

COOP 101- Career Management/Professional Development
Syllabus – ONLINE
Spring term 201935: April 6 – June 5, 2020

Professor: Mrs. Brennan
Email: AMB526@drexel.edu
Telephone: please email

I. COURSE DESCRIPTION

COOP 101 is a 9-week, zero-credit, pass/fail course. A passing grade of CR (Credit Received) is **REQUIRED** for participation in the co-op program. It is designed to provide Drexel University students with the skills necessary for career planning, the co-op job search and a successful workplace experience.

II. COURSE REQUIREMENTS

There are two main requirements to pass COOP 101:

1) **Weekly Lessons/Assignments:** Completing the weekly lesson and ALL assignments for EIGHT of the NINE weeks is required to pass COOP 101.

Each week on Monday you must check Drexel Learn for that week's lesson and assignments which **MUST** be completed. You will have until Sunday at 11pm at the end of each week to complete the assignments. If **ALL** work is not completed by the deadline it will count as an **ABSENCE**. You are only allowed **ONE** absence for the term in order to pass COOP 101. **If at any point you do not meet these criteria, you will fail COOP 101.**

2) **Resume Assignment:** An acceptable, online resume using the SCDCOnline template is required to pass COOP 101.

All students are expected to create their resumes using Drexel's SCDCOnline internal resume template. Resume grades will be posted on Drexel Learn. **Uploaded resumes will not be accepted for COOP 101.**

Resumes will be assessed based on content, structure, syntax, and presentation. Required content areas include but are not limited to: contact information, education, relevant coursework, skills, experience and activities. Additionally, factors such as format, style, spelling, and grammar are also important for a quality resume. **A letter grade of C or better is considered acceptable** and the instructor will address unacceptable resumes on an individual basis. You are encouraged to make all revisions your instructor indicates for your resume to be as strong as possible for your job search.

III. CHANGES TO COURSE

The specific course content including assignments is subject to change by the instructor during the term. Any changes will be made known to students as soon as possible with an updated syllabus posted on Blackboard Learn reflecting the changes. This course could also switch in an in-person course at any time at the direction of the University and/or instructor.

IV. DREXEL STUDENT LEARNING PRIORITIES (DSLPP)

In support of the Drexel Student Learning Priorities (DSLPP), the goals of COOP 101 are to:

- Prepare for a successful cooperative education experience
- Demonstrate knowledge of the SCDCOnline system
- Produce a relevant and targeted co-op resume that effectively demonstrates skills and strengths
- Understand and demonstrate appropriate modes of professional communication

V. IMPORTANT INFORMATION

Drexel Learn

All class lessons, assignments, homework and supporting materials are located in Drexel Learn.

Dishonesty/Falsification of Information

Please familiarize yourself with Drexel's Academic Integrity, Plagiarism, Dishonesty and Cheating Policy:

http://www.drexel.edu/provost/policies/academic_dishonesty.asp

Failure of COOP 101

Receiving an NCR (No Credit Received) or withdrawing from COOP 101 will result in the following:

- You will be automatically registered for and must pass COOP 101 during the next term in which the course is offered prior to participating in your first co-op
- A Career Block Hold may be placed on your Drexel SCDC account, and as a result you will not have access to SCDCOnline for your job search until you receive a passing grade AND you will not be able to register a co-op job found through a self-directed job search

If you have previously failed COOP 101 your eligibility to participate in co-op may be affected (co-op cycle may be removed), significant financial aid and billing issues may occur, and/or graduation may be delayed or prevented.

Dropping or Withdrawing from COOP 101

You have been registered for this course, when possible, at least three terms before your assigned co-op cycle. This timing is deliberately designed to support your co-op job search. Thus, **dropping or withdrawing from this course in the term you are assigned is not advised without compelling circumstances**. Please contact your instructor immediately if you have concerns about your registration. Refer to the official academic calendar for drop and withdrawal deadlines. <http://drexel.edu/provost/calendars/academic-calendars/>.

Accommodation of Disabilities

Any student with a documented disability and needing accommodations is encouraged to contact the instructor as soon as possible (preferably within the first week of class). All discussions will remain confidential.

For additional information, refer to: <http://drexel.edu/oed/disabilityResources/students/>

VI. COURSE OUTLINE

Week	Topic	Assignments Due for Class
		Complete Pre-Course Survey on Learn before 4/5
Week One	Co-op Expectations Review course requirements. Establish goals of the class, the job search and the co-op experience.	Journal Entry: Interview Question, Workplace Tip & your expectations for course. Assignment: Watch Resume Tutorial Part I – put contact info on resume, set your style for resume
Week Two	Market Your Skills I Create most portions of a resume using appropriate sections to organize information.	Journal Entry: Interview Question, Workplace Tip Assignment: Watch Resume Tutorial Part II – complete some sections of resume
Week Three	Market Your Skills II Write strong experience descriptions to highlight your skills and strengths.	Journal Entry: Interview Question, Workplace Tip Assignment: Watch Resume Tutorial Part II – complete some sections of resume & Complete Type Focus Assessment
Week Four	Planning and Goal Setting for Co-op and Career Assess skills, interests and values to prepare for your resume, the job search and beyond.	Journal Entry: Interview Question, Workplace Tip Assignment: write experience/project descriptions into template
Week Five	Job Search/SCDC Online Explore practical approaches and resources offered to Drexel students.	Journal Entry: Interview Question, Workplace Tip Completed Resume due this week Assignment: Watch SCDC Job Search video & complete quiz
Week Six	Professional Communication Learn importance of written and verbal communication in the workplace. Write effective cover letters.	Journal Entry: Interview Question, Workplace Tip Assignment: Write cover letter for position found in ES&P Archive following template
Week Seven	Preparation and Presentation Prepare for interviews.	Journal Entry: Interview Question, Workplace Tip Assignment: Write 3 questions to ask at an interview
Week Eight	Interview Practice Practice answering interview questions.	Journal Entry: Interview Question, Workplace Tip Assignment: Big Interview Resume completed, final grade in Learn
Week Nine	Networking and Self-Directed Job Search Review ways to network for job information and search for opportunities.	Journal Entry: Interview Question, Workplace Tip Assignment: Create/edit LinkedIn page

Notice: Appropriate Use of Course Materials

It is important to recognize that some or all of the course materials provided to you may be the intellectual property of Drexel University, the course instructor, or others. Use of this intellectual property is governed by Drexel University policies, including the policy found here: <https://drexel.edu/it/about/policies/policies/01-Acceptable-Use/>

Briefly, this policy states that course materials, including recordings, provided by the course instructor may not be copied, reproduced, distributed or re-posted. Doing so may be considered a breach of this policy and will be investigated and addressed as possible academic dishonesty, among other potential violations. Improper use of such materials may also constitute a violation of the University's Code of Conduct found here: <https://drexel.edu/cpo/policies/cpo-1/> and will be investigated as such.