

UNIV 1500
Career Skill Building for Workforce Success
Fall 2016, 3 Credit Hours
Hybrid Course Online URL: <https://elearn.memphis.edu/>

Course Description

Career Development: This course will provide basic skills and knowledge needed for the development of personal career goals, communication skills, teamwork, and employment success. Work experience under a practicing professional is conditional and may substitute selected course work.

Course Enrollment Requirements: As specified in the memorandum of understanding for the high school dual enrollment program.

Course Objectives

- Use career exploration resources to identify strengths, learning styles, and areas of interest in order to generate appropriate career goals.
- Demonstrate job-seeking skills and exhibit employability characteristics necessary to workplace success.
- Engage in discussions with both peers and industry professionals on topics that currently impact work environments and employment success.
- Analyze the role of values and ethics in the workplace.
- Create effective business documents (resume, cover letter, email, thank you note, and application)
- Participate in a mock interview and model attitudes, actions, and behaviors required for successful performance on the job.
- Utilize technology as appropriate to the setting. (Word, PowerPoint, Internet Searches)
- Gain experience in problem-solving, decision-making, creative and critical thinking, and planning.

Course Topics

- Self-assessment
- Career goal setting
- Personal development
- Career and Job research tools
- Career portfolio
- Social media profiles & Internet Responsibility
- Career networking
- Internship and co-op programs
- Resumes and job applications
- Successful interviews
- Growing your career
- Contemporary issues in the workplace
- Networking
- Ethics and values in the work environment
- Time management
- Professionalism
- Communication skills
- Problem solving
- Child Labor Act
- Wage Overview: Your Pay Check
- Workplace culture

Textbooks, Supplementary Materials, Hardware and Software Requirements

Required

- Harwood, Lauri. (2013) *Your Career: How To Make It Happen*. 8th Edition, South-Western Educational Publishing
- Students enrolled in this course must have regular access to an Internet connection and Microsoft Office Word and PowerPoint 2007 or newer.
 - To check your browser to be sure it is set up to handle the requirements of our online class go to:
https://elearn.memphis.edu/d2l/tools/system_check/systemcheck.asp?ou=6638
 - Review the technical requirements for our online course at
<http://www.memphis.edu/ecampus/technical.php>

Assessment and Grading Policy

Course content will be delivered in 3 parts: starting your career, sources of job information, and essential job search communications structured in 14 weekly lessons. The weekly modules are outlined in the course calendar.

Each week students will be required to:

1. complete the assigned weekly reading- students are expected to take comprehensive notes
2. view the online course content- Course content can be delivered in several formats including PowerPoint slides, written, or podcasts.
3. complete the weekly assignment listed on the calendar and/or the online weekly module and
4. participate in a group discussion- active participation means students prepare comments to prompts, ask thoughtful questions, share experiences, and respond to other students

Student Presentations, guest speakers, group activities, case study research, paper and pencil tests, and a written report will make up the additional course activities.

There will be one comprehensive written test at the end of the course designed to measure your understanding of the material. This exam will include multiple choice, true/false statements, and short answer questions.

If students take part in field placement, they will complete a reflection paper on their experience. In order to receive field placement credit, field supervisors must rate performance as satisfactory.

Assessment rubrics will be provided for all activities.

Grades will be calculated by the following:

Weekly Discussions	25%
Weekly Assignments	30%
Resume & Cover Letter	10%
Mock Interview	10%
Reflection Paper	10%
Exam	15%

Grade Scale

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 94-96	B = 83-86	C = 73-76	D = 63-66
A- = 90-93	B- = 80-82	C- = 70-72	D- = 60-62
Below 60 = F			

Expectations

- Communication Policy- In our communication with each other, we want to remain professional at all times. Mutual respect among students and instructor is very important to the successful completion of this course.
- Writing Assignments- All written assignments must be submitted in Microsoft Word with default text and margin settings. Content, spelling, and grammar rules should be observed in all documents.
- All students are responsible for all assignments regardless of absence, unless a prior arrangement is agreed upon between the student and instructor.

Library and Other Resources

Recommended Course Readings and Internet Sites-

- U.S. Department of Labor. *Occupational Outlook Handbook*. (Current Edition).
<http://www.bls.gov/ooh/>
- University of Memphis Career Services: <http://www.memphis.edu/careerservices/>
- National Association of Colleges and Employers <http://www.nacweb.org/home.aspx>

Plagiarism

Plagiarism is a serious academic offense. The University of Memphis regards plagiarism as academic dishonesty. Consequences of plagiarism include failing an assignment, receiving a lower course grade, and even failing a course. According to the University of Memphis Code of Student Conduct "the term 'plagiarism' includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials."

You are committing plagiarism if you:

- Submit someone else's work as your own.
- Buy a paper from a papermill, website or other source.
- Copy sentences, phrases, paragraphs, or ideas from someone else's work, published or unpublished, without giving the original author credit.
- Replace select words from a passage without giving the original author credit.
- Copy any type of multimedia (graphics, audio, video, internet streams), computer programs, music compositions, graphs, or charts from someone else's work without giving the original author credit.
- Piece together phrases, ideas, and sentences from a variety of sources to write an essay without proper citation or your own thoughts.
- Build on someone else's idea or phrase to write your paper without giving the original author credit.
- Submit your own paper in more than one course without permission.

Students with Disabilities

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the office of Disability Resources for Students. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations. It is the student's responsibility to initiate contact with the office of Disability Resources for Students and to follow the established procedures to get registered with their department. The office of Disability Resources for Students is located at 110 Wilder Tower; 678-2880; www.memphis.edu/drs.

Dealing with Harassment

The University of Memphis believes it is important to respond to insensitive and inappropriate behavior in a spirit of collegiality, mutual respect, and professionalism. If you believe that you have been the target of discrimination by another student, faculty member, or staff member, due to age, disability, ethnicity, gender, race, religious beliefs, sexual orientation, or cultural group membership, you can choose to pursue one or more of the following avenues:

1. The most direct approach, if you feel comfortable doing so, is to speak directly to the person whose behavior you consider to be inappropriate.
2. You may speak to the instructor, the Department Chair (678-2716), or the University's Affirmative Action Officer (678-2713).
3. You may contact the Assistant Dean of Students (678-2298), in the Office of Student Judicial Affairs.

It is important that you speak immediately to someone, with whom you feel comfortable, in order that your concerns can be handled promptly and fairly. In all complaints of discrimination, including sexual harassment, the Office of Institutional Equity will be notified.

Syllabus Change

Course content, requirements, policies, and assignments may change during the semester at the discretion of the instructor.

Technical Support/UM Helpdesk

901.678.8888; helpdesk.memphis.edu

Course Calendar & Assignments:

Week 1	<p>Course Introduction & Syllabus Overview</p> <p><u>View</u> week 1 content and presentation</p> <p><u>Readings:</u> 4 Ways To Help Students With Career Exploration http://careerconfessional.wordpress.com/2013/04/12/4-ways-to-help-students-with-career-exploration/</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 1 and Introduce yourself by telling us a little bit about yourself and where you are in your career path. (Have you decided on a career? If so, what and why? If not, then what current interests do have?)</p> <p><u>Assignment:</u> Self-Assessment-Complete the two self-assessments below. Summarize your self-assessment results (in 2-3 paragraphs) from the three free career interest profiles. Based on the results describe the characteristics (not the job titles) of your ideal career. Submit this assignment to the appropriate dropbox in eCourseware by 11:59pm on Sunday of this week.</p> <p>1. For students with University of Memphis email addresses:</p> <ul style="list-style-type: none"> Visit Focus 2 Career Assessment https://www.focuscareer2.com/Index.cfm?CFID=8301549&CFTOKEN=12244420) The access code for all students is the word tiger in all lower case letters. To create an account, you will need your U of M email address AND access code. Complete the new user information. Follow the prompts provided to create your user name and password, and the system will take you to the main menu. Already have an account? Visit the Focus 2 site. <p>2. http://www.humanmetrics.com/cgi-win/JTypes2.asp</p>
Week 2	<p><u>Readings:</u> The Job Search Process (Chapter 1)</p> <p><u>View</u> week 2 content and presentation video link: The Millennials are Coming http://www.cbsnews.com/news/the-millennials-are-coming/</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 2 and respond by Wednesday. Tell us about your career self-assessment results from last week. How will these results influence your goals? Reply to two other posts before the end of the week.</p> <p><u>Assignment:</u> Identify two career options of interest or based on your tests results and use the resource provided to complete the career matrix handout. Submit this assignment by 11:59pm on Sunday. U.S. Department of Labor. <i>Occupational Outlook Handbook</i>. http://www.bls.gov/ooh/a-z-index.htm#P</p>
Week 3	<p><u>Readings:</u> Know What Employers Expect (Chapter 2)</p> <p><u>View</u> week 3 content and presentation</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 3 and respond by Wednesday. Read the Ethics Case Study and answer questions Respond thoughtfully to 2 other peer postings by Sunday.</p> <p><u>Assignment:</u> Complete the Workplace Skills and Competencies Profile on pg.34. List the skill or quality you have developed. Submit this assignment to the appropriate dropbox in eCourseware</p>

	by 11:59pm on Sunday of this week.
Week 4	<p><u>Readings:</u> Your Winning Network (Chapter 4)</p> <p><u>View</u> week 4 content and presentation</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 4 and respond by Wednesday. How can you make sure your references will be prepared to answer prospective employer's questions about you? Respond thoughtfully to 2 other peer postings by the end of the week.</p> <p><u>Assignment:</u> Managing Your Online Image- Review your Facebook, LinkedIn, Twitter, etc. accounts. If you do not have one, find a friend or classmates that you can review. Think about what these pages are saying about you, your interests, values, etc. Visit LinkedIn (www.linkedin.com) and find 1 example of an excellent professional profile and 1 example of one that needs improvement (include links for each). What was good about the outstanding profile and what would you recommend the person do to change his or her profile in the one that needs improvement? Share your findings in the class. Submit this assignment to the appropriate dropbox in eCourseware by 11:59pm on Sunday of this week.</p>
Week 5	<p><u>Readings:</u> Research Career and Find Job Leads (Chapter 5)</p> <p><u>View</u> week 5 content and presentation</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 5 and respond by Wednesday. Describe two websites you have visited that provide useful information about your field. Give three examples of the types of information you found at each site. Make your post with in the first 3 days of the week. Visit two other classmate's suggested sites and provide thoughtful feedback.</p> <p><u>Assignment:</u> Use an online resource that you choose to create a career ladder for two career options identified in week one. Specifically, identify two entry level positions, one mid-career, and one management level position. Submit this assignment to the appropriate dropbox in eCourseware by 11:59pm on Sunday of this week.</p>
Week 6	<p><u>Readings:</u> Resumes (Chapter 6)</p> <p><u>View</u> week 6 content and presentation</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 6 and respond by Wednesday. How can you tailor your resume to target a specific job or employer? Give at least 3 examples from your own resume.</p> <p><u>Assignment:</u> Create a professional resume following the guidelines reviewed in class. Specifically use the resume checklist document to review your own resume. Submit your resume to the appropriate dropbox in eCourseware by 11:59pm on Sunday of this week.</p>
Week 7	<p><u>Readings:</u> Job Applications and Cover Letters (Chapter 7)</p> <p><u>View</u> week 7 content and presentation.</p> <p><u>Discussion Question:</u> Post your resume by Wednesday. Use the provided checklist on pg. 115 to provide constructive criticism to two other classmates.</p> <p><u>Assignment:</u> Using the guidelines and checklists provided to create a sample cover letter to a company in your field. Submit this assignment to the appropriate dropbox in eCourseware by 11:59pm on Sunday of this week.</p>

Week 8	<p><u>Readings:</u> Interview Essentials (Chapter 8)</p> <p><u>View</u> week 8 content and presentation.</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 8 and respond by Wednesday. Rate the importance of the following from most to least important. (attitude, job qualifications, image and appearance, verbal & nonverbal communication) Explain your rationale. Read and respond to at least two other classmates' posts.</p> <p><u>Assignment:</u> Create your 20-30 second commercial using pgs. 195-196 as a sample layout. Submit this assignment to the appropriate dropbox in eCourseware by 11:59pm on Sunday of this week.</p>
Week 9	<p><u>Readings:</u> Ask for-and Get- the Interview (Chapter 9)</p> <p><u>View</u> week 9 content and presentation</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 9 and respond by Wednesday. Using the record audio function in eCourseware, record and post your 30 second commercial. Provide feedback to at least 2 other classmates.</p> <p><u>Assignment:</u> Practice an interview request scenario and present it to the class as suggested in the trial run on pag.209. Submit this assignment to the appropriate dropbox in eCourseware by 11:59pm on Sunday of this week.</p>
Week 10	<p><u>Readings:</u> Interview Styles and Questions (Chapter 10)</p> <p><u>View</u> week 10 content and presentation</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 10 and respond by the Wednesday. How will you handle an illegal or inappropriate question from an interviewer? Respond to at least 2 other classmates' suggestions.</p> <p><u>Assignment:</u> Select two of the suggested questions from The University of Memphis Career Services website- http://www.memphis.edu/careerservices/Interview_Tips.php . List the two questions you chose and compose your ideal answer. Submit this assignment to the appropriate dropbox in eCourseware by 11:59pm on Sunday of this week.</p>
Week 11	<p><u>Readings:</u> Interview Like a Pro (Chapter 11)</p> <p><u>View</u> week 11 content and presentation</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 11 and respond by the Wednesday. How have you used the success strategies described in Chapter 1 (maintaining a positive outlook, setting goals, managing your time, being proactive, and being assertive) to prepare for and participate in a practice interview? Which strategies are most useful? Respond to at least 2 other classmate's posts by Sunday.</p> <p><u>Assignment:</u> Mock Interview Project- Form a group of 3. Each group member will rotate playing the role of 1. Interviewer, 2. Interviewee, 3. Video Recorder. During your class time this week and next week you will participate in all 3 roles. The instructor will use the rubric to assess each student. Responsibilities are as follows:</p> <ul style="list-style-type: none"> • Interviewer: selects 4-5 appropriate questions based on the group members' career field. (In other words, you are not going to ask about typing speed if you are interviewing an artist) • Interviewee: Will dress in interview appropriate attire and answer the 4-5 selected

	<p>questions</p> <ul style="list-style-type: none"> • Video Recorder: will record the interviewee for reflection purposes only <p>Week 11- Submit the Interview Question and Answer Planning Worksheet</p>
Week 12	<p><u>Readings:</u> Follow Up (Chapter 12)</p> <p><u>View</u> week 12 content and presentation</p> <p><u>Discussion Question:</u> What was the most difficult interview question that you encountered? After thinking about it, what would be the best answer? Post by Wednesday of this week and provide feedback/suggestions to at least two other classmates' posts by Sunday.</p> <p><u>Assignment:</u> Mock Interview Continued (see week 11 assignment) Submit a 2-3 paragraph reflection on this process. What did you learn? What were your strengths and weaknesses? How will you improve?</p>
Week 13	<p><u>Readings:</u> Dealing with Disappointment (Chapter 13)</p> <p><u>View</u> week 13 content and presentation</p> <p><u>Discussion Question:</u> Go to the discussion forum for week 13 and respond by the Wednesday. If economic conditions require you to accept a job that is not exactly what you are aiming for, how can you best approach the new job? What are the benefits of doing so? Respond to at least 2 other classmate's posts by the end of the week.</p> <p><u>Assignment:</u> Compose a sample thank you letter to the person(s) who interviewed you. Use the guidelines in Chapter 11. Submit this assignment by the last day of the week. Submit this assignment to the appropriate dropbox in eCourseware by 11:59pm on Sunday of this week.</p>
Week 14	<p><u>Readings:</u> http://careerconfessional.wordpress.com/2012/08/03/interning-the-university-of-memphis-office-of-student-leadership-and-involvement/</p> <p>Making An Impact: Interning at a Non Profit- http://careerconfessional.wordpress.com/2012/07/27/making-an-impact-interning-at-a-nonprofit-organization/</p> <p>The Benefits of Interning- http://careerconfessional.wordpress.com/2012/07/20/the-benefits-of-interning/</p> <p><u>Discussion Question:</u> NONE this week.</p> <p><u>Reflection Assignment:</u> Think back on the assignments, discussions, course materials and experiences you had during this course. Compose a 2 page double spaced paper about what you have learned. This essay of your reflections should draw on what we have covered in class, but it should be centered primarily on how you have seen yourself change (or not change) throughout the semester. Consider these questions when writing your reflective essay:</p> <ul style="list-style-type: none"> • What was your view on career planning when you began the course? • Are you more confident? • Do you know where to find additional information or resources? • What do you consider the single most important insight this course has given you – the

	<p>idea that had the strongest impact, or will stay with you for a long time?</p> <p>Be specific. What specific strategies, techniques or skills have you learned? It never hurts to be specific.</p> <p>Reflection Paper due to the appropriate dropbox in eCourseware.</p>
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