

# Welcome to V252/H267 Career Development and Planning

## PV 277

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## Career Development Syllabus

### Course Description

This course constitutes *2 credit hours for a letter grade* that goes towards your cumulative GPA.

Course highlights include: in-depth tutorial and feedback concerning how to craft a marketable résumé and cover letter, interviewing techniques and a mock interview, identification of strengths and personality assessment, a career research assignment, and networking assignments designed to prepare students for contact with employers.

## Class Policies

### Class Attendance

One goal of the course is to teach students basic work etiquette. Students should approach their attendance to this class as if they were going to work. Therefore, attendance is worth 125 points (out of 1000 total for the class) and will be taken during every class. Please read carefully the attendance rubric below:

1 absence = 115/125 (-10)

2 absences = 105/125 (-20)

3 absences = 95/125 (-30)

4 absences = 85/125 (-40)

**5 absences = 0/125 (-125)**

**6 Absences = Failing grade for the entire course**

**\*If you miss more than five classes, you will fail the course. If you have a prolonged absence due to an illness or family issue, please contact your instructor immediately.**

**It is always the student's responsibility to sign the attendance sheet.**

**Absence due to Religious Observation**

Indiana University respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. If a conflict with a religious observance exists, a student must make a request for a reasonable accommodation for that observance by the end of the second week of the course. Students seeking accommodations for religious observances can find the necessary form at <http://www.indiana.edu/~vpfaa/forms/index.shtml>. (Scroll down to “Religious Observances” and click on “Request for Accommodation.”). This form should be filled out and returned to the instructor as early in the semester as possible.

### **Class Participation**

This course is designed to assist you with finding a career that you are interested in and the tools necessary to obtain that career. Because this class is all about your career development, your participation is necessary to gain full benefit of the course. If you are not comfortable speaking in front of the class, or have a question regarding class material outside of class, you may email your comments to the instructor.

### **Tardiness**

Do not arrive late to class. Besides having a negative impact on your learning, tardiness is disruptive to the instructor and the class and impedes on the learning of others. Should you arrive late, it is your responsibility to check in with the instructor at the end of the class session. You are responsible for signing the attendance sheet if you arrive late. **The instructor reserves the right to refuse attendance credit on any day a student arrives late.** Excessive tardiness will, without warning, have a negative impact on your attendance grade.

**The instructor reserves the right to subtract points from a student’s grade for habitual/excessive tardiness or for leaving class early after attendance has been taken.**

### **Classroom Expectations**

- Students are expected to come to class prepared
- Students’ ideas and opinions will be considered and respected by all members of the class
- Students are expected to attend class free from the influence of alcohol or recreational drugs
- If the instructor suspects intoxication of any sort, the student in question will be immediately referred to the Office of Student Ethics/Dean of Students for disciplinary review
- *Cell phones/pagers/other mobile devices shall be turned off (do not use the *vibrate* setting)*
- Newspaper/magazine/other leisure reading will not be tolerated during class

### **SPEA V252 and SPEA H267 Career Development Syllabus Fall 2016**

#### **Submittal of Class Assignments**

Assignments are due on **CANVAS** at the beginning of class on the date printed in the class schedule. Assignments turned in after class will be considered late. If you know you will be absent on the day an assignment is due and your absence is excused, you must submit your assignment beforehand.

#### **E-mail**

Traditional e-mail must originate from an Indiana University e-mail account ending with “@indiana.edu or @iupui.edu”. E-mail from Yahoo, Hotmail, G-mail, AOL, or other ISPs will not be answered. This is to protect your privacy--we can only assure that an e-mail message is actually being sent by you via the Indiana University computer network. Announcements will be made and distributed via CANVAS or to your IU e-mail account. These have the same effect as an

announcement made in class; **you are responsible for checking your e-mail and CANVAS on a regular basis.**

### **Academic Dishonesty/Plagiarism**

In accordance with the *Indiana University Code of Student Rights, Responsibilities, and Conduct* (<http://dsa.indiana.edu/Code/index.html>) academic dishonesty including attendance fraud and plagiarism of assignments will not be tolerated and will result in immediate removal from the class and a failing grade. Additionally, disciplinary action will be pursued if deemed necessary by the instructor. **Assignments that are identical to those previously submitted in other campus career development classes or from previous semesters (or 8 weeks) will not be accepted—this is plagiarism.** Students are expected to follow assignment guidelines and criterion as specified by the V252 instructor.

### **Quality of Assignments**

Because you will be using assignments from this course to seek employment opportunities, you are expected to hand in quality assignments. Essays and documents should be grammatically correct, spell checked, and *thoroughly* proofread. **Each assignment must be typed, not hand-written. Hand-written assignments will not be accepted.**

University rules forbidding plagiarism are strictly enforced. It is advised that you have a peer read your written work to make certain that it is free of errors. In order to earn maximum points, you must:

1. follow instructions
2. answer all the questions
3. make valid points
4. support these points through further development or evidence

Assignments should be single-spaced, 12 point font in Times New Roman, have standard margins, and contain a cover page with your name, major, assignment title, and the day and time of you class.

### **Canvas**

This course will use Canvas. This syllabus will be posted, as well as other course information, on Canvas. It is your responsibility to check Canvas daily for course updates and announcements. This includes further explanation of assignments and additional resources.

### **Class Withdrawal**

If you are planning to drop the course, it is advised that you drop the course before the withdrawal deadline. **Failure to withdraw from the class by the deadline will result in a fee.**

Poor performance in a course is not grounds for a late withdrawal.

### **Students Called to Active Duty**

SPEA encourages any student who is in the Indiana Military Reserves and is called to active duty to finish his/her coursework if at all possible. Indiana University realizes students who are members of the Indiana Military Reserves may be called to active duty. The following policy is provided in order to minimize disruptions or inconveniences for students fulfilling their military responsibilities:

Any student called to active duty may withdraw from all courses and receive a 100% refund of tuition and fees. Alternatively, with the permission of the instructor(s), a student may receive an incomplete

or a final grade in the courses taken. Either alternative may occur anytime during the semester through the end of final examinations. If the withdrawal is processed after the first week of classes, the grade of W will be assigned initially. Students receiving financial aid will be subject to the refund policies as provided for by the agencies sponsoring the aid. The request to withdraw needs to be made within one week of being called to active duty and may be made by either the student or other responsible party who has the student's military information.

Students who wish to withdraw from courses as a result of being called to active duty must provide a copy of their orders to the Office of the Registrar along with a signed note asking to be withdrawn. These materials may be delivered in person, through the mail, or faxed to the Office of the Registrar. The Office of the Registrar will notify the student's instructor, the student's school, and other campus offices. Students or other responsible parties may wish to call the Office of the Registrar first to begin the withdrawal process, with the understanding that a copy of the orders would need to be forthcoming. For any questions about this process or to request a withdrawal from all classes due to military orders, call 855-0121. We would be happy to talk about your particular situation so we can minimize inconvenience to you.

### **Disabilities**

If you have any disability that affects your ability to complete class requirements, please contact the IU Office of Disability Services for Students at (812) 855-3508 to receive appropriate documentation to give your instructors. Additionally, please notify your instructor during the first week of class (either via email or in person) to discuss with them any special arrangements you may require.

### **Course Grade**

All of the assignments for the course, plus attendance add up to a total of 1,000 points. Points will be deducted for assignments turned in late (after the beginning of class or posted time assignment is said to be completed). You will earn a letter grade for the V252/H267 portion of the course but your grade for this course does not go towards your SPEA GPA.

The following scale will be used to determine your final grade.

<b>Percent</b>	<b>Letter Grade</b>
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100	A+
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99-95	A
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94-90	A-
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89-87	B+
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86-83	B
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82-80	B-
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79-77	C+
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76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-

### Total Points Possible for Each Assignment

Assignments	Points
Attendance (5 absences results in zero points out of 125 and 6 absences results in failing the class)	125
StrengthsQuest Part I Self-Prediction Exercise (Exercise found in course packet)	10
New York Times Article- What's Your Story	10
StrengthsQuest Part II (2-3 page, question answer assignment)	25
Résumé, Reference Page and Cover Letter Assignment for Individual Appointment	150
StrengthsQuest Part III (Values) (3-4 page reflection using StrengthsQuest online book)	20
Interview Questions Assignment (2 page assignment answering 3 interview questions)	75
Myers-Briggs Type Indicator (MBTI) Interpretation and Results (must attend classes to receive results)	50
Mock Interview and Thank You Note via E-Mail (Thank you note must be sent within 48 hours of your mock interview)	200

Informational Interview Assignment and Thank You Note (One on One interview with a professional of your choice. 3-4 pages)	150
Final Revision of Your resume, reference page and cover letter	150
Reflection Paper (2 page paper answering a series of questions from the entire semester)	35
<b>Total Points Possible</b>	<b>1000</b>

### **Incomplete Grade for SPEA-V252/H267**

A grade of incomplete (I) indicates that a 'substantial portion' of the work in a course has been satisfactorily but not entirely completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the student to the established time limits for completing the work. To be eligible for the incomplete in a SPEA course, the student's work must be of passing quality, and the student must have completed 75% of the course requirements. Poor performance in a course is not grounds for an incomplete.

SPEA follows the campus guidelines, which may be accessed at the Office of the Registrar's website in awarding incompletes. Incompletes must be removed within a time period not to exceed one year after the semester in which the student was enrolled in the course. The incomplete will revert to an 'F' if the work is not completed within the allotted time-frame established by the instructor.

### **NOTES:**

***You must satisfactorily pass V252/H267 in order to participate in your V381/H466 internship experience. Instructions for completing your Internship will be provided in class and a checklist is provided in the V252/H267 Course Packet.***

**The course instructor reserves the right to make changes to this and all other syllabi regarding grading, course expectations, or assignments at any time. The instructor reserves the right to make changes to the schedule and syllabus without notice.**

### **Class Schedule**

**Tues Jan 10** - First Day of Class - Purpose of the Course- Attendance Policy

**Thurs Jan 12** - Introduction to StrengthsQuest Self-Assessment

*Homework- Purchase Course Packet*

**Tues Jan 17 - No Class -**

**Thurs Jan 19 - No Class**

*Homework Due-Strengthsquest Part 1 (In course packet) - After submitting Strengthsquest Part 1, you will receive a 14 digit code in the comment section of the gradebook to complete Strengthsquest Part 2*

**Tues Jan 24** - Strengthsquest Continued - Creating Your Personal Pitcha/Career Fair Preparation

*Homework Due- New York Times Article Reflection*

*Extra Credit - Attend Winter Part-Time Job Fair/Kelley Business Career Fair/Winter Career and Internship Fair and write brief reflection*

**Thurs Jan 26** - Strengthsquest Continued - Using Strengthsquest to Prepare for Resume Writing

*Homework Due- Strengthsquest Part 2*

**Tues Jan 31** - Introduction to SPEA Careers (Guest Speaker) - Bring computer to class

**Thurs Feb 2**- Writing a Marketable Resume – Bring Your Laptop or Resume Draft

**Tues Feb 7** – Writing a Marketable Resume Part 2

*Reminder: Sign ups begin today for resume/reference page/cover letter assignment. You must sign up in person at SPEA 200. Last day to sign up is Feb. 15. Office is open until 7 p.m. every weekday except Friday. See assignment description for additional details.*

**Thurs Feb 9** – Cover Letter Writing Workshop – Bring Your Laptop or Cover Letter Draft

**Tues Feb 14** – Resume and Cover Letter Peer Reviews – Bring 2-3 copies of your documents to class

**Wed Feb 15** – Last day to sign up for resume/references/cover letter appointment – CDO is open until 7 p.m. – SPEA 200

**Thurs Feb 16** – Resume, Cover Letter Wrap Up

**Tues Feb 21** – Networking and Informational Interviewing – Intro of Informational Interview Assignment

*Reminder – Resume Appointments begin TODAY in SPEA 200 – Documents will be graded during the appointment*

**Extra Credit Wed Feb 22** – Mini Mock Career Fair – 7 pm – Business Casual Attire required

**Thurs Feb 23** – Networking Cont.

**Tues Feb 28** – Interviewing

*Homework Due – Strengthsquest Part 3*

**Thurs Mar 2** – Interviewing Part II & How to Sign Up for Your Mock Interview Using SPEA Careers

**Mon Mar 6** – Mock Interview Sign Up begins today and ends March 11.

**Tues Mar 7** – Interviewing Part III;

*Reminder - Today is the last day for resume/cover letter appts.*

**Thurs Mar 9** – Interviewing IV

*Homework Due – Interview Question Assignment*

**Friday Mar 10** – Last day to sign up for your mock interview on SPEA Careers.

**Tues Mar 14** – No Class – Spring Break

**Thurs Mar 16** – No Class – Spring Break

**Tues Mar 21** – Personal and Career Values

**Wed Mar 22** –Mock interviews begin today and end Thursday, April 6. You must check in 5-10 minutes before your interview at the front desk of SPEA 200. Interviews last 30 minutes.

**Thurs Mar 23** – Career Interests

**Tues Mar 28** – Online Presence and Personal Branding

*Homework Due – Resume/Reference Page/Cover Letter – Final Draft*

**Thurs Mar 30** – LinkedIn; Informational Interview Check-In

*Homework Due – Take MBTI self assessment online. Instructions are found under Resources on Canvas under MBTI assignment*

**Tues Apr 4** – MBTI

*In Class Assignment worth 50 points*

*Extra Credit – Track all of your spending for one week – bring to class Apr 11*

**Thurs Apr 6** – MBTI

*Reminder: Mock Interviews end today*

**Tues Apr 11** – Money Matters

**Thurs Apr 13** – Money Matters Part 2

**Tues Apr 18** – Finding the Right Career Fit

**Thurs Apr 20** – Workplace Issues

*Homework Due – Informational Interview*

**Tues Apr 25** – First Year on the Job/Internship

*Homework – In Class Assignment – Read ‘The Critical First Year on the Job’ in preparation for assignment – last pages of course pack*

**Thurs Apr 27** – Success in the Workplace

*Homework Due – Reflection Paper*