



UNC CHARLOTTE  
BELK COLLEGE *of* BUSINESS

Niblock Student Center

# Niblock Student Center Guide

A Competency- Based Academic & Career Development Guide for your Belk College of Business experience



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Dear Student,

Welcome to the Belk College of Business, North Carolina's urban research business school. Over the years, thousands of students like you have chosen to prepare for and launch their business careers here in the Belk College. Our alumni, faculty and staff are eager to support you as you embark on this journey to **Discover, Develop** and reach your chosen **Destination**. Your path will be unique and your success will be achieved due to individual effort and perseverance, but you are also part of a community that provides you with resources and opportunities.

Alongside your classroom faculty, the staff of the **Niblock Student Center** provide important services for you as an undergraduate business student. The mission statement of the Niblock Student Center drives us to support you as you work toward becoming a career-ready professional, including encouraging you to discover your strengths, values, interests and goals, and promoting opportunities for you to develop relevant skills, so that you arrive at the beginning of your career destination with confidence and the ability to apply your experiences.

Your Academic and Career Coach and the Professional Development staff in the Center are dedicated to partnering with you as you prepare for success beyond graduation. They have produced this Guide for your use throughout your time in the Belk College. Ten critical professional competencies are described and checklists are included to help you gauge your progress.

As you work to achieve your personal goals, you do so as an individual and as a member of the Belk College. You share responsibility for upholding our values of Integrity, Knowledge and Innovation, Excellence, Diversity and Inclusion, and Global Citizenship. These are values we believe are integral to our life as a community.

I am pleased to again say welcome. I look forward to celebrating your success with you.

Dr. Pat Mynatt

Associate Dean for Undergraduate Programs



## **NIBLOCK STUDENT CENTER**

### **WEBSITE**

[belkcollege.uncc.edu/niblock](http://belkcollege.uncc.edu/niblock)

### **BLOG**

[bcobnews.blogspot.com](http://bcobnews.blogspot.com)

### **PHONE**

704-687-7585

### **LOCATION**

Friday 305

### **OFFICE HOURS**

M-F 8:00AM- 5:00PM

# MEET THE TEAMS & INTRO TO THIS GUIDE

## Niblock Student Center

The Niblock Student Center is dedicated to the success of Belk College of Business undergraduate students. From the beginning of your undergraduate career until graduation, the Niblock Student Center is here to help you achieve academic and professional success. The Niblock Student Center is comprised of two teams :

### Professional Development

- ▶ Professional development and career resources
- ▶ Internships for academic credit
- ▶ Career readiness workshops
- ▶ Speaker and networking events
- ▶ Special programs

### Academic & Career Coaching

- ▶ Explore academic and career goals
- ▶ Explore major and minor options
- ▶ Create an academic plan to complete degree requirements
- ▶ Discover ways to enrich learning through academic support, study abroad options and other co-curricular activities

In the following pages, you will see steps you can take during your academic career to develop the complete package employers are looking for. This can be accomplished through a competency-based approach that begins with an academic, career and professional development checklist. *Let's start with what this means and why you should care:*

## **WHAT IS A COMPETENCY?**

Explicit, measurable, and transferable learning objectives that empower students (GNACOL)



## **THERE IS A SHIFT TO COMPETENCIES IN HIRING TRENDS**

Employers have stated that they need graduates who can:

- ▶ Translate skills used in the classroom to the workplace
- ▶ Demonstrate competence in professional readiness
- ▶ Verbalize and apply what they have learned and accomplished, ie- show what you know

## **HERE ARE THE NIBLOCK STUDENT CENTER COMPETENCIES**

1. Self Awareness
2. Intercultural Awareness
3. Communication
4. Teamwork
5. Problem Solving
6. Adaptability & Technological Agility
7. Leadership
8. Professionalism: Personal Brand
9. Professionalism: Integrity
10. Career Management

## **OUR COMMITMENT IS TO EMPOWER YOU WITH:**

- ▶ A clear mission and outline of what you should be able to do
- ▶ A way to progress during your college experience to make the most of your time here by using logical progression from the beginning of your journey to the end
- ▶ A way to share these accomplishments with others
- ▶ Content that will be useful for self-assessment and development
- ▶ Tools that will help you throughout your time here at UNC Charlotte and beyond

# DISCOVERY



## Self Awareness

Know your strengths, limitations, emotions, and biases- the internal factors that may affect you in the workplace. Part of self-discovery is articulating how your interests, skills, and values align with your educational and/ or professional goals.



## Intercultural Awareness

Successfully operate and communicate within different cultural contexts. Understand diverse markets. Have an awareness of cultural similarities and differences, and collaborate in diverse teams.

# DEVELOPMENT



## Communication

Use your physical and verbal presence to share and express ideas. Initiate professional conversations, maintain professional relationships, and present your authentic self. Understand how to communicate in an inclusive way.



## Teamwork

Feel confident displaying to employers that you have the ability to work effectively in diverse teams to achieve a common goal. Respect different perspectives and approaches. Show attention to needs and concerns of others.

# competency performance statements

These are the behaviors you should be able to display within each professional competency.

The checklists on the following pages will help you accomplish these behaviors!



## Problem Solving

Possess and use critical thinking and problem solving skills. Feel comfortable obtaining, processing, and synthesizing information with or without outside resources.



## Adaptability & Technological Agility

Be prepared to take initiative, shift strategy in response to a situation, and display resiliency. Learn new methods and techniques, especially in regards to technology.



## Leadership

Understand different leadership and work styles. Know how to inspire and guide others to benefit your workplace and community. Adapt service to others based on a diverse range of needs.

# DESTINATION



## Professionalism: Personal Brand

Purposefully craft your intended versus perceived reputation. Develop a positive and genuine impression externally in your personal and professional life.



## Professionalism: Integrity

Feel comfortable making choices that are in line with your morals and values. Understand navigation of legal and ethical norms in your personal and professional lives. Display service to others.



## Career Management

Utilize strategic planning skills to create specific goals and a planned pathway to reach those goals.

These competencies are complementary to the University Career Center's Career Success Story and Career Guide. We encourage you to use those resources to supplement this guide.

# FIRST- YEAR STUDENTS (0-30 credits earned)

## My academic checklist

Become familiar with general education & progression requirements and learn more about your intended business major by referencing the academic catalog at [belkcollege.uncc.edu](http://belkcollege.uncc.edu) 

Utilize available academic resources (tutoring, Peer Assisted Learning (PAL), Personal Academic Consultation) in the University Center for Academic Excellence 

Earn a C or above by meaningfully participating in your Prospect for Success course - BUSN 1101, Introduction to Business and Professional Development 

Complete 30 credit hours, including BUSN1101, INFO2130, and MATH1120 or STAT1220 with a C or better 

Attend Freshmen Group Coaching to have your hold removed for upcoming registration and begin to chart your path in school 

Maintain a 2.5 cumulative GPA and progression GPA 

Participate in class discussions & group projects 

Consider starting or continuing a foreign language course and taking international electives 

Explore international programs and related minors and business language certificates 



### FYI:

The icons in the checklists correspond to the key on page 5 and the keys below. If you would like to know which competency you are developing with each action item, please refer to the key!

### TERMS TO KNOW

► **ADD/ DROP:** This time frame runs from registration through the eighth calendar day of the Fall and Spring semesters (the second instructional day for the first and second Summer sessions) and allows students to make adjustments (add, drop, change grade type, elect grade replacement) to their schedule without penalty.



► **PROGRESSION GPA-** This refers to the GPA earned in the eight pre-business courses in the BCOB: ACCT 2121, ACCT 2122, BUSN 1101\*, ECON 2101, ECON 2102, INFO 2130, MATH 1120 and STAT 1220. In order for pre-majors to declare their upper level major, they must have a 2.5 progression GPA.

\*BUSN 1101 at UNCC Charlotte is restricted to first year students. Progression GPA calculation will not include BUSN 1101 if a student has not attempted the course at UNCC or a transfer institution.

► **UPPER LEVEL MAJOR-**Students who have successfully completed pre-major requirements can declare an upper level major

## My career & professional development checklist

Create a resume using the University Career Center's Career Guide and Hire-A-Niner  

Take Clifton Strengths and a PathwayU assessment  

Explore O\*Net (onetonline.org) for careers, major research, industry trends, and salary information  

Find work and/or internship opportunities through Hire-A-Niner or other sources  

Volunteer (volunteer.uncc.edu)   

Pursue a job shadowing experience (The University Career Center can assist with this)  

Attend the Student Organization Showcase and look at Niner Engage to explore membership opportunities in one of over 400 campus clubs and organizations, become familiar with Belk College of Business clubs & organizations, and commit to becoming actively involved in at least one student organization 

Begin to develop your personal brand: make your personal social media accounts private, create your Hire-A-Niner and LinkedIn accounts, develop a professional handshake, & learn to write a professional email  

Identify a mentor in school or in your personal network 

Attend a guest speaker, event, or information session   

Attend campus events, including the Career & Internship Fair and Niblock Student Center events, which will be publicized weekly in the newsletters  

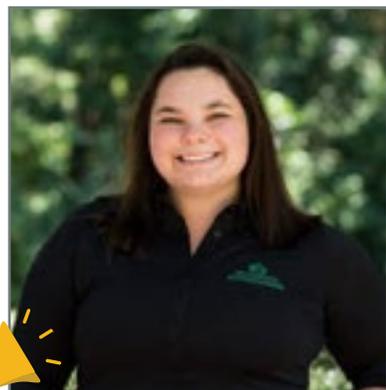
Complete Study Abroad 101 to learn about the programs available at UNC Charlotte  

Apply to the Peer Guide Mentorship Program to receive guidance and support from a Peer Guide as you develop professionally 

### INTEGRITY

Integrity is so important that it is both a Belk College Value  and a competency . Integrity starts with academics while you are in college. For more about the University's academic integrity policy, please see: <https://scai.uncc.edu/academic-integrity>

### ADVICE FROM A PEER ADVISOR



What advice would you give to a student who is just starting in the Belk College of Business?

"The Belk College of Business is exactly what you make it. Go to the Lunch & Learns, get to know your Academic and Career Coach, join organizations, and build a network of peers who will push you towards graduation and greatness. You never know where a door may open, so make the best of your next few years here!"

-Taylor Cox, *Belk Scholars Program*, Peer Advisor

# SECOND YEAR STUDENTS (30-60 credits earned)

## My academic checklist

- Earn a cumulative 2.5 GPA and complete 60 credit hours 
- Complete all Progression courses with a 2.5 GPA 
- Confirm your upper level major selection by attending Careers: A Major Decision workshop 
- Perform a “What If” analysis in Degree Works to determine degree requirements and prerequisites for your intended major 
- Meet with a peer advisor to discuss course selection and to ensure you are meeting declaration of upper level major requirements 
- Learn how to declare your upper level major (via the online form on the Belk College of Business website or in person with your Academic & Career Coach) 
- Consider a minor that helps you achieve your career goals 
- Meet with at least 1 faculty member outside of class time who shares interests with you 
- Start exploring early entry graduate programs 
- Use projects and class discussion to receive feedback and use it constructively 
- Continue studying a foreign language and taking international electives 
- As a commitment to Intercultural Awareness, consider pursuing a Business Language Certificate in French, German, or Spanish 

### SHARING BELK COLLEGE VALUES



Like the Belk College of Business, employers value a commitment to **diversity**. To display this commitment, take a leadership role in a student organization or group that is related to a diverse or inclusive population. Participate in outreach activities that advance equity & access for all people. Perform self -checks to assess your progress with promoting diversity and see what more you could do to display this value.

### ADVICE FROM A PEER GUIDE



College can be a stressful time when it comes to time management. What has helped you with this?

“At the start of the week, I write out all of my personal, academic and work commitments and then sort them all into a list of priorities. I have found that prioritizing has helped me the most because it insures that every responsibility I have will be completed successfully.”

-Mansi Sodha, Senior Peer Guide

## My career & professional development checklist

- Update your resume with information from your first year and remove high school activities  
- Revisit your LinkedIn Account to make sure it is up-to-date and that you're building connections 
- Complete a mock interview through the Mock Interview Program or Big Interview to begin working on your interview skills 
- Meet with your Academic & Career Coach to discuss how your skills and strengths align with your intended major  
- Continue to explore career opportunities through job shadowing, informational interviews, Career Treks, Hire-A-Niner, internship, and work experience   
- Commit to at least one student organization and explore leadership opportunities within that organization  
- Research and consider applying for University-wide leadership development opportunities, including but not limited to the PILOT program, Leadership Fellows, SOAR OC, BCOB Peer Advisors, BCOB Peer Guides, UCC Peer Career Advisors, Resident Assistant, and/or Leadershape 
- Finalize planning for your international experience by scheduling an appointment with your Academic & Career Coach and the Education Abroad Office  
- Volunteer through the office of Leadership and consider leading a volunteer opportunity  
- Actively learn the technology that is used within your field 
- Attend a new experience for you such as campus events, campus activities [such as Venture], or community opportunities 
- Participate in professional dress workshops and understand the difference between different types of workplace dress 

### FYI:

Undecided on your upper level major? Queen City Career Guides provide major-specific information on specific roles, UNC Charlotte outcomes, companies who hire, trends & more. Belk College of Business Majors include: Accounting, Business Analytics, Economics, Finance, International Business, Management, Marketing, Management Information Systems, and Operations and Supply Chain Management. Many of these majors allow you to specialize with a concentration.



### TERMS TO KNOW

- **GRADE REPLACEMENT:** Undergraduate students may replace up to two (2) course grades (maximum of 8 hours) using grade replacement. Both grades will be reflected on your transcript. However, the higher of the two grades will be used in calculation of the GPA. A request for grade replacement must be submitted by the add/drop deadline in the semester in which the student is retaking the course.
- **REPEAT AUTHORIZATION:** For current Belk College students who earned a “B, C, or D” in a course and plan to retake it in the upcoming semester or summer session. This is not a grade replacement request. The form can be found on the Belk College Academic & Career Coaching website.



# THIRD YEAR STUDENTS (60-90 credits earned)

## My academic checklist

Declare your upper level major 

Meet with an Academic & Career Coach to solidify your graduation timeline 

Articulate to employers or graduate programs how your elective courses complement your degree program 

Continue to strive for a high GPA (minimum 3.0- 3.4) 

Research graduate academic programs (if applicable) 

Apply to early entry graduate degree program (if applicable) 

Continue to develop relationships with faculty who have shared interests with you; know that you may need to ask for letters of recommendation 

Continue studying a foreign language and taking international electives 

Participate in a relevant internship and consider applying to earn academic credit for the experience (if applicable) 

### FYI:

The College offers the option to earn academic credit for qualifying internship experiences related to your business major. Learn more about the internship for academic credit program at [belkcollege.uncc.edu/internship](http://belkcollege.uncc.edu/internship). All internships for credit are facilitated through the Niblock Student Center Professional Development team.



### SHARING BELK COLLEGE VALUES

Be honest and transparent in your applications to internship for credit, graduate school, and/or jobs to display **integrity**. Study a foreign language and take international electives to display **global citizenship**. Maintain a high GPA to show **excellence** and a commitment to **knowledge and innovation**.



### ADVICE FROM A PEER ADVISOR



What impact has your internship experience had on your collegiate experience and future plans?

“Gaining professional experience before graduation is one of the most important goals for a young professional to have. Through internships, you can network, learn more about different industries, and get an unparalleled education in your profession..”

-Arjun Nag, Senior Peer Advisor



## My career & professional development checklist

- Job shadow at least one person in a field where you want to work 
- Learn to write a cover letter and cater it to a specific company with resources available in the University Career Center, UCC Career Guide, or through the Niblock Student Center 
- Continue to practice your interviewing skills through the Mock Interview Program or Big Interview 
- Interact with recruiters at the University Career Fairs 
- Attend an Internship for Credit Information Session 
- Apply for relevant internships in Hire-A-Niner and other sources and gain internship experience 
- Use your work experience, the Mock Interview Program, and internship opportunities to practice navigating difficult conversations, managing conflict, and networking 
- Network with industry professionals by attending a professional panel, industry night, or professional organization event 
- Update and edit your resume and LinkedIn profile with relevant experiences 
- Continue your involvement with and hold a leadership position in a student organization 
- Participate in the University Career Center's Etiquette Dinner to learn fine dining basics for business dinners & lunch interviews 
- Participate in leadership development programs and continue with volunteer experiences 
- Participate in an experience that is either international or culturally different than your background to actively pursue intercultural opportunities 

### ADVICE FROM A PEER GUIDE



What advice would you give a new or transfer student about getting involved with a student organization?

“Student organizations allow students to foster an atmosphere of engagement and inclusivity within the Belk College of Business. All of the different business student organizations allow students to connect with civically minded people to embark on their journey of professional development. I can't stress enough that my biggest advice to any college student is to get involved!”

-Danielle Riendeau, *Senior Peer Guide*

### ON THE WEB

Sometimes college and life can get overwhelming. As a student, you have access to Counseling and Psychological Services. You can find out more information and schedule an appointment at [caps.uncc.edu](https://caps.uncc.edu).

# FOURTH YEAR STUDENTS (90+ credits earned)

## My academic checklist

Complete all degree requirements and apply for graduation 

Ensure all requirements in DegreeWorks are marked as completed or in progress; there should be no red “still needed” notifications 

Make connections between classroom content and relevant job experiences; work on articulating this verbally and in writing 

Apply to graduate academic programs (if applicable) 

Have at least a 2.0 cumulative and major GPA 

### ADVICE FROM A PEER ADVISOR



*Which resources have been the most valuable to you and why?*

“Belk College of Business as a whole because the college is so diverse, and there are people who have been through different walks of life, so they have various resources to offer. Whether it’s advice from professors, advisors or organization leaders, there is always someone willing and ready to help out students to the best of their abilities.”

-Erika Colvin, *Senior Peer Advisor*



### TERMS TO KNOW

**CUMULATIVE GPA**- This refers to the overall GPA determined by dividing accumulated quality points by the total number of GPA hours the student has attempted. When calculating your cumulative GPA, only those credits attempted at UNC Charlotte are included. If your cumulative GPA is higher than a 3.0, we recommend you add it to your resume!

### ON THE WEB

LinkedIn is a social network for professional networking. Maximize your LinkedIn profile by completing: summary, experience, skills, & education. Connect with professionals you know!  
[www.linkedin.com](http://www.linkedin.com)



## My career & professional development checklist

- Apply for full time job opportunities through your network, Hire-A-Niner, LinkedIn, and other job boards or websites 
- Finalize your collegiate resume with updated experiences, accomplishments, international experience, and GPA (if over 3.0)   
- Learn about the job offer process and negotiations through the Career Center Career Guide and/or the Niblock Student Center  
- Use informational interviews to learn more about workplace norms in your field of study and to practice talking about your skills  
- Serve on the executive board of a student organization  
- Mentor a student who has started college after you  
- Continue to participate in leadership and volunteer opportunities   
- Actively seek opportunities for feedback on your work and learn to use that feedback constructively to make adjustments for future opportunities 
- Research specific companies and practice catering your resume and cover letter to specific opportunities  
- Stay up-to-date on the latest news, trends, and technology in your field of study 
- Scan your personal social media to ensure it aligns with your personal brand and update your LinkedIn profile 
- Use Big Interview and the Mock Interview program at the University Career Center to practice talking about your unique skills and knowledge 
- Participate in an experience that is either international or culturally different than your background   
- Learn to leverage your international experience in interview settings  
- Attend guest speaker and industry events and actively engage with employers  
- Participate in an internship and/or internship for academic credit 
- Create your personal statement if you are applying for graduate schools using the Career Center Career Guide and/or the Niblock Student Center 

### FYI:

Belk College students can go on to pursue Master's degree programs at UNC Charlotte including: Master of Accountancy (MACC), Master of Business Administration (MBA), M.S. in Economics, M.S. in Mathematical Finance, M.S. in Real Estate, and P.S.M in D.S.B.A. Many of these programs have been recognized on the national level. More information can be found at: [belkcollege.uncc.edu/grad](http://belkcollege.uncc.edu/grad)

# ONGOING EVENTS & DEVELOPMENT

## On your calendar:

Every week:

 Read the Niblock News email to get updates on what is happening in the Niblock Student Center

 Check Hire A Niner for events, recruiting, internships, and jobs

Every month:

 Check out the Niblock Student Center events calendar at [belkcollege.uncc.edu/studentevents](http://belkcollege.uncc.edu/studentevents)

Every semester:

 Schedule an appointment with a Peer Advisor or Academic & Career Coach to discuss your progress

 Review your DegreeWorks audit to make sure you are on track

 Connect with a Peer Guide at a Peer Talk or Niblock Student Center Event

Every year\*

 August- Attend the Student Organization Showcase to learn about on-campus student organizations

 September- Attend the Study Abroad Fair to learn about study abroad programs

 September & February - Attend the Internship & Career Fair to network and learn about industry opportunities

*\*Note: for 2020, annual events may be held later than usual due to COVID19.*

## Ongoing development:

There are things you can and should work on in school and beyond:

Identify your personal values and internal moral compass 

Learn about business ethics and workplace norms 

Join Career Treks, do informational interviews, and job shadow to learn about different career paths 

Use volunteer, group, organization, and work experience to:

Learn about different cultures and how to communicate with a diverse audience 

Obtain quality work experience to help you reach your goals 

Display resiliency in overcoming setbacks and a diversity of experience 

Work on verbal and non-verbal methods of communication 

Continue involvement in student organizations, the Belk College, and the community 

Help those in need   

Engage with employers  

Learn the terminology of your field of choice and stay up-to-date with the latest verbiage used 

Make short-term and long-term SMART goals  

Learn to give and receive feedback 

Participate in LinkedIn and cultivate your online and personal network 

Track and revise your goals  

Research your profession and career 

# RESOURCES FOR STUDENTS

## Banner

Student information system where you can search for courses, register for or drop courses, view unofficial transcript, financial aid and/ or registration holds, check your grades, and apply for graduation



## Canvas

The Learning Management System used by faculty and staff. Instructors post assignments, grades, online tutorials, and more. This is like the website for your courses



## Connect

Academic early alert & advising software. Will allow you to get notifications, communicate with advisors, and schedule appointments with UCAE, faculty, tutors, and advisors



## DegreeWorks

Online planning tool you can use to track progress toward your degree, find major requirements, and complete a "What If" analysis if you are thinking of changing majors



## Hire A Niner

Hire A Niner provides easy access to jobs, internships, and co-ops. You can also schedule an appointment with your career advisor, register for events, research employers, and more



## Navigate

Mobile app that allows you to view required tasks such as bill pay or registration, exploring major options, and getting involved on campus by seeing what is available



## Niblock Student Center

Comprised of the Academic & Career Coaching and Professional Development teams, the Center is dedicated to the success of all Belk College undergraduate students



## Niner Central

A single location for students to utilize services related to financial aid and billing, registration, transcripts, student accounts, academic records, and more



## UCAE

The University Center for Academic Excellence provides free academic support and resources for all UNC Charlotte students, including tutoring, workshops, and peer assisted learning (PAL). You can also receive a personal academic consultation



## University Career Center

The University Career Center provides comprehensive, innovative career services and resources for diverse populations of students including job and internship opportunities



*\*This is not all!* The Atkins Library has the University Speaking Center, the Math department has the Math Learning Center, and the Writing Resources Center helps students in any stage of the writing process.

Resources including counseling, health, and needs-based resources are available at [studentaffairs.uncc.edu/resources](http://studentaffairs.uncc.edu/resources). The Office of Disability Services is available through [ds.uncc.edu](http://ds.uncc.edu)

## Accessing ACC:



### Appointment

What it is:

Thirty minute, one on one conversations with your Academic and Career Coach or a Peer Advisor

Best for:

- ▶ Long-term scheduling recommendations
- ▶ Major/minor exploratory conversations
- ▶ Career exploration and planning
- ▶ Planning for study abroad
- ▶ Graduation checks

How to prepare:

- ▶ Know what you want to discuss in the appointment
- ▶ Have questions to guide the conversation
- ▶ Include notes in your online sign up



### Drop In

What it is:

5-10 minute drop-in interactions with an academic & career coach or a peer advisor

Best for:

- ▶ Clarification on forms or policies
- ▶ Quick reference information
- ▶ Brief questions about scheduling and curriculum requirements

How to prepare:

- ▶ Check the website for answers first
- ▶ Write down your question and drop by
- ▶ Walk-ins are first-come, first-served
- ▶ Know there may be a wait before a staff member is available to see you



### Email

What it is:

Formal, written, asynchronous communication with your academic and career coach

Best for:

- ▶ Clarification on forms or policies
- ▶ Quick reference information
- ▶ Changing major or concentration

How to prepare:

- ▶ Write a well-structured email with salutation, proper grammar, and send from your @uncc.edu account
- ▶ Response time is within two business days

## Scheduling an Appointment:

- ▶ To schedule an Academic and Career Coaching Appointment, log into Connect (<https://uncc.campus.eab.com/>) and Click on “Get Advising.”
- ▶ Drop-in hours (posted on the Niblock Student Center website) are offered weekly and are for quick 5-10 minute questions.



## No Show Policy:

We expect a high level of professionalism in the Belk College of Business and expect students to show up to scheduled meetings or reschedule in advance. This is respectful of our time as academic and career coaches and is also respectful toward your peers who would like to meet with us. If you miss two appointments in a 30 day period you will be blocked from scheduling in Connect for 30 days.

## Peer Advisors:

Peer Advisors are trained undergraduate business students. They assist Pre-Business Administration, Pre-Accounting, and Pre-Economic students with advising needs such as: creating class schedules, explaining how to get involved on campus, helping students find academic support resources, and explaining academic policies.

## Accessing Peer Advisors:



Appointment- You can schedule an appointment in Connect with a Peer Advisor

### ON THE WEB

The Niblock Student Center blog, Niblock News, contains an up-to-date drop-in schedule, helpful links, reminders & upcoming events. [bcobnews.blogspot.com](http://bcobnews.blogspot.com) You will receive an email of highlights from the blog each week in the newsletter which should arrive to your @uncc.edu email address every Monday morning!



# PROFESSIONAL DEVELOPMENT

Where to find PD:

## Programming

The professional development team offers a wide range of programming based on identified gap areas and unrealized opportunities in student professional development and career readiness.

Structured events are offered around:

- ▶ Skill development
  - ▶ Internship & job readiness
    - ▶ Interviewing skills
    - ▶ Personal branding
  - ▶ Career Fair readiness
  - ▶ Professional dress
  - ▶ The job search process
    - ▶ Networking
    - ▶ Negotiation
  - ▶ Major- specific programming
- And more!



For a full list of calendar events, please see [belkcollege.uncc.edu/studentevents](http://belkcollege.uncc.edu/studentevents)

## Lunch & Learn Series

This specific series of professional development events combines a theme of learning, competency outcomes, and a meal. These events often include employer or partner presenters and are tied to specific timing for your professional development needs.



## In the classroom

Professional development integrates career and professional development topics into business courses.



## At student organizations

You can request a professional development presentation on a variety of topics for your student organization.



## Sharing resources

The professional development team is committed to sharing resources including this guide, the UCC Career Guide, online resources on the website, and information related to the internship for academic credit program. These resources will be relevant to business students and up-to-date.



## Working with partners

At every opportunity, the professional development team works with the University Career Center, Belk College Graduate Programs, alumni, and employers to maximize student development opportunities.



## Initiatives supported by the Professional Development team:

### Special Programs

The Professional Development team supports a number of special programs, including a group of student leaders called Peer Guides, department-specific programming including the BISON Networking Night, Financial Services Career Fair, and Accounting Summer Leadership Fair, and a group of first year students for a residential, one year learning community, the Business Learning Community.

#### THOUGHTS FROM A BLC PARTICIPANT

“The Business Learning Community has helped me adapt and find community on this huge campus. I was able to make close connections within my classes and feel supported in my coursework.” -Travis Jones, BLC 2019-2020



### Student Organizations

The Belk College offers a variety of academic, career, and networking resources to its students. Students can learn from experts by interacting with leaders of Charlotte’s dynamic business community, or can join together in active student organizations. [belkcollege.uncc.edu/studentorgs](http://belkcollege.uncc.edu/studentorgs)

#### THOUGHTS FROM A MEMBER OF AKPsi

“I am more prepared today to enter the workforce after college than I ever was because of the professional training this co-educational business fraternity has given me.” -Arjun Nag, member



### Business Honors Program

Members of the Business Honors Program (BHP) participate in stimulating coursework, leadership activities, career-building exercises, and community service endeavors designed to promote marketability after graduation. Admission to BHP at the sophomore and junior level is available by application on a limited basis. [belkcollege.uncc.edu/bhp](http://belkcollege.uncc.edu/bhp)

#### THOUGHTS FROM A BHP MEMBER

“As a member of BHP, I’ve had many opportunities to expand my skill set and gain confidence in my abilities. With professional speaker meetings, interesting group projects, and leadership opportunities, I am given the tools I need to succeed in my future career.”  
Amy Kidder, BHP Member



### Peer Guide Program

Peer Guides assist the professional development team in supporting undergraduate business students within the Niblock Student Center. Peer Guides attend all professional development programming, host Peer Talks to connect with students in small groups, and mentor students individually. Peer Guides add a student perspective to professional development by sharing their experiences, connecting students to career resources, and seeking ongoing student feedback.

#### THOUGHTS FROM A PEER GUIDE

“I work on a team where we assist the Professional Development Team with professional development events and serve as a peer mentor to underrepresented undergraduate students.”  
-Danielle Riendeau, Peer Guide



### Women in Business

The Women in Business (WIB) Initiative promotes the role of professional women in the Belk College of Business. WIB provides career-developing activities to empower undergraduate students to achieve personal and professional goals and enter confidently into the business marketplace. All students are encouraged to participate in the WIB initiative. [womeninbusiness.uncc.edu](http://womeninbusiness.uncc.edu)

#### THOUGHTS FROM AN AMBASSADOR

“WIB has taught me valuable skills pertaining to personal and professional development. A few skills include breaking barriers, speaking out, and utilizing your network. The environment also has an amazing group of supportive women!”  
-Tiffany Turner, Ambassador



# BELK COLLEGE OF BUSINESS SHARED VALUES

UNC Charlotte has been educating future business leaders since the 1960s. Today, with more than 3,900 undergraduate students, more than 800 graduate students, almost 100 full-time faculty and more than 31,000 alumni, the Belk College of Business is one of the Carolinas' largest business schools.

Here are the Values we share that allow us to be a leader in business education:

## integrity

We embrace integrity as the fundamental basis for trust, leadership, and organizational culture.

## knowledge & innovation

We are dedicated to encouraging intellectual curiosity, advancing knowledge, and promoting innovation.

## excellence

We have a passion for excellence in business, research, and education.

## diversity & inclusion

We foster an environment that is based on mutual respect, broadens understanding, and builds trust.

## global citizenship

We promote ethically principled and sustainable global practices that foster economic and social value.

**INSIDE THIS GUIDE LOOK FOR WAYS TO PUT THESE VALUES INTO ACTION. LOOK FOR BOXES WITH THIS SYMBOL:**

