

PREPARING FOR PROFESSIONAL LIFE SYLLABUS

Fairleigh Dickinson University – Spring 2023

Course Title: UNIV 1002

Section:

Day & Time:

Building and Room:

Credits: 1

Instructor:

E-Mail:

Cell Phone:

Office Location:

Meetings by appointment

PURPOSE OF COURSE

UNIV 1002 will assist students in exploring career options utilizing personal values, interests, strengths, and preferences. Students will gain an in depth understanding of written and verbal communication skills and how to utilize them in a professional setting. This course will explore the importance and role of networking as a professional in both online and offline scenarios. Students will understand the importance of becoming a well-balanced candidate through internships, volunteer work, on-campus activities, and academic projects.

COURSE OBJECTIVES AND LEARNING OUTCOMES

UNIV 1002 will be broken into three modules (the self, the community, and the global world).

The Self

Students will be able to:

1. Demonstrate an understanding of written and verbal communication skills appropriate for professional purposes;
2. Identify informational resources for professional development;
3. Articulate a personal definition of success based on values, interests, and strengths and explain how that relates to job vs. career.
4. Demonstrate a professional approach to their physical and digital presence.

The Community

Students will be able to:

1. Identify key professional networks and demonstrate skills to access and navigate those networks;
2. Explain the value of professional and academic experiences and articulate them in standard job search formats;

The Global World

Students will be able to:

1. Demonstrate an understanding of global and cross-cultural competencies and how it can contribute to personal and professional success.

COURSE MATERIALS

Readings to be assigned as necessary.

COURSE REQUIREMENTS AND GRADE DETERMINATION

This course is graded on the University's grading system: A, A-, B+, B, B-, C+, C, C-, D, or F.

Final grades will be calculated as follows:

93-100 A
90-92.9 A-
87-89.9 B+
83-86.9 B
80-82.9 B-
77-79.9 C+

73-76.9 C
70-72.9 C-
60-69.9 D
Below 59.9 F

Your grade will be determined by the following (1000 pts total):

Assignment	Point Value	Quantity	Total
Resume, Cover Letter, Thank You Letter	50	3	150
Attendance/Class Participation	10	12	120
Career Portfolio/Handshake Profile	100	1	100
Career Focused Informational Interview	100	1	100
Career Research Paper & Presentation	100	1	100
One on One Meeting	50	2	100
Tell Me About Yourself Video I & II	50	2	100
LinkedIn Profile Creation	50	1	50
O*NET Assessment Completion	50	1	50
Online Financial Literacy Modules	50	1	50
Attend Career Development Event & Reflection Paper	30	1	30
Mock Interview	25	1	25
Professional Dress	25	1	25
Total			1000

ATTENDANCE IS MANDATORY!

- Attendance will be documented by the instructor at the beginning of each class.
- If students should miss any class, they are to complete a make-up assignment at the complete discretion of the instructor for that missed class. It is the student's responsibility to coordinate this make-up assignment promptly with the instructor.
- Excused absences include documented illness, emergency situations, and unavoidable University obligations (ex. travel for an athlete). For unavoidable University obligations, the student is required to provide advanced notification *in writing* to the instructor if a class is going to be missed. If the student fails to notify the instructor and/or provide necessary documentation, the absence will not be excused.
- Students arriving late to class will be given partial credit or may be marked absent.
- Students must successfully complete UNIV 1002 in order to graduate.

CLASSROOM ETIQUETTE

As this course is designed to prepare students to become reliable professionals, each class will be treated like the workplace. Therefore:

- Students are expected to be in class on time and students who arrive late will be marked absent or given partial credit.
- Please be courteous to other students and the instructor during the course. Texting, social media, etc. is not permitted during class time. If there is an emergency that requires cell phone use, please let the instructor know prior to the beginning of the class.

WRITING POLICY

You are expected to submit work that has been written and proofread carefully. To do your best work and meet the standards for acceptable work, you should do the following when you prepare the final drafts of written assignments:

- Coherent, organized, and error free in grammar, spelling, punctuation, and documentation.
- Always use a computer spell check program.
- Know that typographical errors are unacceptable.
- Ask a peer editor or a Learning Center tutor to proofread the final draft of your work.

If your work does not meet these standards, it will be returned to you without a grade. You must revise and resubmit it to the instructor within a reasonable time frame. The “reasonable time frame” will be determined by the student and the instructor. If you do not resubmit and acceptable assignment, you will receive an F for that assignment. If you continue to submit unacceptable work, you will be assigned a lowered or possibly a failing grade.

DISABILITY STATEMENT

Students with documented medical, psychological or learning disabilities, who feel they may need in-class academic adjustments, reasonable modifications, and/or auxiliary aids and services while taking this course, should first contact the Disability Support Services (DSS) to discuss their specific needs. At the Florham Campus, including the School of Pharmacy & Health Sciences and study abroad programs, contact the Director of Disability Support Services at 973-443-8079. At the Metropolitan Campus, online and off-campus programs, contact the Director of Disability Support Services at 201-692-2076. Once the academic adjustments, modifications, or auxiliary aids and services are approved by DSS, make an appointment to see the professor.

Course Assignment Descriptions (detailed instructions included in appendix):

All course assignments (with any exceptions noted) will be completed on Webcampus (Blackboard).

1. Elevator Pitch and Video

- a. Students will record two elevator pitches--one at the start and the second at the end of the semester. The first video will be done at the start of the semester and serve as a draft. The second video will done at the end of the semester. Students will give their elevator to peers at the end of the semester.

2. One on One Meetings

- a. Students will have two one on one meetings throughout the semester with the instructor. During these meetings, students and instructors will be able to discuss the assignments/class as it pertains to the individual, adding increased value to the course.

3. Resume

- a. Students will create an initial and subsequent final draft of a resume utilizing samples provided in class. Instructor and in-class feedback will allow students to create a final version. Microsoft Word and other online resume templates should not be used in the creation of the resume.

4. Cover Letter

- a. Students will create an initial and subsequent final draft of a cover letter utilizing samples provided. Instructor and in-class feedback will allow students to create a final version.

5. Thank You Letter

- a. Students will create an initial and subsequent final draft of a thank you letter utilizing samples provided in class to send following their career focused informational interview.

6. LinkedIn Profile Creation

- a. Students will create a LinkedIn profile and upload their personalized link for review.

7. Career Focused Informational Interview

- a. Students will conduct one informational interview over the course of the semester with a professional. Thank you letters should be sent to the interviewee.

8. Career Research Paper

- a. Research careers using via O*Net, Occupational Outlook Handbook, Facts on File, etc.
- b. Reflection/Analysis Paper based on Research: Paper should include 3 possible career options
- c. Individual presentations on findings including required preparation, necessary skills and abilities, career responsibilities and career opportunities available

9. Mock Interview and Professional Dress

- a. Students will complete a mock interview in class.
- b. Students will come to this class dressed as if they were attending an interview.

10. Career Portfolio/Profile

- a. Students will utilize Handshake or a website template to develop an online portfolio. This portfolio will be a work in progress throughout the semester (and future) and will be used to showcase the student's work, experience, and skills.

COURSE SCHEDULE

Opening activity for each class: A student will choose a randomly selected interview question to discuss with the class

Week/Date	Activity	Homework
Week 1 (Week of Jan. 23): Course Overview and Introductions	Introductions; Expectations	Research interview questions. Bring in two interview questions.
Week 2 (Week of Jan. 30): The Self: Strengths, Interests, Skills, and Academic/Career Possibilities	In class: O*NET www.mynextmove.org	Choose three careers to research and write one paragraph for each that includes: Education Needed; Future Outlook; Salary; Types of internships/pre-experience. Due Week 4
Week 3 (Week of Feb.6): Written Communication - Resume	Resume Workshop	First Draft – Resume – Word Format Due Feb 2nd Metro Nonprofit/Government Fair 12-2 pm SUB MPR
Week 4 (Week of Feb. 13) : – September 13: Personal and Professional Values	What's important to you? Values exercise; Setting goals	Career Research papers are due next week
Week 5 (Week of Feb. 20): Informational Interviews & Networking	Career Research Presentations Share the N.E.W.S.; Intro to Career Shift	Informational Interview Project – due Week 6 February 23rd Career Fair-Required for All Florham Students, 2-5 pm Rec Center
Week 6 (Week of Feb 27): Digital Self	Set up Linked In Profiles in class	Complete Linked In accounts. Connect to at least 5 people plus the instructor. Due Week 7 March 1st Virtual Spring Recruiting Event 2:30-5:30 p.m. March 2nd Spring Part Time Job Fair 12-2 pm Florham, Student Center March 3rd Professional Engineering and Tech Conference 12-4 pm Metro, SUB
Week 7 (Week of March 6): Researching Careers	Introduction to Econ Lowdown https://www.econlowdown.org/	Complete Financial Literacy Modules 1- 4
Week of March 13: no class (Spring Break)		
Week 8 (Week of March 20)	Financial Literacy Modules 1-4 One on One Meetings	
Week 9 (Week of March 27): Experiential Education	Login to Handshake; learn how to find, research, and apply for internships	Research a real internship that interests you – this year or in the future; Submit a copy of the description through Webcampus March 23rd Metro Major Madness March 29th Virtual Art of Networking Event 12-2 and 3-5—Required for all UNIV 1002 Students
Week 10 (Week of April 3) Written Communication - Cover Letters, Professional Thank You Notes	Written Communication and Etiquette	Submit draft of the cover letter using the internship description from last week Schedule One on One Meeting if still applicable
Week 11 (Week of April 10) Researching careers	Informational Interviews Presentations	Send thank you note to informational interview person and copy the instructor

Week 12 (Week of April 17) Global Competencies, Global Citizenship, and Professional Success	Study Abroad; Global Learning; Diversity Equity, Inclusion & Accessibility	
Week 13 (Week of April 24)	One on One Meetings; Review 2 nd draft of resume	Complete second One on One meeting by ; Complete Financial Literacy Modules 4-9; Submit Career Event Reflection if you have not already done so
Week 14 (Week of May 1) Interviews/ Mock Interviews/Presentation of Handshake Profile	Last Class! Mock Interviews/Presentation of Handshake Profile Optional - Wear professional dress	Submit mock interview using Big Interview