



Mary Ellen Kastenholz, M.B.A.

mconnelly2@luc.edu office phone: 5-8587

Schreiber 415

16 East Pearson, Chicago, IL 60611

Office Hours: Thursday 11- Noon or by appt.

BSAD 220-104 Career Preparation, Spring 2018
T/TH 10 a.m. – 10:50 a.m. 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 their career. Additional topics include transitioning to the world of work, and career decision making.

Course Objectives and Learning Outcomes

Students who 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 communications such as resumes, cover letters, LinkedIn, interviewing and networking
- Acquire knowledge about current workplace policies and expectations
- Understand university career development resources

Recommended Materials

Getting from College to Career – Your Essential Guide to Succeeding in the Real World
By Lindsey Pollack

Instructor Expectations and Course Policies

- **Professionalism is expected in the classroom.** This is the time to think about how you will perform in your career! 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. Attendance sign-in sheets will be available for sign-in at the beginning of class. **Arriving late or leaving early without permission will be considered an absence.** More than 5 absences may result in a lower grade. Assignments or requirements missed during an absence still must be submitted by the due date. Any illness or need for an excused absence when an assignment is due must be reported **before** the assignment is due.
- Please **turn off and do not use cell phones or other wireless devices** that can cause distractions in class.
- Reserve non-class related questions for before or after class, or set up an appointment during office hours.
- Refer to the course Sakai site for lessons, notes, slides, and other class-related handouts/resources.
- E-mails will be returned in a timely manner and expect the same from students.
- Course communication will be sent to your Loyola e-mail address. Information about grades or other academic work cannot be sent to a non-Loyola e-mail address. Students should continue to check their Loyola e-mail accounts until final grades are posted.

Services for Students with Disabilities

If you have a documented disability and wish to discuss academic accommodations, please contact the Services for Students with Disabilities Office as soon as possible (Sullivan Center, 6339 N. Sheridan Rd. 773-508-3700 .SWD@ luc.edu).

Writing Center

Students are strongly encouraged to use the services of the Writing Center (<http://www.luc.edu/writing/>). There are locations on the Lake Shore and Water Tower Campuses with a variety of hours and means to work with them. Turning in a poorly written or edited assignment can negatively impact a grade.

Sakai

Sakai is a web based content and class management system. You will be able to access it from any computer connected to the internet. Course assignments, announcements, and grades will be posted in Sakai.

Assignment Policy

Instructions for each assignment will be posted on the course Sakai site at least one week prior to the due date. All assignments are to be submitted by the times and dates indicated on Sakai, unless otherwise noted, using the Assignments tool in Sakai. **A hard copy is also to be turned**

in at the start of the class due date. Failure to turn in a copy in class will have a five point penalty.

There will be an automatic 10% deduction in total points for each day an assignment is late. Considerations may be made for late work as an exception. However, in these cases, it is required that both notification of instructor and arrangements for late submission be made **prior** to the due date.

Changes to the syllabus. Please remember this syllabus is a working document to guide us during the semester. There may be times we decide to pursue different subjects than what are directly stated in the syllabus. **There may be additional readings and assessments distributed by the instructor in class or via Sakai. Guest speakers may be included in the class throughout the semester.** Therefore, the document is subject to change.

Grading Criteria (See Sakai for specific instructions on each assignment below)

Assignment	Description	Due Date	% of Grade
Reflection Essay	Write a 500 word essay on the idea of “Professionalism” Create Career Folder	1/23	10%
Resume	Create a resume per requirements; visit BCS	2/6	10%
Cover Letter	Create a cover letter per requirements	2/13	10%
LinkedIn Profile	Create or update online LinkedIn profile	2/20	5%
Interviewing Peer Feedback	Practice Interviewing; provide feedback to your peers	2/22	10%
Career Path Presentations	Present on a “Career Path” topic of your choice <i>*include informational interview as part of presentation materials</i>	3/20 – 4/12 (*date you present)	15%
Attendance at TWO Career Events	Attend two BCS career events, such as the Quinlan Career & Networking Fair on 2/21 or 2/22 or other career events	Complete by 4/24	10%
Participate, Engagement and Accountability	Points will be earned for attendance, engagement and participation in discussion and classroom activities	Ongoing	10%
Final Paper	Reflective Essay	4/26 -11am	20%

Course Grading Scale	
A	100-93%
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73

C-	72-70
D+	69-67
D	66-60
F	59 and below

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 meeting period, is expected of Quinlan students. 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 must be submitted on the due date.**

Academic Integrity

All members of the Quinlan School of Business shall refrain from academic dishonesty and misconduct in all forms, including plagiarism, cheating, misrepresentation, fabrication, and falsehood. Plagiarism or cheating on the part of the student in individual or group academic work or in examination behavior will result minimally in the grade of “F” for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved.

For further information about the expectations, the full policy on academic integrity from the Undergraduate Catalog is available here:

http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtm

Class by Class/Week by Week Course Outline

Class Day	Date	Topic	Assignment/Readings
T	1/16	Course Introduction	Bring copy of Syllabus
Th	1/18	What is Career Development? BCS Guest Speaker	Reading: 1-28. Sign up for Career Path Presentation Date
T	1/23	Discovering Your Values and Motivators	Due: Professionalism Essay Reading: 49-88
Th	1/25	Determining Your Strengths and Skills	
T	1/30	Introduction to Resumes	Reading: 209-220

			*Bring 2 resume copies to class
Th	2/1	Cover Letters & Resume cont. Writing Center Guest Speaker	Reading: 221-232 <i>Meet with Generational Communication groups in class</i>
T	2/6	Making a Great First Impression, Dressing for Success	Due: Final Resume Bring or wear examples of attire appropriate for your career
Th	2/8	Networking Guest Speaker How to Find a Job and Internship	Reading: 89-136; 137-181; 182-208
T	2/13	LinkedIn Guest Speaker	Due: Cover Letter
Th	2/15	Your Online Presence: The Value of Social Media Guest Speaker College vs. Work World	
T	2/20	Interviewing Part I Fidelity Investments Guest Speaker today or Thursday 2/22	Career Events will be taking place all week Due: LinkedIn Profile Reading: 263-277; 283-305
Th	2/22	Interviewing Part II	Due by end of class: Peer Feedback Worksheet
T	2/27	Generational Communication Group Project	Meet with assigned groups during class hours
Th	3/1	Generational Communication Group Project	Continue work on project
T	3/6	Spring Break	
Th	3/8	Spring Break	
T	3/13	Workplace Communication – Appropriate Use/Styles	
Th	3/15	Workplace Communication-Generational Diversity Group Project	Due: Groups present
T	3/20	Public Speaking Intro Career Path Presentations Start	<i>*You will choose the day you'd like to present</i>
TH	3/22	Career Path Presentations	

T	3/27	Career Path Presentations	
TH	3/29	Career Path Presentations	
T	4/3	Career Path Presentations	
TH	4/5	Career Path Presentations	
T	4/10	Career Path Presentations	
TH	4/12	Career Path Presentation Debriefing	Due: Career Path Oral Presentation Feedback
T	4/17	Importance of Thank You Notes Quinlan Student Survey	Reading: 302-306
TH	4/19	Emotional Intelligence	Reading: 306-310
T	4/24	Evaluating Offers and Employers GOLD Guest Speaker	Due: Career Events
TH	4/26	Etiquette Putting It All Together	Reading: 283- 287 Due: Professionalism Essay

Business Career Services News

Business Career Services Office Hours

Monday – Thursday 8:00 a.m. – 6:00 p.m., Friday 9:00 a.m. – 5:00 p.m.

Drop-In- Hours – For quick questions and document reviews

Monday – Wednesday 2:00 p.m. – 3:00 p.m. Thursday-Friday 11 a.m. – 12 p.m.

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

Spring Networking & Career Fair: Quinlan Business Career Connect

Wednesday, February 21st (3- 6 p.m.) - Finance and Accounting

Thursday, February 22nd (3- 6 p.m.) – All Other Business

Schreiber Center, Water Tower Campus Floor 9 & 10

16 East Pearson St., Chicago, IL

We're on Facebook

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

