Career Readiness Resources

Course Syllabus: Professional Development for Career Ambassadors
Courtesy of North Carolina State University
USC 203 – Professional Development for Career Ambassadors

Fall 2016 Syllabus

2 Credit Hours

Course Description
The course is for Career Ambassadors only. This course will offer learning opportunities that will provide class members with the knowledge, skills and attitude necessary to become effective Career Ambassadors. The seven career readiness competencies will be explained. Guest speakers, class discussions, group activities, reflections and out of class team building experiences will be utilized to facilitate learning.

Learning Outcomes
Define and apply the seven career readiness competencies; Professionalism/Work Ethic, Critical Thinking/Problem Solving, Teamwork/Collaboration, Oral/Written Communication, Information Technology Application, Leadership, and Career Management.
Demonstrate necessary communication and organizational skills for presentations by sharing clear, accurate and concise information in 6 workshops.
Reflect on personal career journey as it relates to mentoring relationships with fellow students.
Articulate professional strengths and areas for growth.
Will be able to define, differentiate, and discuss the many resources provided by the Career Development Center during their six presentations and be able to connect the “right” resource to student needs.
Will be able to demonstrate mastery of career workshop topics by showing that they are: 1) Are able to identify specific needs of groups requesting presentations via timely communication. 2) Are able to align and organize career workshop content with audience/learners as focus. 3) Prepare, select, or design appropriate activities for rich engagement regardless of topic. 4) Finally, receive high marks on participant feedback forms and/or be able to use feedback forms to determine areas of improvement.
Design and present peer to peer career training sessions.
Transfer information acquired in the course to students who attend the career training sessions.

Course Structure
There will be guest speakers to help with the learning process. Students are required to participate in 6 group presentations/events outside of class. Students are required to complete a mid and end of semester performance review meeting. Students are required to attend a day long retreat the first week of the semester.

Course Policies
No textbooks are required and no expenses will be incurred by the student. Extra-credit assignments will be available including presenting more than the required 6 events. Students who complete additional out of class events representing the CDC will receive 5% extra credit added to their grade for each event presented (a maximum of 2 additional events are allowed). Only 2 extra credit events are allowed per student.

Instructors
Marcy Bullock, marcy_bullock@ncsu.edu 919-515-9704
Graduate Teaching Assistant – Ben Dictus: bjdictus@ncsu.edu We are all are located in 2100 Pullen Hall
Office hours are by appointment.

Course Meetings
Seminar
Days: Biweekly on Fridays Time: 1:55pm – 3:40pm Location: 206 Fox

Materials
A binder with career information will be provided by the instructor for each student. Please add materials as the semester progresses.

Prerequisites
None.
**Co-requisites**
None.

**Restrictions**
For Career Ambassadors only. Meets biweekly. Students will attend the required retreat before the semester starts. Students are required to present 6 workshops/events per semester.

**General Education Program (GEP) Information**

**GEP Category**
This course does not fulfill a General Education Program category.

**GEP Co-requisites**
This course does not fulfill a General Education Program co-requisite.

**Transportation**
This course will not require students to provide their own transportation. Non-scheduled class time for field trips or out-of-class activities is NOT required for this class.

**Safety & Risk Assumptions**
None.

**Grade Components**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentations/Events</td>
<td>60</td>
<td>Each student will present six out of class workshops/events. Each event is worth 10% of the grade. Each event will be evaluated by a CDC professional and/or the audience and co-presenter. Assigned dates will be given on the first day of class and signups for additional events will occur throughout the semester. It is the student’s responsibility to track the number of events they need to complete.</td>
</tr>
<tr>
<td>Course Participation</td>
<td>10</td>
<td>Students are expected to engage in class and participate in group activities.</td>
</tr>
<tr>
<td>Facilitate a group activity</td>
<td>5</td>
<td>Each student will prepare and facilitate an interactive group activity during class which is related to the career competency that they are assigned.</td>
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<tr>
<td>Write a Blog Post</td>
<td>5</td>
<td>Each student will write a career blog post for the CDC webpage. Due dates will be assigned the second week of class.</td>
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<tr>
<td>Career Assessment-</td>
<td>10</td>
<td>Each student will complete a professional development/self-reflection assessment and activities related to their results.</td>
</tr>
<tr>
<td>Mid Semester Evaluation</td>
<td>5</td>
<td>Each student will schedule and attend a face to face mid semester performance review before Fall Break</td>
</tr>
<tr>
<td>End of Semester Evaluation</td>
<td>5</td>
<td>Each student will schedule and attend a face to face end of semester performance review before Dead Week.</td>
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**Letter Grades**
This Course uses Standard NCSU Letter Grading:

- $97 \leq A^+ \leq 100$
- $93 \leq A < 97$
- $90 \leq A^- < 93$
87 ≤ B+ < 90
83 ≤ B < 87
80 ≤ B- < 83
77 ≤ C+ < 80
73 ≤ C < 77
70 ≤ C- < 73
67 ≤ D+ < 70
63 ≤ D < 67
60 ≤ D- < 63
0 ≤ F < 60

Requirements for Credit-Only (S/U) Grading
In order to receive a grade of S, students are required to take all exams and quizzes, complete all assignments, and earn a grade of C- or better. Conversion from letter grading to credit only (S/U) grading is subject to university deadlines. Refer to the Registration and Records calendar for deadlines related to grading. For more details refer to http://policies.ncsu.edu/regulation/reg-02-20-15.

Requirements for Auditors (AU)
Information about and requirements for auditing a course can be found at http://policies.ncsu.edu/regulation/reg-02-20-04.

Policies on Incomplete Grades
If an extended deadline is not authorized by the instructor or department, an unfinished incomplete grade will automatically change to an F after either (a) the end of the next regular semester in which the student is enrolled (not including summer sessions), or (b) the end of 12 months if the student is not enrolled, whichever is shorter. Incompletes that change to F will count as an attempted course on transcripts. The burden of fulfilling an incomplete grade is the responsibility of the student. The university policy on incomplete grades is located at http://policies.ncsu.edu/regulation/reg-02-50-3.

Late Assignments
Late work will not be accepted. Students who miss the deadline will be given a zero for the assignment. If a student has a problem completing an assignment they should contact the instructor as soon as possible. Do not wait until the due date to inform the instructor.

Attendance Policy
For complete attendance and excused absence policies, please see http://policies.ncsu.edu/regulation/reg-02-20-03 The knowledge and understanding as described in the course's learning goals can only be gained through participation; therefore, attendance in class is mandatory. We are also building a team, and in order for the team to be cohesive and productive, we must rely on every team member to contribute fully.

Absences Policy
Each absence will result in a deduction of 5% from our final grade. It will not be considered an absence if the student has a University sanctioned excuse. Excused absences must be approved in advance. For emergencies contact the instructor immediately via email, but no later than the day after the absence.

Makeup Work Policy
For excused absences students should discuss any make up work with the instructor at the time the absence is excused.

Additional Excuses Policy
None.

Academic Integrity
Students are required to comply with the university policy on academic integrity found in the Code of Student Conduct found at http://policies.ncsu.edu/policy/pol-11-35-01

Academic Honesty
See http://policies.ncsu.edu/policy/pol-11-35-01 for a detailed explanation of academic honesty.

Honor Pledge
Your signature on any test or assignment indicates "I have neither given nor received unauthorized aid on this test or assignment."

Electronically-Hosted Course Components
Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.

Electronically-hosted Components: Moodle discussion board.

Accommodations for Disabilities
Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, student must register with the Disability Services Office (http://www.ncsu.edu/dso), 919-515-7653. For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation at http://policies.ncsu.edu/regulation/reg-02-20-01.

Non-Discrimination Policy
NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at http://policies.ncsu.edu/policy/pol-04-25-05 or http://www.ncsu.edu/equal_op/. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 919-515-3148.

Course Schedule

Session 1- Introduction to the CDC/Work Ethic/Career Fairs
Professionalism/Work Ethic- Demonstrate personal accountability, effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand impact of non-verbal communication on professional work image; demonstrate integrity and ethical behavior; act responsibly with the interests of the larger community in mind; able to learn from one’s mistakes.

Navigating Career Fairs
How to give a winning elevator speech
How to prepare for a career fair
What to wear/what not to wear

Session 2- Teamwork and Resumes
Teamwork/Collaboration- Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, gender, religions, lifestyles, and viewpoints; be able to work within team structure, and to negotiate and manage conflicts.

Preparing and Critiquing Resumes
The key skills required by employers
How to engage your reader
Powerful action verbs
### Session 3- Communication and Cover Letters

Oral/Written Communication - Articulate thoughts, ideas clearly and effectively with persons inside and outside of organization; demonstrate public speaking skills; communicate new ideas to others; write/edit memos, letters and complex technical reports clearly and effectively.

| Covering Cover Letters | How to structure a cover letter  
|                       | How to communicate through email  
|                       | Thank you letter best practices |

### Session 4- Information Technology and LinkedIn

Information Technology - Select and use appropriate technology to accomplish a given task, apply computing skills to problem-solving.

Mid-Semester Evaluation Due

| Learning LinkedIn | How to use LinkedIn to help your career  
|                   | How to identify alumni on LinkedIn  
|                   | Tips and trick for LinkedIn |

### Session 5- Career Management and Job Search

Career Management - Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to position desired and career goals; identify areas necessary for professional growth; able to navigate exploring job options and how to take the steps necessary for pursuing opportunities; understand how to self-advocate for opportunities in the workplace.

| Searching for Jobs and Internships on ePack | Use ePACK effectively  
|                                           | Create a job search strategy  
|                                           | Have ideas for internship back-up plans |

### Session 6- Leadership and Interviewing

Leadership - Leverage the strengths of others to achieve common goals; use interpersonal skills to coach and develop others; Ability to assess and manage one’s own emotions and those of others, using empathetic skills to guide and motivate; organize, prioritize and delegate work.

| Acing Interviews | Communication best practices  
|                 | How to prepare for an interview  
|                 | Expectations during the interview |

### Session 7- Critical Thinking and Getting Recommended

Critical Thinking- Exercise sound reasoning and analytical thinking; obtain, interpret, and use knowledge, facts, and data to analyze situation, make decisions and solve workplace problems. Demonstrate originality and inventiveness in work.

| Getting Recognized & Recommended | How to develop professional relationships  
|                                  | How to overcome fears  
|                                  | How to build a recommendation folder |

### Session 8- Tying it All Together

Pull together the seven competencies and prepare for your performance review. Ensure your LinkedIn profile reflects your achievements.