

Business 4000-60: Introductory Seminar for Business Professionals

COURSE DESCRIPTION

0 hrs. Experiential course where students focus on building leadership skills in addition to gaining mastery of those professional skills needed for success in the workplace. Coaching is provided to help students identify where and how these higher-level skills may be mastered. Pass/no credit only. Prerequisite(s): [BUSINESS 2000](#); [BUSINESS 3000](#) or consent of Wilson College of Business advisor; may be repeated in subsequent semesters; business majors only. (Fall and Spring)

Course Learning Objectives

1. Develop and maintain a professional mentoring relationship through intentional communication, preparation, and follow-through.
2. Apply professional communication, networking, and relationship-building skills through engagement with a mentor.
3. Reflect on personal strengths, values, leadership abilities, and areas for continued professional growth.
4. Develop strategies for career planning, professional decision-making, and long-term development.
5. Utilize feedback, coaching, and professional insights to enhance workplace readiness and leadership skills.
6. Gain increased awareness of professional expectations, workplace experiences, and career opportunities through experiential learning.

COURSE OVERVIEW

The purpose of this course is to accelerate your journey as a young professional through meaningful conversations with an executive level UNI alumni mentor. The assignments prepare you for professional presence and conversation.

MEETING WITH YOUR MENTOR: You are responsible for managing your mentor relationship, including: first contact, follow-thru with subsequent meetings, share your Personal Business Plan, Reflection Document, and preparing weekly topics.

TIME COMMITMENT: Mentees should meet with their mentor 6–8 times or engage in at least 4 hours of conversation during the semester. Manage your time and priorities to spend at least 15-minutes prior to and 30-minutes after each conversation to reflect and make notes of your mentor's suggestions, insights, questions, and experiences; document your thoughts, feelings, ideas, and report back at your next meeting. Having a dedicated notebook or journal for this program and professional development is useful for future job interviews, networking conversations, connection ideas, development areas, and career opportunities.

Blackboard (Bb) houses all course assignments, activities, submission requirements, and due dates. It is your responsibility to ensure your submissions are completed and recorded in your Bb gradebook. Submissions will be assessed for completeness within 10 business days. **COMPLETE** all Assignments and Activities to pass the course and earn a Certificate, Medallion, Badge, and Co-curricular transcript notation.

ASSIGNMENTS

- Week 1 Business 4000 Kickoff & Mentor Match Form
- Week 2 Preparation for Mentor Meetings
- Week 3 Connect with your Mentor
- Week 4 Mentor Conversation #1 + Begin Mentor Activity Log
- Week 5 Mentor Conversation #2
- Week 6 Mentor Conversation #3 and LinkedIn Updates
- Week 7 Mentor Conversation #4
- Week 8 Mentor Conversation #5 & Mid-term Survey
- Week 9 Mentor Conversation #6

Week 10 Mentor Conversation #7

Week 11 FINAL Mentor Conversation, Thank You Assignment

Week 12 Submit Mentor Conversation Log, End of Semester Feedback

NOTE: Your mentor will be asked to complete a brief exit survey regarding their experience at the end of the term.

REQUIRED TEXTBOOKS, READINGS, MATERIALS

No Textbook is required. Students will utilize Blackboard, LinkedIn Account, LinkedIn Learning Access, Zoom, Mentor Conversation

ASSESSMENTS

- Mentor preparation activities
- Mentor conversation log
- Personal Business Plan
- Reflection Document
- Mid-semester survey
- End-of-semester feedback