



BSAD 220-105 Career Preparation

Spring 2018, M/W 8:15 AM – 9:05 AM Schreiber Center Room 605

Instructor Information

Jane Scudder

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Schreiber Center Room 605

Office Hours: Mondays and Wednesdays, 9:30 - 11 AM @ Starbucks at State & Pearson (through Feb) or Schreiber 415C (March + April) or by appointment

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 Objectives and Learning Outcomes

Students who complete this course successfully will:

- Assess personal factors (strengths, interests, values, personality, skills, motivators) and current understanding of careers, and explore how these are related
- Demonstrate an understanding of the career decision-making process, including the career development theories that inform the design of this class
- Develop skills that can be used for career and life planning both now and in the future, including resume & cover letter writing, interviewing, salary negotiation, maintaining a professional online presence, plus effective communication skills through class discussions and individual presentations
- Demonstrate an understanding of business professionalism and etiquette
- Acquire knowledge about current workplace practices and expectations
- Understand university career development resources

Required Materials

Relevant articles to be shared throughout semester

Instructor Expectations and Course Policies

Class Attendance, Participation and Conduct

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, and show respect for others' opinions and experiences through verbal and body language.

Attendance is taken with a sign-in sheet that is available at the beginning of class. If you do not sign in, you will be counted as absent. If you arrive late to class, you will not be allowed to sign in and will be counted as absent. If you leave early without getting permission, you will be counted as absent. **Attendance is a part of your final grade.**

Please notify me if a circumstance beyond your control will prevent you from attending. You are responsible for any assignments or requirements missed during an absence. **Any/all assignments due that day must still be submitted.**

Any classroom behaviors that detract from your learning or the learning of others will not be tolerated. Please silence and do not use cell phones or other wireless devices, and reserve non-class related questions for before or after class (or set up an appointment or stop by during office hours).

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, SSWD@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 will negatively impact your grade.

Academic Integrity

All members of the Quinlan School 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 expectations for academic integrity and sanctions for violations, consult the complete Quinlan School of Business Honor Code and Statement of Academic Integrity on the Quinlan website: <http://luc.edu/media/lucedu/quinlan-graduate/pdfs/Honor-Code-Quinlan-July2012.pdf>

Additionally, the full policy on academic integrity from the Undergraduate Catalog is available here: http://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml

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. Occasionally classes may be conducted virtually, if/when this happens assignments will “go live” at the start of class time and close at the end; work must be completed during the 50 minute window.

Essays, resumes, and cover letters, as well as feedback-related assignments must also be brought, printed to class on the due date. Feedback will be given (written) on printed assignments. Failure to submit via any required channel will result in an automatic 50% deduction in grade.

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 are made prior to the due date.

Course Assignments and 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” & what you hope to get out of this course	1/24	5%
Resume	Create or update a resume per requirements	2/7	10%
LinkedIn & LUConnect Profiles	Create or update an online LinkedIn profile and LUConnect profile	2/14	5%
Cover Letter	Create a cover letter per requirements	2/26	10%
Interviewing Peer Feedback	Practice interviewing; provide feedback to your peers	3/13	10%
Career Path Presentation	Present on a “Career Path” of your choice <i>*include informational interview as part of presentation materials</i>	3/28 - 4/16	20%
Attendance at Career Events	Attend two career events, such as the Quinlan Career & Networking Fair, Meet & Greets, workshops, etc.	4/25	10%
Participation, Engagement, and Attendance	Points will be earned for attendance, engagement, and participation in discussion and classroom activities	Ongoing	10%
Final Paper / Career Outcomes	Reflective Essay & Quinlan Student Survey	4/25	20%

Course Grading Scale

A	93-100	B+	87-89	C+	77-79	D+	67-69
A-	90-92	B	83-86	C	73-76	D	60-66
		B-	80-82	C-	70-72	F	59-0

Class by Class/Week by Week Course Outline

<u>Week 1</u> W – 1/17	Course Introduction	Due: All About You Handout
<u>Week 2</u> M – 1/22	What is Career Development?	
W – 1/24	Discovering Your Values and Motivators Writing Center Presentation	Due: Professionalism Essay
<u>Week 3</u> M – 1/29	Determining Your Strengths and Skills BCS Guest Speaker	
W – 1/31	Introduction to Resumes	Required Reading: Rewriting Your Resume For Accomplishments
<u>Week 4</u> M – 2/5	Resumes (cont.) Resume Workshop	<i>Bring a printed copy of your resume to class (*Not bringing a printed resume will automatically take 10 points off your resume grade)</i>
W – 2/7	Your Online Presence – The Value of Social Media & LinkedIn Profiles	Due: Resume Required Reading: 15 Ways Smart People Get The Most out of LinkedIn
<u>Week 5</u> M – 2/12	Cover Letters	Required Reading: The Cover Letter Formula That Skyrocketed My Interviews From 0% to 55%
W – 2/14	Cover Letters (cont.) Cover Letter Workshop	<i>Bring a printed copy of a cover letter to class (*Not bringing a printed cover letter will automatically take 10 points off your cover letter)</i> Due: Completed LinkedIn profile & LUConnect profile
<u>Week 6</u> M – 2/19	Making a Great First Impression, Dressing For Success Networking & Career Fair Prep	
W – 2/21	NO CLASS – ATTEND THE EMPLOYER CAREER	

	FAIR	
<u>Week 7</u> M – 2/26	Career Mapping, Goal Setting, & How to Find a Job or Internship	Due: Cover Letter
W – 2/28	Workplace Communication – Appropriate Use of Tools Discuss Career Path Presentations	
<u>Week 9</u> M – 3/5	NO CLASS – SPRING BREAK	
W – 3/7	NO CLASS – SPRING BREAK	
<u>Week 10</u> M – 3/12	Interviewing (Part One)	
W – 3/14	Interviewing (Part Two) Thank You Notes Guest Speaker	Required Reading: Behavioral Interview Questions: How to Nail Them and How to Fail Them
<u>Week 11</u> M – 3/19	Interviewing Peer Exercise Evaluating Offers and Employers, Salary 101	Due (by end of class): Peer Feedback Worksheet Printed
W – 3/21	Workplace Communication – Generational Diversity	
<u>Week 12</u> M – 3/26	Emotional Intelligence in the Workplace The Importance of Public Speaking	Required Viewing: EQ video
W – 3/28	Career Path Presentations	<i>*Check Sakai for assigned presentation dates</i>
<u>Week 13</u> M – 4/2	NO CLASS - EASTER MONDAY	
W – 4/4	Career Path Presentations	
<u>Week 14</u> M – 4/9	Career Path Presentations	

M – 4/11	Career Path Presentations	
<u>Week 15</u> M – 4/16	Career Path Presentations	
W – 4/18	NO CLASS – ONLINE ASSIGNMENT <i>*Assignment will open at start of class time and close at end of class time</i>	Due: Online Assignment <i>*Follow ALL instructions in Sakai</i>
<u>Week 16</u> M – 4/23	OPEN CLASS – TBD	
W – 4/25	The World of Work and Business “Realities” Putting it All Together - What’s Next? Personal Branding & Narratives	Due: Final Paper, Career Outcomes, and Attendance at 2 Career Events Required Reading: Personal Branding in 5 Easy Steps

All assignment, readings, viewings, and exercises are to be completed by the start of class on the dates listed above, unless otherwise noted.

Business Career Services News & Information

Business Career Services Office Hours

Monday - Thursday 8:00am-6:00pm, Friday 8:30am-5:00pm

Drop-In Hours (for quick questions and document reviews)

Monday-Wednesday 2:00pm-3:00pm, Thursday-Friday 11am – 12pm

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

Spring 2018 Quinlan Career & Networking Fair

Wednesday 2/21 & Thursday 2/22

Schreiber Center, Water Tower Campus

16 E Pearson St, Chicago, IL 60611

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 for all students.

Course materials, including this syllabus, cannot be shared outside this course without the written permission of the instructor.