to others among our students.
Prospect for Success: Every new student at UNC Charlotte completes a “Prospect for Success” (PFS) course. BUSN 2100 is the PFS course for students in the Belk College of Business. There are three student-learning outcomes (SLO’s) for each new student.

- **Cultural Awareness** – Students will demonstrate an understanding of themselves, and of others, as individuals whose worldview and capacities are shaped by culture and experience and a willingness to take the worldview and capacities of others into consideration.
- **Commitment to Success** – Students will identify specific and realistic goals for their collegiate experience, develop or exhibit strategies for achieving these goals, and recognize the need to make change in light of experience.
- **Inquiry** – Students understand or experience inquiry as an open-ended process that explores evidence and/or approaches to generate ideas/conclusions.

**Course Format:**
The course objective will be achieved by a sequence of in class discussions and assessed through exercises and written papers.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
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<tbody>
<tr>
<td>Class Exercises and Skills Assignments</td>
<td>30 points</td>
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<tr>
<td>Class Participation</td>
<td>30 points</td>
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<tr>
<td>Three Prospect for Success (PFS) Papers</td>
<td>40 points</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>100 points</strong></td>
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Students are encouraged to contact the instructor with any questions or concerns regarding grades. Final letter grades are assigned based upon the total points and the best judgment of the instructor using the following scale:

A: 90 pts. or above  B: 80 to 89.9 pts.  C: 70 to 79.9 pts.  D: 60 to 69.9 pts.  F: below 59.9 pts.

**Class Exercises and Participation:** There will be several different student exercises throughout the semester, which introduces students to important student resources found on Campus. There will also be mandatory online guest lectures counting towards this participation grade.

**Prospect For Success (PFS) Papers:** You will prepare two papers around the topics of Cultural Awareness, Commitment to Success, and Inquiry in this course. These papers must be **typed doubled spaced using Times New Roman 12-point font and submitted on Canvas.** Please make sure that you always proofread and edit your assignments as these papers are graded on content, style, format, organization, mechanics, grammar and spelling. Students are encouraged to utilize the Writing Resources Center on campus to improve your writing skills.

**Course Policies:**

**Late or missed work:** Note that late or missed assignments or exams will NOT be accepted unless it is the result of: participation in University sanctioned activities and programs; personal illness; and/or other compelling circumstances (written documentation of the reason is required).

**Academic Integrity:** The UNC Charlotte Code of Student Academic Integrity will be actively enforced in this course. The code forbids cheating, fabricating or falsifying information, submitting academic work for multiple requirements, plagiarizing, abusing academic materials, and complicity in academic dishonesty. Any special requirements or permissions regarding academic integrity will be
stated by the instructor and are binding on you. **You are expected to report cases of academic dishonesty to the course instructor.** Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

**Cells phones and other technology:** The use of cell phones, beepers, or other communication devices is disruptive, and is therefore not permitted during class. If you have a personal or professional emergency or urgent matter, let the instructor know that you may need to respond to a call during class; turn your cell phone to the "vibrate" option, and leave the room to respond to the call. Otherwise, cell phones and other communication devices should be turned off. I also ask that students do not "surf" the internet, text message, or twitter during class; if you have a personal emergency let me know; you can leave the room to respond to a call or text-message.

**Belk College of Business Technical/Laptop Requirements:** Starting in Fall 2020, all incoming students and all upper-level business students are required to have their own personal laptop computer.

When purchasing a new laptop, it is important to remember that it should last for the duration of your studies. Opting for a higher-performing machine helps keep it relevant longer. Purchases can be made at UNC Charlotte's NinerTech.

- Some applications used in selected courses are not available natively in a Mac format. If the student prefers an Apple laptop, the student will be responsible for installing Windows 10 via [Boot Camp Assistant](https://www.bootcampassistant.com/) to run some of the applications required in business courses.
- Students will be informed of the needed software on the syllabus for each course.
  - Link to required [hardware specs](https://www.bootcampassistant.com/).[1](#)
- Common software, such as Microsoft Office, Endnote or antivirus software, is available free as a UNC Charlotte student, visit software.uncc.edu to download.

**Additional Resources/Technical Requirements:** In addition to weekly attendance in the classroom, students are expected to log in regularly to participate in discussions, obtain reading assignments, and submit homework assignments. Course content will be delivered through Canvas weekly learning modules. Be sure to read the weekly announcements and your Canvas email for important information on the week’s assignments.

While the University of North Carolina Charlotte provides educational software (Canvas) for the class use, it is your personal responsibility as an online student to ensure that you have an access to a reliable computer with the Internet connection. In addition to an Internet browser, you will need Microsoft Word, PowerPoint, Adobe Reader, and Media Player software installed on your computer. If you have any technical questions or/and problems, contact UNC Charlotte’s Information and Technology Services at **704-687-5500 (ext. 75500)** or help@uncc.edu.

**Attendance and participation:** Attendance and active participation is the best way to fully maximize your learning potential, and you are expected to **attend all in-class sessions whenever it is safe to do so (no symptoms, no positive diagnosis, and are not in quarantine) and only on your assigned days.** Students are expected to **read the assigned course materials before each class, and come prepared to discuss the material in class.** I will conduct this class in an atmosphere of mutual respect. I encourage your **active participation in class discussions.** Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will
exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. If you do miss class, please make sure you review all the material covered found in lectures on Canvas. Absences for religious holidays fall under please visit https://legal.uncc.edu/policies/up-409 for more information.

An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student’s obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points. The authority to excuse a student’s class absence(s) and to grant a student an academic accommodation (turn in a late assignment(s), provide extra time on an assignment, reschedule an exam(s) etc.) sits with the individual instructor.

Students are encouraged to work directly with their instructors regarding class absences for medical appointments, military/court orders, and/or personal and family emergencies, such as a death in the immediate family, where a student is able to provide an instructor with appropriate supporting documentation of the absence. The final decision for approval of absences and missed work or make-up work is determined by the instructor.

The Office of Student Assistance and Support Services (SASS) can provide notification to faculty of emergency situations, when a student is unable to do so and when the office has been made aware of such emergencies. In such situations, the SASS office may also be able to assist with verification of such emergencies, once a student is able to return to classes. The SASS office does not provide verification of absences for car trouble, weather issues, personal activities, work, weddings, vacations, or University-sponsored events. Absences related to such activities should be discussed directly with the faculty member.

Should a student need assistance from the SASS office in verifying an emergency situation, they can submit an online request form and attach supporting documentation. Please note that students are not required to go through the SASS office at any time regarding absence verification, and the SASS office does not have the authority to excuse absences, allow for make-up work, or provide other academic accommodations.

In cases of absence due to pregnancy or parenting (pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions), students should contact the Title IX Office to obtain absence verification by completing the form at http://bit.ly/332eaGd.

**Promoting Help-Seeking Behaviors:** It is common for college students to experience challenges that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, we strongly encourage you to seek support. Helpful, effective resources are available on campus at no additional cost.

- If you are struggling academically with this class, please visit me during office hours or contact me by email at Paul.Holliday-Millard@uncc.edu.
- Meet with your assigned Academic & Career Coach if you are struggling academically in multiple classes, unsure whether you are making the most of your time at UNC Charlotte, or unsure what academic resources are available at UNC Charlotte.
- Visit the Counseling and Psychological Services website at https://caps.uncc.edu/ for information about the broad range of confidential on-campus mental health services, online health assessments, hours, and additional information.
• Call CAPS at (704) 687-0311 if interested in scheduling an appointment with a counselor. After-hours crisis support is also available through this phone number.

Withdrawals: Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal.

Recording in the Classroom (in-person or online): Electronic video, image capture, and/or audio recording is not permitted during class, whether conducted in person or online, unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

Disability accommodation: If you have a disability that affects your ability to do the work in this course, please contact the Office of Disability Services to obtain a Letter of Accommodation. The office is 230 Fretwell; phone 704-687-4355.

Title IX reporting obligations: UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. Please be aware that many UNC Charlotte employees, including all faculty members, are required reporters. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must report the information to the Title IX Coordinator. Although I have to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact any of the following on-campus resources, who are not required to report the incident: (1) University Counseling Center (counselingcenter.uncc.edu, 704-687-0311); (2) Student Health Center (studenthealth.uncc.edu, 704-687-7400); or (3) Center for Wellness Promotion (wellness.uncc.edu, 704-687-7407). Additional information about your options is also available at titleix.uncc.edu under the “Students” tab.

Sexual harassment in web-based or web-assisted courses: All students are required to abide by the UNC Charlotte Sexual Harassment Policy and the policy on Responsible Use of University Computing and Electronic Communication Resources. Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

Expectations on Student Behavior: Please do not arrive late or leave early from class. In addition, please do not leave and return to the classroom during class time. This is very distracting to the learning environment and it is unprofessional and disrespectful to the professor and to your fellow students. Please be sure to silence and put away your phones before class begins. Computers are allowed in class but only for taking notes. Using your computer for something other than for class
notes is not permitted. If you are found to be using your computer for something other than for class notes, the privilege to use your computer will be forfeited for the remainder of the semester.

**Email communication:** Email messages regarding this class are formal modes of business communication. Accordingly, email correspondence should be written in a formal manner. Proper email etiquette begins with a clear, direct subject heading to include your class name, with appropriate section number, and purpose of the email (e.g. BUSN 2100, Question about PFS Paper # 1). An appropriate salutation should be included in the body of the message (Such as Mr. Holliday-Millard or DR. XXXX): Email messages should be written with appropriate content and tone.

**Diversity Statement:** All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person’s actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

Additionally, the Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

**Gender Pronouns:** This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is indicated on the class roster, please let me know. Feel free to correct me on your preferred gender pronoun. If you have any questions or concerns, please do not hesitate to contact me. For more information on pronouns, visit mypronouns.org.

**Reporting a Bias Incident:** If you believe you have witnessed or experienced a bias incident, you may report the incident here by clicking on the Bias Incident Report Form. Reports will be reviewed by member(s) of BART in a timely manner and directed to the appropriate units on campus for an appropriate response. For emergencies and criminal activity, please contact Police and Public Safety at (704) 687-2200 or the appropriate police agency.

**Revision of the syllabus during the semester:** The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by announcement in class, by email notice, or by changes to this syllabus posted on the university’s Canvas site.
# BUSN 2100 Course Calendar

<table>
<thead>
<tr>
<th>Week &amp; Date</th>
<th>Class Topic</th>
<th>Assignment Due</th>
<th>Assignment Upcoming</th>
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<tbody>
<tr>
<td>Week 1:</td>
<td>Class introductions &amp; Syllabus review</td>
<td>None</td>
<td>Exercise/Skill Assignment #1 due on 9/1 @11:59pm</td>
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<tr>
<td>Week 2:</td>
<td>Navigating transitions</td>
<td>Exercise/Skill Assignment #1 @11:59pm</td>
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<tr>
<td>Week 3:</td>
<td>Time Management</td>
<td>None</td>
<td>Exercise/Skill Assignment #2 due on 9/15 @11:59pm</td>
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<tr>
<td>Week 4:</td>
<td>Peer Connections for Success</td>
<td>Exercise/Skill Assignment #2 @11:59pm</td>
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<tr>
<td>Week 5:</td>
<td>Utilizing Campus Resources</td>
<td>None</td>
<td>Exercise/Skill Assignment #3 due on 9/29 @11:59pm</td>
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<tr>
<td>Week 6:</td>
<td>Setting Goals</td>
<td>Exercise/Skill Assignment #3 (communication activity) @11:59pm</td>
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<tr>
<td>Week 7:</td>
<td>Cultural Awareness</td>
<td>None</td>
<td>PFS Paper: Cultural Awareness on 10/13 @11:59pm</td>
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<tr>
<td>Week 8:</td>
<td>Career Planning: Knowing yourself</td>
<td>PFS Paper: Cultural Awareness @11:59pm</td>
<td>Exercise/Skill Assignment #4 due on 10/20 @11:59pm</td>
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<td>Week 9:</td>
<td>Career Planning: Exploring careers</td>
<td>Exercise/Skill Assignment (budget worksheet) #4 @11:59pm</td>
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<tr>
<td>Week 10:</td>
<td>Career Planning: Job Search</td>
<td>None</td>
<td>Exercise/Skill Assignment #5 due on 11/3 @11:59pm</td>
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<tr>
<td>Week 11:</td>
<td>Conducting business research</td>
<td>Exercise/Skill Assignment #5 @11:59pm</td>
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<tr>
<td>Week 12:</td>
<td>Resumes &amp; Cover letters</td>
<td>None</td>
<td>Draft resume – bring to 11/17 class</td>
</tr>
<tr>
<td>Week 13:</td>
<td>Resumes &amp; Cover peer review workshop</td>
<td>Draft resume – bring to 12/17 class (12:20pm)</td>
<td>PFS Paper: Commitment to Success/Inquiry on 12/1 @11:59pm</td>
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<tr>
<td>Week 14:</td>
<td>Thanksgiving – No class!</td>
<td></td>
<td></td>
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<tr>
<td>Week 15:</td>
<td>Networking &amp; Internships</td>
<td>PFS Paper: Commitment to Success/Inquiry @11:59pm</td>
<td>Exercise/Skill Assignment #6 due on 12/8 @11:59pm</td>
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<tr>
<td>Week 16:</td>
<td>Class reflection activity</td>
<td>Exercise/Skill Assignment #6 @11:59pm</td>
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<tr>
<td>Final Exam:</td>
<td>TBD</td>
<td>TBD</td>
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