

Revised: \* March, 2018 Term: Spring 2018

*\*Note: the instructor reserves the right to change this syllabus should it become necessary.***Course Title:** PROFESSIONAL DEVELOPMENT**Course Number:** PD400**Quarter Credit Hours:** 2.4**Prerequisites:** none**Lecture Hours:** 24**Laboratory Hours:** 00**Out-of-Class Hours:** 48**Course Description:**

A course to prepare graduates to better understand the job-seeking process and gain employment. ◊

<b>Instructor</b>	Leasa Davis, RCPAA	<b>Office Hours</b>	Friday 9-12:30 or by appointment
<b>Email</b>	ldavis@msc.edu	<b>Phone</b>	304-485-5487
<b>Additional Details</b>	n/a		

**Instructional Materials and Technology Requirements:**

Textbook Title: Your Career: How to Make It Happen, 9th Edition.

Authors: Lauri Harwood, Lisa M. D. Owens, and Crystal Kadakia

Publisher: Cengage Learning, 20 Channel Center Street, Boston, MA ©2017.

ISBN: 978-1-305-49483-1

**Course Objectives:**

Upon completion of this course, the student will be able to:

- Describe the phases of the Job Search Journey.
- Get organized to begin your new job search.
- Develop a good attitude for success.
- Take a personal inventory of what you can offer an employer.
- Start developing your Personal Brand Statement and your 30 Second Commercial.
- Recognize differences in workplace cultures.
- Explore career fields and workplace possibilities.
- Identify the purpose and role of a resume.
- Describe the main sections of a winning resume.
- Showcase your Personal Brand Statement using your resume as a foundation.
- Write, edit, and format your resume for web and print.
- Network and find job openings that are a good career fit for you.
- Describe how to apply for face to face and online for jobs and complete preprinted and online applications correctly.
- Draft, edit, and customize your cover letter for web and print.
- Describe how to distribute your job application package.
- Learn strategies for getting interviews and the key elements of successful interviews.
- Prepare for pre-employment tests and different interviewing styles.
- Prepare answers to typical interview questions and prepare to ask question that stand out.
- Practice interviewing and be prepared both mentally and physically for the interview.
- Describe how to follow up after interviews and evaluate and respond professionally to job offers.
- Develop strategies for increasing your chances of getting interviews, improving your interview performance, and managing rejection notices.
- Develop strategies to transition into a new job, build successful relationships, and manage a career.

**Instructional Methods:** *(Description of how the course will be taught, including lecture, lab, online, community activities, etc.)*

- Students will utilize the Sakai system online to complete several activities. Specific instructions are given to students to allow them to transition into online courses easily. Specific ways in which data may be submitted will be made available to students. The instructor will be available to answer questions on Friday from 9:00 a.m. to 12:30 p.m. and by appointment.
- Students will complete exercises/assignments from the textbook to be checked by the instructor.
- Handouts and worksheets will be given to help facilitate the learning process and to provide data on current topics in professional development. These are located under the Resources Tab.
- Research projects are to be completed on line to give hands on experience using the Internet to do job research and explore websites.
- Students are expected to access websites for examples on interviewing techniques and the screening process.
- Assessments are given to allow students to demonstrate their comprehension of the materials presented.
- Students give a mock interview as part of their final grade.
- Students will submit a portfolio for evaluation.
- A final exam is given and must be completed in order to pass the course.

**Assessment Criteria and Evaluation Methods:** *(Weight of tests, assignments, etc. and basis for determination of final grade)*

- Grades will be based on examinations, exercises, online assignments, interviews, a project, and the portfolio.
- Grades are taken on resumes, cover letters, application forms, exercises and online assignments account for one-third of the student's grade.
- There will be 5 examinations each worth 100 points covering the chapters in the course to assess student's comprehension. In addition, a final examination must be taken by all students in order to pass the course and this grade will not be dropped. Examinations account for one third of the student's grade.
- The mock interview, project and the portfolio account for one third of the student's grade.
- The lowest assignment and examination grade will be dropped before the grades are averaged. This is a safeguard that will allow for any problems that may exist during the quarter in which a student is unable to complete an assignment or exam. All students must take the Final Exam to pass the course. If a student's grade falls below a "C" average the student will be requested to come in for additional assistance.

Resume, Cover Letter, Application, Exercises, and Online Assignments	33 1/3%
Exams	33 1/3%
Interview, Project, and Portfolio	33 1/3%
Total	100%

Grading Scale	Letter	A	B	C	D	F	S	U
	Percent	90-100	80-89	70-79	60-69	0-59	Satisfactory	Unsatisfactory
	Numeric	4.0	3.0	2.0	1.0	0.0	-	-

**Policies and Other Information:****Attendance:**

Any student habitually absent cannot hope to benefit from an instructor's knowledge, supplementary material, and any personal help necessary to achieve satisfactory grades. Online students inactive for 14 consecutive calendar days will be administratively withdrawn from the course. If a student is administratively withdrawn from all courses in a term, the student will be withdrawn from the College. All absences are recorded and cannot be excused regardless of reason.

**Make-up Work:**

The make-up policy only applies to tests and quizzes. Make-up work will be allowed in the event the student or student's child is admitted to the hospital (doctor appointments do not qualify), the student is ordered to appear for court, or the student experiences a death in the immediate family (spouse, partner, child or parent). Documentation is required (hospital discharge papers, court records, etc.). The student must inform the Director of Student Services and the Instructor as soon as possible; failing

to inform or provide proper documentation will result in make-up work being disallowed. For all other reasons, the make-up policy is at the discretion of the instructor.

Course Schedule and Topical Outline		
Week	Objective and Supporting Activity	Out of Class Activities
1 & 2	Chapters 1 – The Job Search Journey Chapter 2 – Know Yourself to Market Yourself Chapter 3 – Picture Yourself in the Workplace Introduction of course, review syllabus, and discuss class policies Set up Portfolio and location of documents Assign Career Action Worksheets 1-1 through 1-3 Assign Career Action Worksheets 2-1 through 2-6 Assign Career Action Worksheets 3-1 through 3-6 Review for and complete examination	-Read and study Chapters 1, 2, and 3 – (1hr per week) -Complete Career Action Worksheets and set up Portfolio and location of documents – ( ½ hr./wk.) -Complete the assignments online for a grade – (1hr./wk.) -Prepare for examination – (1hrs per week)
3 & 4	Chapter 4 – Plan Your Resume Chapter 5 – Write Your Resume Assign Career Actions Worksheets 4 -1 through 4-5 Assign Career Action Worksheets 5-1 through 5-6 Give Resume Information Sheet Prepare resume Review for and complete examination	-Read and study Chapters 4 and 5 – (1 hr./wk.) -Complete Career Action Worksheets and add them to the Portfolio – (1hr/wk.) -Complete Resume information Sheet – (1 hr./wk.) Prepare and edit resume – (1 hr./wk.) -Complete the assignments online for a grade – (1hr./wk.) -Prepare for examination – (1hr per week)
5 & 6	Chapter 6 – Find Job Openings Chapter 7 – Write Job Applications Chapter 8 – Write Effective Tailored Cover Letters Assign Career Action Worksheets 6-1 through 6-6 Assign Career Action Worksheets 7-1 through 7-3 Assign Career Action Worksheets 8-1 through 8-3 Research job sites Applications for employment Give Cover Letter Information Review for and complete examination	-Read and study Chapters 6, 7 and 8 – (1hr per week) -Complete Career Action Worksheets and add them to the Portfolio – (1hr per week) -Complete cover letter – (1hr per week) -Complete the assignments online for a grade – (1hr per week) -Prepare for examination – (1hr per week)
7 & 8	Chapter 9 – Know the Interview Essentials Chapter 10 – Prepare for Your Interview Chapter 11 – Interview Like a Pro Assign Career Action Worksheets 9-1 through 9-3 Assign Career Action Worksheets 10-1 through 10-3 Assign Career Action Worksheets 11-1 through 11-6 Research Companies Review for and complete examination	-Read and study Chapters 9, 10, and 11 – (1hr per week) -Complete Career Action Worksheets and add them to the Portfolio – (1hr per week) -Complete the assignment online for a grade – (1 hr./wk.) -Prepare for examination – (1hr per week)
9 & 10	Chapter 12 – Stay Connected with Perspective Employers Chapter 13 – Dealing with Disappointment Chapter 14 – Take Charge of Your Career Assign Career Action Worksheets 12-1 through 12-4 Assign Career Action Worksheets 13-1 and 13-2 Information on Mock Interview Complete Mock Interview – It is to be scheduled during Weeks 10 and 11; not completing a Mock Interview will result in failure of the course. Portfolio submission Review for and complete examination	-Read and study Chapters 12, 13, and 14 – (1hr per week) -Complete Career Action Worksheets and add them to the Portfolio – ( ½ hr./wk.) -Complete the assignments online for a grade – (1hr per week) -Prepare for and complete Mock Interview – (1hr per week) Prepare for examination – (1hr per week)
11& 12	Complete Comprehensive Final Exam	-Prepare for final exam – (1hr per week)
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