Erika Jones, M.A.
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Maguire Office # 117
1 East Pearson, Chicago, IL  60611
Office Hours: Tuesdays and Thursdays 2pm-3pm, or by appointment

BSAD 220, Section 103, Career Preparation, Spring 2014
MW 11:30am- – 12:20pm, CORBOY 421

Catalog Description
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 Overview
This course provides an introduction to the critical skills required for successful career planning and job searching. Students will learn about their unique skills, values and motivators, how to market themselves effectively, and how to communicate appropriately in relation to career. Additional topics include transitioning to the world of work, and career decision-making.

Course Objectives and Learning Outcomes
Students that complete this course successfully will:
• Demonstrate an understanding of business professionalism and etiquette
• Demonstrate an understanding of the concepts and practices of job searching and career planning
• Assess personal strengths, interests, values and skills as they relate to career
• Learn, practice and perfect skills related to career communication such as resumes, cover letters, interviewing and salary negotiation
• Acquire knowledge about current workplace practices and expectations
• Understand university career development resources
**Required Materials**
Career Achievement – Growing Your Goals, by Karine B. Blackett, Ed.D
ISBN 978-0-07-337700-1
Available at Loyola University Bookstore or online

**Instructor Expectations and Course Policies**
- Professionalism is expected in the classroom. This includes: arrive to class on time and stay for the entire class period, attend every required class session, actively participate in discussion, stay engaged during lectures, show respect for others’ opinions and experiences through verbal and body language.
- Please turn off and do not use cell phones or other wireless devices, including laptop computers, in class.
- Reserve non-class related questions for before or after class or set up an appointment during business hours.
- Refer to the course Sakai site for notes, slides, and other class-related handouts/resources.
- I will return e-mails and phone calls in a timely manner and expect the same from students.
- Course communication will be sent to your Loyola e-mail address. I am unable to send information about grades or other academic work to a non-Loyola e-mail address. Students should continue to check their Loyola e-mail accounts until final grades are posted.

**Academic Integrity**
Academic dishonesty is unacceptable and includes submitting as one’s own: 1) material copied from a published source, 2) another person’s unpublished work, 3) allowing another or paying another to complete your work, or 4) purchasing and/or acquiring and using a pre-written paper for your course work. Because the course relies so heavily upon your own reflections, the work you submit must be original to this course. Sources must be cited properly (MLA or APA format is acceptable). Academic dishonesty will result in, at minimum, the grade of F on the assignment.

**Course Assignments**
Instructions for each assignment are posted on the course Sakai site. **Assignments must be submitted in class on the due date.** *I will not accept assignments via e-mail*.
- Readings should be completed by the date listed on the syllabus and will be discussed during that class period.
- Papers should be typed in 12-point font with 1” margins, double-spaced, proofread for grammar and spelling and STAPLED when appropriate. **Turning in folded or “dog-eared” pages will result in a reduction in points.** Assignments are due at the start of the class time on the due date. Assignments that are submitted up to 24 hours late will receive up to 50% of the possible points for the assignment; assignments that are submitted more than 24 hours late will not be accepted.
### Grading Criteria (See Sakai for specific instructions on each assignment below)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Due Date</th>
<th>% of Grade</th>
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</thead>
<tbody>
<tr>
<td>Reflection Essay</td>
<td>Write a 500 word essay on the idea of “Professionalism”</td>
<td>1/22</td>
<td>10%</td>
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<tr>
<td>Resume</td>
<td>Create a Resume per requirements</td>
<td>2/5</td>
<td>10%</td>
</tr>
<tr>
<td>Cover Letter</td>
<td>Create a Cover Letter per requirements</td>
<td>2/10</td>
<td>10%</td>
</tr>
<tr>
<td>LinkedIn Profile</td>
<td>Create an online LinkedIn Profile</td>
<td>2/26</td>
<td>5%</td>
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<tr>
<td>Video Practice Interview</td>
<td>Complete one video practice interview via RamblerLink</td>
<td>3/17</td>
<td>10%</td>
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<tr>
<td>Oral Presentation</td>
<td>Present on a “Career Path” topic of your choice <em>include informational interview as part of presentation materials</em></td>
<td>3/24 – 4/9* (*date you present)</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance at a Career Event (On-Campus)</td>
<td>Attend one Loyola Event, such as the Spring Career Fair or other career-related workshop. Proof of attendance required.</td>
<td>Complete by 4/23</td>
<td>5%</td>
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<tr>
<td>Participation, Engagement and Accountability</td>
<td>Points will be earned for engagement and participation in discussion and classroom exercises. You will also work with an “Accountability Partner” in class.</td>
<td>Ongoing</td>
<td>15%</td>
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<tr>
<td>Final Exam</td>
<td>In class exam</td>
<td>TBD</td>
<td>20%</td>
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#### Course Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>A-</td>
<td>90-92</td>
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<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>83-86</td>
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<tr>
<td>B-</td>
<td>80-82</td>
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<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>73-76</td>
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<tr>
<td>C-</td>
<td>70-72</td>
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<tr>
<td>D+</td>
<td>67-69</td>
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<tr>
<td>D</td>
<td>60-66</td>
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<tr>
<td>F</td>
<td>59-0</td>
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#### Quinlan School of Business Policies:

- **Attendance**
  
  Class attendance and participation are fundamental components of learning, so punctual attendance at all classes, for the full class period, is expected. Please email me if a circumstance beyond your control will prevent you from attending. You are responsible for any assignments or requirements missed during an absence. Please note – **Any/all assignments due that day must still be submitted.**

- **Make-Up Examinations**
  
  Loyola University academic policy provides that tests or exams may be given during the semester or summer sessions as often as deemed advisable by the instructor. Because Quinlan faculty believes exams represent a critical component of student learning, required exams should be taken during the regularly scheduled class period. **Make-up exams are discouraged.** Exceptions may be granted only by the faculty member or department chair, and only for unavoidable circumstances (illness verified by a signed physician’s note, participation in intercollegiate athletic events, subpoenas, jury duty, military service, bereavement, or religious observance). A make-up final exam may be scheduled only with the permission of the appropriate Quinlan Assistant or Associate Dean.

  If a make-up exam must be given, it is the responsibility of the faculty member to prepare, schedule, and proctor the exam. Limited assistance in proctoring make-up exams may be available through a designated Quinlan administrative assistant. For a student with a documented special testing need, please consult University policy concerning use of the testing center in Sullivan Center at Lake Shore Campus.
## Class by Class/Week by Week Course Outline

<table>
<thead>
<tr>
<th><strong>Week 1</strong></th>
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<tbody>
<tr>
<td>Mon. 1/13</td>
<td>Course Introduction</td>
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<tr>
<td>Wed. 1/15</td>
<td>What is Career Development? Why is it Important?</td>
<td><strong>Reading:</strong> pp.2-28</td>
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<tr>
<th><strong>Week 2</strong></th>
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<tbody>
<tr>
<td>M- 1/20</td>
<td>MLK Jr. Holiday – NO CLASS</td>
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<tr>
<td>W- 1/22</td>
<td>Determining Your Values and Motivators</td>
<td><strong>Reading:</strong> pp. 29-35</td>
<td><strong>Due:</strong> Professionalism Essay</td>
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<tr>
<th><strong>Week 3</strong></th>
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<tbody>
<tr>
<td>M- 1/27</td>
<td>Building Skills Awareness – Hard Skills vs. Soft Skills (&amp; Transferable Skills Too)</td>
<td><strong>Reading:</strong> pp. 37-41</td>
<td></td>
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<tr>
<td>W- 1/29</td>
<td>Guest Speaker(s): Business Career Services, Introduction to Resumes</td>
<td><strong>Reading:</strong> pp.103-129</td>
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<tr>
<th><strong>Week 4</strong></th>
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<tbody>
<tr>
<td>M- 2/3</td>
<td>Creating Your Resume</td>
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<tr>
<td>W- 2/5</td>
<td>Cover Letters and Thank You Notes</td>
<td><strong>Reading:</strong> pp.156-172 and pp. 227-233</td>
<td><strong>Due:</strong> Completed Resume</td>
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<tr>
<th><strong>Week 5</strong></th>
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<tbody>
<tr>
<td>M- 2/10</td>
<td>Career Fair Prep – Dressing for Success, Making a Great First Impression (Elevator Speeches)</td>
<td><strong>Due:</strong> Completed Cover Letter</td>
<td></td>
</tr>
<tr>
<td>W- 2/12</td>
<td>SPRING CAREER FAIR – NO CLASS</td>
<td>*Attend the Spring Career Fair on 2/11 and 2/12! See below for details</td>
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<tr>
<th><strong>Week 6</strong></th>
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<tbody>
<tr>
<td>M- 2/17</td>
<td>Emotional Intelligence or “EQ” in the Workplace</td>
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<tr>
<td>W- 2/19</td>
<td>Your Online Presence – How to Utilize Social Media</td>
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<tr>
<th><strong>Week 7</strong></th>
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<tbody>
<tr>
<td>M- 2/24</td>
<td>Networking</td>
<td><strong>Reading:</strong> pp.82-100</td>
<td></td>
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<tr>
<td>W- 2/26</td>
<td>Workplace Communication – Generational Differences</td>
<td><strong>Due:</strong> Completed LinkedIn profile</td>
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<tr>
<th><strong>Week 8</strong></th>
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<tbody>
<tr>
<td>M- 3/3</td>
<td>Spring Break – NO CLASS</td>
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<tr>
<td>W- 3/5</td>
<td>Spring Break – NO CLASS</td>
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<tr>
<th><strong>Week 9</strong></th>
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<tbody>
<tr>
<td>M- 3/10</td>
<td>Interviewing – Part 1</td>
<td><strong>Reading:</strong> pp.190-218</td>
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<tr>
<td>W- 3/12</td>
<td>Interviewing – Part 2</td>
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<tr>
<th><strong>Week 10</strong></th>
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<tbody>
<tr>
<td>M- 3/17</td>
<td>Workplace Communication – Appropriate Use of Tools</td>
<td><strong>Due:</strong> Completed RamblerLink Video Interview</td>
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<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
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<tr>
<td>W- 3/19</td>
<td>Evaluating Offers and Employers</td>
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<tr>
<td><strong>Week 11</strong></td>
<td></td>
<td><strong>Reading: pp.233-245</strong></td>
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<tr>
<td>M- 3/24</td>
<td>Career Path Presentations – Group A</td>
<td>You will be divided into groups and required to attend/present on your specific assigned days only</td>
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<tr>
<td>W- 3/26</td>
<td>Career Path Presentations – Group A</td>
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<tr>
<td><strong>Week 12</strong></td>
<td></td>
<td><strong>Reading: pp.255-266</strong></td>
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<tr>
<td>M- 3/31</td>
<td>Career Path Presentations – Group B</td>
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<tr>
<td>W- 4/2</td>
<td>Career Path Presentations – Group B</td>
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<tr>
<td><strong>Week 13</strong></td>
<td></td>
<td><strong>Reading: pp.255-266</strong></td>
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<tr>
<td>M- 4/7</td>
<td>Career Path Presentations – Group C</td>
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<tr>
<td>W- 4/9</td>
<td>Career Path Presentations – Group C</td>
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<tr>
<td><strong>Week 14</strong></td>
<td></td>
<td><strong>Reading: pp.255-266</strong></td>
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<tr>
<td>M- 4/14</td>
<td>Career Path Presentations – Debrief (All Groups)</td>
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<tr>
<td>W- 4/16</td>
<td>Putting it All Together – Moving Forward and Managing Change</td>
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<tr>
<td><strong>Week 15</strong></td>
<td></td>
<td><strong>Easter Holiday April 17-21</strong></td>
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<tr>
<td>M- 4/21</td>
<td>Easter Holiday - NO CLASS</td>
<td><strong>Easter Holiday April 17-21</strong></td>
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<tr>
<td>W- 4/23</td>
<td>Wrap Up and Final Review Session</td>
<td>Due: Attendance at BCS Event</td>
<td></td>
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<tr>
<td><strong>Final Exam</strong></td>
<td>Final Exam 1:00pm – 3:00pm</td>
<td>Held in same class location</td>
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</table>

*Please note: The class may occasionally deviate from the course outline above. The instructor reserves the right to make changes as needed to the course syllabus.*

**Business Career Services (BCS)**
Maguire Hall, RM 124, Phone: (312) 915-7810, Email: quinlancareers@luc.edu

**Office Hours:** Monday – Thursday 8:00am – 6:00pm, Friday 8:30am – 5:00pm

**Walk-In Hours:** Monday-Wednesday 2:00pm-3:30pm, Thursday-Friday 11am – 12pm

*Longer sessions require advising appointments, which can easily be scheduled via RamblerLink*

**Spring 2014 Business Career Fair – 2 Days!**
Tuesday, February 11th and Wednesday, February 12th
4-6pm
Corboy Law Center
Kasbeer Hall, 15th Floor
Water Tower Campus

**Business Cards**
Quinlan undergraduates are now able to order Loyola business cards; visit this link:
www.luc.edu/quinlan/businesscard

**We’re on Facebook**
“Like” us on Facebook. Visit http://www.facebook.com/bcsLUC