
University of North Texas
College of Merchandising, Hospitality & Tourism
MDSE 2790 Career Development
Course Syllabus for Summer 5WK2 2018
M-TH 12:00-1:50pm, Gateway 137

Description: Course examines the impact of business environments on personal and career effectiveness in the merchandising. Topics include effective business communication, ethical decision making, and leadership development. Prerequisite(s): MDSE 2090, 2400, or 2490 (may be taken concurrently); and major in Merchandising.

Students must present a copy of their transcript by the second class meeting indicating both merchandising major and completion of either MDSE 2490, MDSE 2400, or DRTL 2090 with at least a grade of "C" or better. Please highlight the relevant classes on your transcript.

- Objectives:**
1. Identify the scope of jobs available within the merchandising fields.
 2. Examine the political, social and economic factors affecting business environments.
 3. Understand varying cultures of different types of employers.
 4. Evaluate effective and ineffective interpersonal business communication.
 5. Examine workplace problems through ethical decision making.
 6. Develop their professional writing and selling skills by composing a professional resume, as well as create a 1-2 minute commercial/elevator speech.
 7. Develop their interviewing skills and learn effective methods to conduct a job search.
 8. Understand aspects of working in the professional world through teamwork, leadership, & decision making.
 9. Discuss principles of effective time, stress, and financial management.
 10. Discuss problem-solving and conflict resolution techniques
 11. Understand the importance of professionalism, attitude, & accountability in the workplace

Instructor: Ms. Marissa S. Zorola, M.S.

Office: Chilton 355C

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E-mail: mzorola@unt.edu

Office Hours: By appointment only

Text: Anderson, L.E., and Bolt, S.B. *Professionalism: Real Skills for Workplace Success. 3rd Edition*

Enrollment Reminder:

It is imperative that students have paid for all enrolled classes. Please check your online schedule through July 12th to make sure you have not been dropped for non-payment. Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, etc. **CMHT will not be able to reinstate students for any reason after this date regardless of the situation.** It is the student's responsibility to ensure all payments have been made.

Attendance:

1. As is the case in a professional work environment, it will be the expectation that you will be in class every day and be ready to begin at the start of class. Consider class a business meeting where tardiness is unacceptable. Coming to class late (or leaving early) is unprofessional and distracting to your fellow students and instructor.
2. Attendance and punctuality are expected and will be taken into consideration in determining your final grade. Attendance will be taken on a **regular** basis during class starting July 11th and may influence your final grade. **Only sign the roll sheet if you will be staying for at least half the class session and have arrived within the first 30 minutes of class.**

3. In order to accommodate illness and emergencies, each student will get two 'free' absences. Attendance will be taken from July 11 – August 9. Any unexcused absences beyond the two 'free' absences will result in losing 5 points for each class missed. Excused absences are not automatic and will be considered on a case-by-case basis. Documentation (doctor's note, etc.) must be presented to the instructor for an absence to be considered as excused. If a student accumulates more than 4 absences, the student's grade will drop by one letter grade, unless a case is made otherwise by the student.
 4. 2 tardies will equal one absence. Tardy means you arrive after 12:15. After 12:30, you cannot receive credit for having attended class and the student will lose 5 points if beyond the two allowable absences.
 5. Any student who misses 0-1 class sessions (excused or unexcused), will receive extra credit for having attended class regularly. The extra credit will be 5 points and will go to the total pool of points earned.
 6. Sign the attendance sheet only for yourself. Forging another student's name is a form of cheating and will be reported to the Center for Student Rights and Responsibilities. You are responsible for attending each class meeting. If absent, it is your responsibility to secure lecture notes from another student in class.
 7. University attendance regulations are enforced. See the *UNT Undergraduate Catalog* for policy information. **Please note: If a student is excessively absent, he/she will not be permitted to continue the course.** Dropping the course will be the student's responsibility, not the instructor's.
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Exams:

1. You are responsible for taking all exams at the times scheduled in the course outline. If you are late, no extra time will be given to complete the exam. Always arrive on time so as not to disturb other students.
 2. The final exam will be administered on Friday, August 10th; it will not be given early.
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Blackboard:

1. CMHT 2790 is online and accessible through Blackboard. You are encouraged to log on regularly for class announcements and updates regarding class, grades, assignments, and other events. Logging on will not make up for lack of class participation, non-attendance, or low averages.
 2. Each student must know his/her EUID and password. The login page for Blackboard is <http://ecampus.unt.edu>. If you have technological issues, please refer to <http://ecampus.unt.edu>. If you have pages missing or items are not retrievable, please contact the instructor.
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Assignments:

1. All outside assignments are due online by the end of the day (11:59pm). Late assignments are downgraded by 30%. If the assignment is not submitted within 24 hours of it being due, it will not be accepted for credit and the student will receive a 0.
 2. Unless otherwise noted, assignments will be submitted online via Turnitin. Assignments successfully uploaded to the Turnitin system will create a digital receipt for you. If you do not receive a digital receipt, your assignment was not received properly.
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Assessment:

1. **Resume (75 pts).** Students will develop their resume using guidelines provided in class. The resume should be written as if applying for an internship position.
2. **Elevator Speech/Personal Commercial (50 pts).** Write a brief (at least two paragraphs) commercial selling yourself to a job posting that you would be interested in applying to. Use the parameters outlined in class for creating your elevator speech/personal commercial. You will need to find a job description that you would be interested in and write your commercial selling yourself to that position and company. Please copy and paste the job posting with your commercial. More details to be provided in assignment sheet.
3. **LinkedIn Assignment (75 pts).** Students will create a LinkedIn account and follow specific criteria for a professional page. More details to be provided in assignment sheet.
4. **Online Quizzes (10 pts. each).** There will be a minimum of 3 lectures posted online with a corresponding online quiz for credit. The content releases on the class date, and the quiz is due by 11:59pm the same day.

5. **Extra Credit Opportunities.** At the end of each class session, time permitting, there will be an opportunity for students to answer an interview style question in front of the class. The questions will vary and students may volunteer to answer a question up to two times, during different class sessions. The question and answer will be worth 2 extra credit points. As stated under the Attendance section of the syllabus, attendance can count for extra credit as well.
6. **Final Exam (100 pts).** The exam will assess the students' experience with the reading material and familiarity with the materials presented in class (e.g., handouts, class assignments, assigned readings, guest speakers, lectures, etc.).
7. Class lectures, online assignments, and other activities are intended to enrich or supplement the assigned readings. They are not intended to summarize or substitute for the readings. The instructor will be glad to meet individually with students to discuss materials presented in the readings or the class lectures, to help the student determine his or her progress in the class, or other relevant purposes.
8. Your success in this course will depend on several factors:
 - Attendance and participation in class discussion
 - Active participation in small groups, in and out of class
 - Execution of any written work in the course
9. The final semester grade will be determined as follows:

A	=	90	-	100%
B	=	80	-	89%
C	=	70	-	79%
D	=	60	-	69%
F	=	Below		60%

CMHT Academic Requirements:

1. Students majoring in Merchandising, Digital Retailing, and/or Home Furnishings are required to have a minimum grade point average of at least 2.0 on all courses completed at UNT beginning in Fall 2017. First term/semester transfer students must have a transfer grade point average of 2.0.
2. A grade of C or above must be earned in each merchandising, digital retailing, home furnishings and hospitality course completed in residence or transferred to UNT.
3. Academic requirements for graduation with a BS in Merchandising, Digital Retailing, and/or Home Furnishings from the College of Merchandising, Hospitality, and Tourism include:
 - a. A minimum GPA of at least 2.0 on all courses completed at UNT.
 - b. A grade of C or above must be earned in each merchandising course completed in residence or transferred to UNT. This includes all courses with prefixes CMHT, MDSE, HFMD, DRTL and HMGD.
 - c. A minimum of 2.0 GPA in all work attempted, including transfer, correspondence, extension and residence work.
4. For timely graduation - A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions. It is very important that you work with your advisor to be sure you are sequencing courses correctly (rather than taking courses scheduled at a convenient time) to avoid delayed graduation. Ultimately, it is a student's responsibility to ensure they have met all prerequisites before enrolling in a class. Students who have not met prerequisites will not be allowed to remain in a course. Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid. **For additional information regarding requirements and policies, refer to the 2017-2018 UG Catalog.**

Academic Advising:

1. All students should meet with their Academic Advisor at least one time per semester (Fall and Spring). Update your degree plan regularly to stay on track for a timely graduation.
2. All new freshman and transfer students are REQUIRED to meet with their Academic Advisor for their first 2 semesters to receive an advising code to register for classes for the next semester.

3. Advisors help you sequence courses correctly for an “on time” graduation. Ultimately, it is a student’s responsibility to ensure they have met all prerequisites before enrolling in a class. A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions. Students who have not met prerequisites will not be allowed to remain in a course. Once classes begin, students often have few, if any, options for adding a different course, which can be an issue for financial aid.
4. For additional information regarding requirements and policies, refer to the 2017-2018 UG Catalog. Students may also contact the advising office in Chilton Hall 385 at 940-565-4635.

Major	Last Name	Advisor
Consumer Experience Management	A-Z	Kelly Ayers
Digital Retailing	A-L M-R S-Z	Jaymi Wenzel Jon Bartlett Philip Aguinaga
Home Furnishings Merchandising	A-Z	Kelly Ayers
Hospitality Management	A-L M-Z	Jaymi Wenzel Philip Aguinaga
Merchandising	A-L M-Z	Amanda Johnson Jon Bartlett
Retailing	A-L M-Z	Amanda Johnson Jon Bartlett

Financial Aid Satisfactory Academic Progress (SAP) – Undergraduates:

1. A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA and successfully completing the required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.
2. **If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility.** Please visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your CMHT academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.
3. A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course*. If approved, the instructor will contact the Director of CMHT Advising in Chilton 385 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar’s office before the deadline to make sure you have been dropped from the course with a “W”.** If you are taking only online courses and your instructor approves the drop, please contact the CMHT Director of Advising for instructions.

Office of Disabilities Accommodations:

The University of North Texas and the College of Merchandising, Hospitality and Tourism make reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For

additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

Course Safety Statements:

Students are urged to use proper safety procedures and guidelines. In lab sessions, students are expected and required to identify and use proper safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

Academic Dishonesty:

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works without full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook. If it is determined that a student has engaged in a form of academic dishonesty, that student will receive partial or no credit for the assignment depending on the level of academic dishonesty that has occurred. Also, the student will receive a sanction that will be reported to the UNT Dean of Students Office and the Office of Academic Integrity.

Expected Student Behavior:

Students are expected to be respectful of others, i.e., other students and faculty. 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 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 online classrooms, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu.

The College of Merchandising, Hospitality and Tourism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cell phones, dressing inappropriately).

Laptops are permitted in the classroom and students are expected to use them responsibly. If the situation arises that students are using laptops for non-class related activities, laptops will no longer be permitted for the entire class for the remainder of the semester.

Access to Information:

Your access point for business and academic services at UNT occurs within the my.unt.edu site, www.my.unt.edu. If you do not regularly check EagleConnect or link it to your favorite e-mail account, please do so to learn about job and internship opportunities, CMHT events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email is: <http://eagleconnect.unt.edu/>

Student Perceptions of Teaching (SPOT):

The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short survey at the end of the semester gives students the opportunity to comment on how the course is taught. Student feedback is important and is essential as we strive for excellence.

Transferring a Course to Meet UNT Degree Requirements:

Any CMHT equivalent course from another university must receive prior approval from the CMHT academic advisor to insure that all UNT Merchandising and Hospitality Management degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

Important Notice for F-1 Students Taking Distance Education Courses:

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

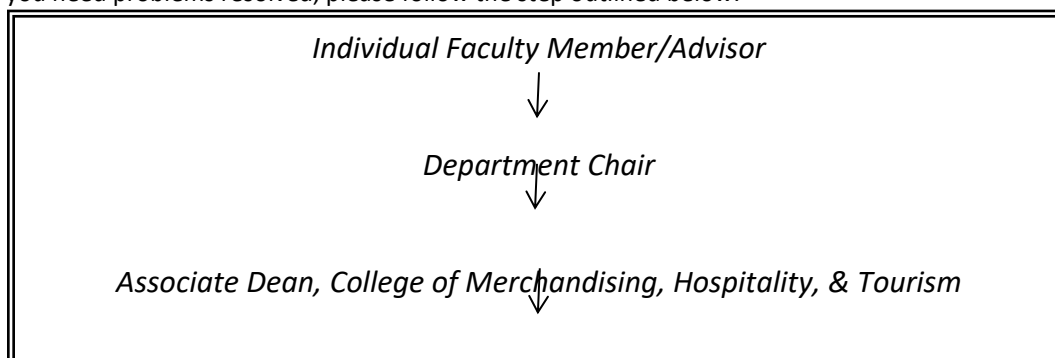
If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

Academic Organizational Structure:

Understanding the academic organizational structure is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:

**Emergency Notification and Procedures:**

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty, staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, class information will be disseminated via Blackboard and course instruction will continue online as is possible.

Important Summer 5WK2 Dates:

July 9	First day of classes.
July 12	Census date.
July 13	Beginning this date a student dropping a course must first receive written consent of instructor.
July 19	Last day to drop a course or withdraw with a grade of W for courses student is not passing. After this date a grade of WF may be recorded.
July 20	Beginning this date instructors may drop students with a grade of WF for nonattendance.
August 1	Last day to drop with either W/WF. Last day to drop course with consent of instructor. Last day to withdraw. Last day for instructor to drop student with a grade of WF for nonattendance.
August 2	Beginning this date, a student who qualifies may request an Incomplete.
August 9	Last regular class meeting.
August 10	Final exam