



**Business 2100-003 Fall 2023**  
**Business & Professional Development**  
**Wed: 1:25pm-2:15pm, Friday Building**  
**Room 132**

Instructor: Brianna Davis M.S.Ed

E-mail: Bdavi179@uncc.edu

Phone:704-687-7665

Office: 310C

Office Hours: Wednesday 3pm-5pm in person or virtual (Please email me to schedule if virtual)

**Course Information:**

**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 freshman at UNC Charlotte must complete 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 will be assessed through exercises and three written papers.

<b>Evaluation Criteria</b>	<b>Weight</b>
Class Participation	10 %
Skills Assignments	30 %
Three Prospect For Success (PFS) Papers	60 %
<b>Total:</b>	<b>100 %</b>

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% or above B: 80 to 89.9% C: 70 to 79.9% D: 60 to 69.9% F: below 59.9%.**

**Class Participation:** There will be six different in-class presentations made by guest lectures from our campus-partners (see the course calendar for details). In addition, there are three mandatory exercises counting towards this participation grade.

**Skills Assignments:** You will complete four different assignments aimed at teaching important academic and professional skills, specifically time management and job applications. The grades are based on your effort in completing these assignments.

**Prospect For Success Papers:** You will also prepare three Prospect for Success (PFS) papers in this course, one topics of: Cultural Awareness, Commitment to Success, and Inquiry. These papers are evaluated based on both content and students' ability to follow the explicit instructions provided. 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).

**Attendance and participation:** Attendance and active participation is the best way to fully maximize your learning potential. You are therefore expected to **attend all in-class sessions** whenever possible **and be prepared to actively participate in class**. Please do not arrive late or leave early from class, and please do not leave and return to the classroom during class. This is very distracting to the learning environment and it is unprofessional and disrespectful to the professor and to your fellow students. I will conduct this class in an atmosphere of mutual respect, so the orderly questioning of the ideas of others, including those presented by the teacher, is welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in a respectful way. If you do miss class, please make sure you review all the material that was covered in your absence. found in lectures on Canvas. Please visit <https://legal.uncc.edu/-policies/up-409> for information related to absences for religious holidays;

**Cells phones and other technology:** The use of cell phones or similar communication devices is disruptive, and is therefore not permitted during class. If you have a personal emergency or urgent matter, let the instructor know that you may need to respond to a call during class ahead of time and leave the room to respond to the call. All cell phones and other communication devices should either be turned off or be kept *in silent mode*. Students should also be aware that cell phone use during class is likely to be one of the largest obstacles to succeeding in this course. 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.

**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. Note that you are also expected to report cases of academic dishonesty to the course instructor. Students will need to produce identification at exams.

**Disability accommodation:** UNC Charlotte is committed to access to education. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodations, contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

**Withdrawals:** Students are expected to complete all courses for which they are registered at the close of the add/drop period. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. For more details, please visit: [course withdrawal](#).

**Title IX reporting obligations:** UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment. 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](http://counselingcenter.uncc.edu), 7-0311); (2) Student Health Center ([studenthealth.uncc.edu](http://studenthealth.uncc.edu), 7-7400); or (3) Center for Wellness Promotion ([wellness.uncc.edu](http://wellness.uncc.edu), 7-7407).

**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 2101-001, Question about PFS Paper # 1). An appropriate salutation should be included in the body of the message (Such as Mr./Ms. Davis or Professor Davis)

*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.*

**Tentative Course Calendar BUSN 2100-003**

<b>Week</b>	<b>Class date:</b>	<b>Synchronously Covered Topics</b>	<b>Assignments</b>
1	W: 8/23	Review Course Syllabus Canvas Orientation	
2	M 8/28	<i>Last day to add, drop a course with no grade. <a href="#"><u>Payment Information</u></a></i>	
	W: 8/30	Transitioning into a 4-year academic institution: expectations and responsibilities.	<b>Assign: PFS Paper – Commitment to Success</b> <b>Assign: New Student Questionnaire</b>
3	M 9/4	<i>Labor Day - No Classes Meet</i>	
	W: 9/6	Managing Yourself: Career Planning and the four-step job search process.	<b>Assign: MAPS</b> <b>Assign: Pathway U</b>
4	W: 9/13	Guest Speaker: Career Self- Assessment Result Presentation	<b><u>DUE 9/13: Pathway U Self-Assessment</u></b>
5	W: 9/20	Goal Setting: SMART Goals	<b><u>DUE 9/22: New Student Questionnaire</u></b>
6	W: 9/27	Cultural Awareness and Diversity: A respectful discussion on how diversity offers both advantages and challenges to any group.	<b>Assign: PFS Paper 2 – Cultural Awareness</b> <b><u>Due 9/29: MAPS Modules</u></b>
7	W: 10/4	Cultural Awareness and Diversity Continued  Guest Speaker: Peer Connections for Success Presentations-Peer Guide/Peer Advisor	<b><u>Due 10/6: New Student Transition Questionnaire</u></b>
8	10/9-10/15	<b><u><a href="#"><i>Niner Nation Week (Homecoming 2023)</i></a></u></b>	
	W: 10/11	Managing student responsibilities in an ethical way: An honest discussion on how stress and social pressure can tempt unethical behavior  Guest Speaker: Networking & Internships	<b>Assign: Time Management</b> <b><u>DUE 10/13: Time Plan (part 1)</u></b>
9	W: 10/18	Time Management: Track how you spend your time throughout this week.	<b><u>DUE: PFS Paper – Cultural Awareness</u></b>
10	10/23-24	<i>Student Fall Recess - No Classes Meet</i>	
	W: 10/25	The Inquiry Process and Business Research  Guest Speaker: Library resources	<b><u>DUE: Time Report (part 2)</u></b> <b>Assign: PFS Paper – Inquiry</b>
11	W: 11/1		<b><u>DUE: Campus Passport Assignment</u></b>

12	W: 11/8	Professional Success: Creating a Quality Resource	<i>Assign: Resumes and Cover Letter</i>
	F: 11/10	<i>Veterans' Day - No Classes Meet</i>	
13	W: 11/15	Effective Communication: Making yourself understood and understanding those around you.	<b><u>Due: PFS Paper – Inquiry</u></b>
14	M: 11/20	Content Continued	
	11/22-26	<i>Thanksgiving Break - No Classes</i>	
15	W: 11/29	Interviewing Skills – How to prepare yourself for future interviews	<b><u>Due: Resumes and Cover Letter</u></b>
16	W: 12/6	Content Wrap-up	<b><u>Due: PFS Paper - Commitment to Success</u></b>

Note that last date to drop classes is Thursday, October 19.