SPEA V252 and SPEA H267
Career Development Syllabus
Fall 2014
2 Credits (letter grade)

Ms. Gienda M. Schulz, Lead Instructor & Career Advisor: schulz3@indiana.edu (MW 8:25-9:15 am & Online)
Ms. Julie A. James, Instructor & Career Advisor: julajame@indiana.edu (M/W 2:30-3:15)
Mr. Joel McKay, Instructor: joelmcka@indiana.edu (Monday Evening 7:00-8:40 pm)
Mr. David Gregoire, Instructor: dabgrego@indiana.edu (Tues/Thurs 5:45-6:35)
Ms. Jessica McKamey, Instructor: jnmckame@indiana.edu (Tuesday Evening 7:00–8:40 pm)
Mr. David Gregoire, Instructor: dabgrego@indiana.edu (Tues/Thurs 5:45-6:35)
Ms. Kathleen McDonald Siegmann, Instructor: kathmcdo@indiana.edu (Wed Evening 7:00-8:40 pm)

Course Description
This course constitutes 2 credit hours V252 and H267 for a letter grade
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.

Course Objectives
Upon completion of this course, students will know how to create a résumé and cover letter; research the private, public, and non-profit sectors for internships and jobs; network with professionals; secure internships and permanent employment; and have tools for professional growth. These goals will be met by strengthening skills and knowledge in the following competencies:

- Utilize Career Resources: Knowledge and proper use of career exploration resources
- Internships: Knowledge of SPEA’s internship requirements; seeking a meaningful internship; making the most of the internship experience
- Written Communication: Develop tangible self-marketing résumé and cover letter
- Verbal Communication: Develop professional interviewing and networking skills
- Self Assessment & Awareness: Understand the relation of strengths, interests, personality, and skills to career planning
- Financial Considerations: Evaluate job offers; assess financial realities
- Real World Expectations and Professional Etiquette: Become oriented to the world of work; professional conduct and expectations

Class Format
The focus of the class is you! Enjoy the journey....
The purpose of the course is for you to develop your own career “tool box” and most importantly your own career identity. Your education will give you the skills and resources to become self sufficient in your career development, but it is up to you to develop yourself.

The course will be conducted in a series of units that mirror the course competencies. Each unit is part of the whole process of career development and you will see universal themes woven throughout the semester. The course will be highly interactive requiring your participation with lectures, videos, out of class activities and real world simulations.
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)

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.

Attendance for Evening Sections – The same grading rubric will be used as the one listed above. Please note however, that attendance will be taken twice; once for the first fifty minutes of class (7:00-7:50pm) and again during the second fifty minutes (7:50-8:40pm) and each is counted as one “class.” You must be in attendance the entire 100 minutes (both the first and second fifty minutes of class) or risk receiving an absence.

Attendance for Online Sections – A similar grading rubric as the one above, will be used for the Online sections. Attendance will be determined by a student’s participation in the online discussions otherwise known as “forums” or “discussion forums.”

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. The request is to be in writing and the form can be found on Oncourse under Resources.

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
Submittal of Class Assignments
Assignments are due 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 occasionally be made and distributed via Oncourse 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 ONCOURSE 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 should 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 your class. Citations, when necessary, shall conform to American Psychological Association (APA) standards.

Oncourse (oncourse.iu.edu)
This course will use the new Oncourse, Oncourse CL. This syllabus will be posted, as well as other course information, on Oncourse. It is your responsibility to check Oncourse periodically 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 turn 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.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Letter Grade</th>
</tr>
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<tbody>
<tr>
<td>100</td>
<td>A+</td>
</tr>
<tr>
<td>99-95</td>
<td>A</td>
</tr>
<tr>
<td>94-90</td>
<td>A-</td>
</tr>
<tr>
<td>89-87</td>
<td>B+</td>
</tr>
<tr>
<td>86-83</td>
<td>B</td>
</tr>
<tr>
<td>82-80</td>
<td>B-</td>
</tr>
<tr>
<td>79-77</td>
<td>C+</td>
</tr>
<tr>
<td>76-73</td>
<td>C</td>
</tr>
<tr>
<td>72-70</td>
<td>C-</td>
</tr>
<tr>
<td>69-67</td>
<td>D+</td>
</tr>
<tr>
<td>66-63</td>
<td>D</td>
</tr>
<tr>
<td>62-60</td>
<td>D-</td>
</tr>
</tbody>
</table>
Total Points Possible for Each Assignment

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>125</td>
<td>--</td>
</tr>
<tr>
<td>StrengthsQuest (online self-assessment tool)</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Résumé, Cover Letter, and Reference Page</td>
<td>200</td>
<td></td>
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<tr>
<td>Individual Counselor Critique</td>
<td>200</td>
<td></td>
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<tr>
<td>MBTI Interpretation and Results</td>
<td>50</td>
<td></td>
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<tr>
<td>Interview Questions Assignment</td>
<td>75</td>
<td></td>
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<tr>
<td>Mock Interview and Thank You Note via E-Mail</td>
<td>200</td>
<td></td>
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<tr>
<td>(Thank you notes must be sent within 48 hours of your mock interview)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informational Interview Assignment and Thank You Note</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>

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 at http://www.indiana.edu/~registra/Registration/genreginfo.html#inc, 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 timeframe established by the instructor.

**NOTES:**

You must satisfactorily pass V252/H267 in order to participate in your V381/H466 internship experience.

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.