

PREPARING FOR PROFESSIONAL LIFE SYLLABUS

Fairleigh Dickinson University – Spring 2020

Course Title: Preparing for Professional Life
Section:
Day & Time:
Building and Room:
Credits: 1

Instructor:
Email:
Office Phone:
Office Location:

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.

By the end of the course, students will be able to:

1. Use technological resources in FDU's Online Library to access NY Times articles and activate a personal digital subscription
2. Demonstrate informational reading skills using NY Times articles by accurately prioritizing and summarizing content
3. Demonstrate inferential reading skills using NY Times articles by accurately identifying perspective and audience through a text's vocabulary, register, inclusion, and exclusion
4. Use vocabulary, register, inclusion, and exclusion to determine perspective and audience in self-descriptions for professional purposes

COURSE MATERIALS

New York Times. Retrieved from <http://www.nytimes.com/>

Additional 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:

Grade	Percentage	GPA
A	93 – 100	4.00
A-	90 – 92.9	3.67
B+	87 – 89.9	3.33
B	83 – 86.9	3.00
B-	80 – 82.9	2.67
C+	77 – 79.9	2.33
C	73 – 76.9	2.00
C-	70 – 72.9	1.67
D	60 – 69.9	1.00
F	0 – 59.9	0.00
Incomplete (I) can be awarded in special cases. University policy must be followed.		

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

Assignment	Point Value	Quantity	Total
Attendance/Class Participation	10	10	100
Elevator Pitch Video & Final Presentation	50	2	100
One on One Meetings (x2)	50	2	100
Resume, Cover Letter, Thank You Letter	50	3	150
LinkedIn Profile Creation	50	1	50
Career Focused Informational Interview	150	1	150
Mock Interview/Professional Dress	50	1	50
Career Research Paper & Presentation	100	1	150
Career Portfolio	150	1	150
Total			1000

Attendance Is Mandatory!

- Attendance will be documented by the instructor or the peer leader 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 must successfully complete UNIV 1002 in order to graduate.

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 also 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**
- a. Students will utilize the portfolio template (links to be provided) 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.

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.
- 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 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. At the Vancouver Campus, contact the Deputy Campus Executive at 604-648-4463. Once the academic adjustments, modifications, or auxiliary aids and services are approved by DSS, make an appointment to see the professor.

COURSE SCHEDULE

Opening activity for each class:

1. *Choose 5 classes and assign a NY Times article to read and discuss for 15-20 minutes at the beginning selected class sessions. These articles may cover the workplace, market trends, current events, and globalization.*
2. *Have students choose a randomly selected interview question to go around the room and answer – let them know how important practice is!*

Week 1: Course Overview and Introduction

Week 2: Personal and Professional Values

Week 3: The Self: Strengths, Interests, Skills, and Academic/Career Possibilities

Week 4: Career Possibilities

Week 5: No Class – One on One Meeting

Week 6: Written Communication - Resume

Week 7: Digital Self

Week 8: Spring Break

Week 9: Written Communication - Cover Letters, Professional Thank You Notes

Week 10: Oral Communication: Networking and Interviewing

Week 11: No Class – Attend Networking Event

Week 12: Global Competencies, Global Citizenship, and Professional Success

Week 13: Experiential Education

Week 14: No Class – One on One Meeting

Week 15: Professional Persona- Elevator Pitch Presentations- Presentation of Career Portfolio