COOP 101- Career Management/Professional Development

Syllabus – ONLINE

Spring term 201935: April 6 – June 5, 2020

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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 Monday at 9am EDT the week’s announcement, lesson, assignments and discussion board will be posted on Drexel Learn. You will have until Sunday at 11pm EDT to complete your work.**

If ALL work is not completed by the Sunday 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** **to pass COOP 101** and the instructor will address unacceptable resumes on an individual basis. **Students with unacceptable resume grades MUST revise and resubmit**. 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.

**IV. DREXEL STUDENT LEARNING PRIORITIES (DSLP)**

In support of the Drexel Student Learning Priorities (DSLP), 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 Spring term 201935**

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| Week | **Topic** | **Lesson and Assignments** |
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| Week One **April 6** | **Co-op Expectations**  Review course requirements. Establish goals of the class, the job search and the co-op experience. | Weekly announcement, lesson, assignments and discussion board posted on Learn Monday 9am EDT.    Complete pre-course survey |
| **Week Two**  **April 13** | **Market Your Skills I**  Create most portions of a resume using appropriate sections to organize information. | Weekly announcement, lesson, assignments and discussion board posted on Learn Monday 9am EDT.  Watch Resume Tutorial I and add sections (except Experience) |
| Week Three **April 20** | **Market Your Skills II**  Write strong experience descriptions to highlight your skills and strengths. | Weekly announcement, lesson, assignments and discussion board posted on Learn Monday 9am EDT.  Watch Resume Tutorial II and add Experience section. Complete Type Focus assessments |
| **Week Four**  **April 27** | **Planning and Goal Setting for Co-op and Career**  Assess skills, interests and values to prepare for the co-op  job search and beyond | Weekly announcement, lesson, assignments and discussion board posted on Learn Monday 9am EDT.  **RESUME DUE** |
| Week Five **May 4** | **Job Search- SCDC Online**  Explore SCDConline database/timeline for co-op job search as well as eligibility requirements. | Weekly announcement, lesson, assignments and discussion board posted on Learn Monday 9am EDT.  Answer questions about SCDConline job search database |
| **Week Six**  **May 11** | **Professional Communication**  Learn importance of written and verbal communication in the job search and the workplace. Write effective cover letters. | Weekly announcement, lesson, assignments and discussion board posted on Learn Monday 9am EDT.  Write a cover letter |
| **Week Seven**  **May 18** | **Preparation and Presentation**  Prepare for interviews. | Weekly announcement, lesson, assignments and discussion board posted on Learn Monday 9am EDT.  Create a 30 second commercial |
| **Week Eight**  **May 25** | **Interview Practice**  Practice answering interview questions. | Weekly announcement, lesson, assignments and discussion board posted on Learn Monday 9am EDT.  Complete Big Interview (video interview)  **FINAL RESUME DUE** |
| **Week Nine**  **June 1** | **Self-Directed Job Search-Networking**  Review ways to network for job information and search for opportunities using a variety of resources. | Weekly announcement, lesson, assignments and discussion board posted on Learn Monday 9am EDT.  Create LinkedIn profile |

**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/***](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/***](https://drexel.edu/cpo/policies/cpo-1/) and will be investigated as such