

Loyola University Chicago
School of Business Administration
BSAD 220 Internship & Career Preparation Syllabus
Summer 2009

Course Title: BSAD 220 Internship & Career Preparation

Course Instructor: Kathryn Jackson, M.Ed.

Office Location: 220 Maguire Hall

Office Hours: Tuesdays 2-3:30pm and by appointment

Course Prerequisite: Sophomore standing or above.

Course Description: Internship and Career Preparation provides an introduction to the critical skills required for successful career development and job search navigation. Students will learn about career development; develop job/internship search skills; establish a job/internship search action plan and begin to become oriented to employer research. Topics addressed will include resume/job search correspondence; interviewing skills; network building; career & employer research and career development resource building.

Course Learning Objectives:

1. Introduce the student to the concepts and practices behind an Internship Search & Career Exploration.
2. Empower the student to create a job and/or internship search action plan using on and off campus resources.
3. Orientate the student to Career Management Services.

Course Text:

The Career Fitness Program: Exercising Your Options, (MyStudentSuccessLab Series) by Diane Sukiennik, William Bendat, and Lisa Raufman, Ninth Edition

Instructor Expectations:

- Arrive to class on time and refrain from leaving before the completion of class
- Attend every class meeting—there will not be any “make up sessions”
- Actively participate in class
- Silence cell phones and any other electronic equipment before the start of each class meeting
- Reserve non-class related questions for before or after class
- Refer to the course BlackBoard site for notes, slides or other class-related handouts/resources
- All written assignments must be word-processed, not hand written
- Respect for other’s opinions while in class is expected and is be reflected in verbal and body language

COURSE SCHEDULE and OUTLINE

Class # and Date	Class Meeting Topic, Learning Objectives, Text Readings & Assignments
#1/June 30	<p>Topic: Course Introduction & Overview</p> <p>Learning Objective(s):</p> <ul style="list-style-type: none"> • Introduction to the Career Exploration Process: Assess, Explore, Decide, Act & Evaluate • Differentiate between a job, career & internship • Understanding the purpose of the Career Portfolio <p>Text Reading DUE: Chapter’s 1 & 2</p> <p>Assignment(s): Complete Text Exercises, Read Chapter’s 3 & 4, Career Portfolio Assignment:</p>

	<i>Personal Achievement Worksheet</i>
#2/July 7	<p>Topic: Step 1: Assess Learning Objective(s):</p> <ul style="list-style-type: none"> • Introduction to the foundation of personal assessment: Values, Motivation, Interests & Personality • Understand the relationship between career/internship satisfaction and self • Assess personal Skill Sets: Transferable, Knowledge-Based & Personal/Attitude <p>Text Reading DUE: Chapter 3 & 4</p> <p>Assignment(s): Complete Text Exercises, Read Chapter's 5 & 6, Career Portfolio Assignment: Personal Assessment Worksheet</p>
#3/July 14	<p>Topic: Step 2: Explore Learning Objective(s):</p> <ul style="list-style-type: none"> ▪ Introduction to Career Research Methods: Print, Electronic & Human ▪ Understand the importance of Career Research ▪ Overview of Loyola University Chicago Career Research Resources <p>Text Reading DUE: Chapter 5 & 6</p> <p>Assignment(s): Complete Text Exercises, Read Chapter's 7 & 8, Career Portfolio Assignment: Career Resource Index Worksheet,</p>
#4/July 21	<p>Topic: Step 3: Decide Learning Objective(s):</p> <ul style="list-style-type: none"> ▪ Understand the relationship between goal setting, planning and achievement ▪ Learn the SMART Goal Setting Model ▪ Introduction to Job/Internship Search Planning <p>Text Reading DUE: Chapter 7 & 8</p> <p>Assignment(s): Complete Text Exercises, Read Chapter's 9 & 10, Career Portfolio Assignment: Career Search Plan Worksheet</p>
#5/July 28	<p>Topic: Step 4: Act Learning Objective(s):</p> <ul style="list-style-type: none"> • Introduction to the critical career/internship search documentation: Resume & Cover Letter • Identify key career/internship search human resources: Your network & References • Understand critical and unique skills used in a career/internship search: Search etiquette & Interviewing <p>Text Reading DUE: Chapter 9 & 10</p> <p>Assignment(s): Complete Text Exercises, Read Chapter's 11& 12, Career Portfolio Assignment: Resume, Cover Letter & Reference Page Template, Register with SBA Careers Online</p>

#6/August 4	<p>Topic: Step 5: Evaluate; Wrap Up; Course Evaluation</p> <p>Learning Objective(s):</p> <ul style="list-style-type: none"> Understanding the importance of experience reflection: The Art & Science of Job Searching <p>Text Reading DUE: Chapter 11 & 12</p> <p><i>Cumulative Final</i></p>
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Course Grading Scale:

Upon successful completion of this course, a letter grade will be assigned to each student. Grades will be based on the accumulation of points from completed assignments and course participation both in person and on-line. The following grading scale will be used:

93-100 = A	80-82 = B-	68-69 = D+
92 - 90 = A-	78-79 = C+	63 - 67 = D
88 - 89 = B+	73 - 77 = C	60 - 62 = D-
83- 87 = B	70-72 = C-	59 - 0 = F

Course Grade Distribution:

PARTICIPATION (18%) = _____ **/18**
Attendance (12 points possible), BlackBoard login (3 points), registration @ SBA Careers Online (3 points)

TEXT BOOK EXERCISE COMPLETION (22%) = _____ **/22**
Chapters 1-11 (2 points per chapter possible)

CAREER PORTFOLIO ASSIGNMENTS (30%) = _____ **/30**
Personal achievement reflection, personal assessment reflection, search resource index, search plan, search documents (5 points possible per assignment)

CUMMULATAIVE FINAL (30%) = _____ **/30**

FINAL POINTS = _____ **/100**

COURSE GRADE = _____