**Liberal Arts and Sciences Professional Development Passion, Path, and Purpose | ASPD 2000**

**One-Credit Course | Spring 2025**

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**Office Hours:** We can meet via Zoom or in-person at a convenient time for you. Please email me to set up an appointment.

**Class Location:** 105 Old Falvey

**Meeting Time:** Mondays 10:40 AM – 11:30 AM (January 13th – March 31st)

**Course Description:**

Welcome to Passion, Path, and Purpose | ASPD 2000, a one-credit professional development course designed to provide you with the guidance, support, and time you need to assess and explore your personal and professional skills, strengths, and interests; to create the professional and networking/connection tools you need to pursue opportunities with meaning and intention; and to craft a professional development plan that helps you achieve your short- and long-term professional goals.

Where will this journey take you? This course will inspire and motivate you, a current student in the College of Liberal Arts and Sciences and an aspiring professional, to prepare for your present and future, and to take the next powerful steps in your academic, extra-curricular, and professional activities.

You will learn an ever-evolving professional development process that involves:

* Identifying your skills, strengths, interests, and passions.
* Connecting your academic interests to potential internships and careers.
* Developing and revising a professional résumé and cover letter.
* Researching various professions and internships.
* Learning how to link your valuable and in-demand transferable skills to internships and careers.
* Attending and actively participating in special on-campus professional development and career events

At the course's end, you will emerge equipped and empowered to not only activate your professional development plan, but also approach your internship and career ambitions with renewed confidence and focus.

**Course Objectives:**

* Emphasize the importance of the Liberal Arts and Sciences as a foundation for lifelong learning.
* Understand how the top skills required in the workplace are developed through liberal arts and sciences disciplines.
* Understand the relationship between personal development, self-awareness, reflection, and future growth.
* Identify professional and personal strengths to achieve professional and personal success.
* Gain important self-knowledge, confidence, and direction.
* Prepare you to conduct ongoing research that will enable you to pursue a meaningful professional life

**Class Schedule:**

**Week 1 - Monday, January 13th –** Syllabus & Assignment Review, Elevator Pitch

**No class Monday, January 20th –** MLK Day

**Week 2 – Monday, January 27th –** Guided Networking Forum

* Class will meet in the East Lounge in Dougherty Hall

**Week 3 – Monday, February 3rd –** Thank you notes, Exploration, Focus 2

**Week 4 – Monday, February 10th –** Developing a Professional Resume

**Week 5 – Monday, February 17th** – Handshake Review (internship & Job Search)

**Week 6 – Monday, February 24th** – Cover Letter Review

**No class Monday, March 3rd –** Spring Break

**Week 7 – Monday, March 10th –** Online Networking Platforms (Nova Network & LinkedIn)

**No class Week 8 – Monday, March 17th –** Canceled for Peer Career Coach assignment

**Week 9 – Monday, March 24th –** Interviewing Strategies

**Week 10 – Monday, March 31st –** Final Reflection and Goal Setting

**Assignments:**

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| **Assignment** | **Due Date (all assignments are due the night before class at 11:59 PM)** | **Points** |
| **Assignment #1:** Elevator Pitch  Create a one-minute elevator pitch that highlights your unique story and professional aspirations. Your pitch should be engaging and avoid presenting your experiences in chronological order. Consider including:   * Your motivation for choosing Villanova and/or your desired industry * A proud accomplishment or meaningful experience * A unique aspect of yourself, such as a hobby, skill, or strength   Be creative, authentic, and concise. | Sunday, January 26th at 11:59 PM | 5 |
| **Assignment #2:** Guided Networking Forum Reflection  Write a reflection of *at least 300 words* on your experience at the Guided Networking Forum. Use this opportunity to evaluate your experience and personal growth during the event. Consider the following:   * What strengths did you utilize when connecting with your peers and professionals? * How did you feel about delivering your elevator pitch? * What challenges did you encounter during the forum? * Who did you connect with, and how did those interactions impact you?   Focus on providing thoughtful insights and specific examples to illustrate your experience. | Sunday, February 2nd at 11:59 PM | 10 |
| **Assignment #3:** Focus 2 Assignment  Focus 2: <https://www.focus2career.com/Portal/Login.cfm?SID=834>  **For first-time users, click on the “Register” button and use “wildcat” as the access code.**  There are different self-assessments you can complete (work interest, values, personality, leisure, and skills). *You can choose to complete any self-assessment you would like; however, I might recommend the ‘Work Interest Assessment’.*  Once completed, please **upload a screenshot of your results** to Blackboard. | Sunday, February 9th at 11:59 PM | 10 |
| **Assignment #4:** Professional Resume Development  Big Interview’s ResumeAI tool provides immediate feedback on your resume and guidance on improving areas such as readability, credibility, ATS Fit, and more.  [**ResumeAI**](https://villanova.biginterview.com/members/resume_assignments/dashboard)  *Instructions:*   1. **Create an account** on Big Interview, if you haven’t done so already. - [**ResumeAI**](https://villanova.biginterview.com/members/resume_assignments/dashboard) 2. Select **Scan Resume Now** and choose the **Scoring Guide (General Undergraduate Resume) option.**    1. Optional: If there is something you are interested in applying for, you can enter the details. 3. **Upload Your Resume** to the system. Allow time for feedback to process. 4. Take a **screenshot of your feedback and upload** it to Blackboard to receive credit. | Sunday, February 16th at 11:59 PM | 10 |
| **Assignment #5:** Handshake Profile Development:  Build your **Handshake** profile including your education, experiences, extracurricular experiences, and ‘about’ section. ***Part 1:*** *Take a screenshot of your profile including the percentage of profile completion and upload it to Blackboard. The goal is to get to at least 80% completion. (5 points)*  ***Part 2:*** *Review the jobs/internships that are currently posted, select one that is of interest to you, and submit the URL to Blackboard (5 points). \*This part is important for future assignments.* | Sunday, February 23rd at 11:59 PM | 10 |
| **Assignment #6:** CoverLetter Draft  Write a cover letter draft for the posting that you selected from Handshake and submit it to Blackboard.  *\*See the rubric, which will be handed out during class, for specifics.* | Sunday, March 9th at 11:59 PM | 10 |
| **Assignment #7:** Online Profile Development  Create LinkedIn & Nova Network profiles.  Start with LinkedIn by adding *a headshot, cover photo, title, about summary section, experiences, and education*. ***For credit, connect with me on LinkedIn:*** <https://www.linkedin.com/in/paige-matzerath/>(5 points)  Once your *LinkedIn Profile is developed, start a Nova Network account* -- <https://villanova.peoplegrove.com/> and link your LinkedIn profile. ***For credit, upload a picture of your profile on Blackboard*** (5 points) | Sunday, March 23rd at 11:59 PM | 10 |
| **Assignment #8:** Big Interview  Activate your Big Interview account with your Villanova Single Sign On.  Go to the link below, add the assignment code, and answer the 5 questions. \**You will not be graded on appearance; however, it is expected that you will complete this assignment in a professional manner (professional background and sitting up at a desk).*  <https://villanova.biginterview.com/members/assignments>  ***Assignment Code: e746d3*** | Sunday, March 30th at 11:59 PM | 10 |
| **Assignment #9:** Final Reflection  Compose a 300-word reflection on your professional development progress this semester. In your reflection, provide thoughtful analysis of your growth and identify key takeaways that have shaped your professional identity.  Consider the following:   * Which lessons or strategies from this semester had the most significant impact on your success? * In what ways have you grown personally or professionally over the course of the semester?   Be specific in your examples and focus on articulating how your experiences have prepared you for future professional opportunities. | Sunday, April 6th at 11:59 PM | 10 |
| **Assignment #10:** Peer Career Coach Appointment  Complete a **Peer Career Coaching** appointment on any topic that you would like guidance on and submit a journal entry on Blackboard. \****See Peer Career Coach Appointment information below*** | Ongoing: Sunday, April 20th at 11:59 PM | 15 |

**ASPD – Peer Career Coach Appointment Assignment**

**Assignment**: Complete a **Peer Career Coaching** appointment on any topic you would like guidance on including: application material review (resume, cover letter, personal statement), networking (in-person and virtual), online profile creation (LinkedIn, Nova Network, Handshake), career planning (exploration, internship/job search, graduate school exploration), and interviewing strategies. ***Please note that appointment completion will be verified for assignment credit.*** *\*Please see program information below.*

**Instructions**:

**About the Peer Career Coach Program**

The Peer Career Coaching Program offers peer-to-peer career, internship, and professional development support to College of Liberal Arts and Sciences students who seek it. Our highly trained coaches meet students where they are on their college-to-career journey and offer personalized guidance to support students as they strive to achieve their professional development goals.

The Peer Career Coaching Program aspires to empower all College of Liberal Arts and Sciences students to chart their own unique paths. Our coaches aim to partner with all CLAS students to make their educational and professional goals a reality.

**What to cover in your Peer Career Coach Appointment**

Our Peer Career Coaches are trained to engage in conversations about various professional development topics. Whether a first-year or senior, coaches have the skills, empathy, and experience to facilitate each conversation.

*Before making your appointment, decide what Professional Development Topic you would like to cover:*

* Application materials (resume, cover letter, email writing, personal statements, etc.)
* Exploring different career interests
* Searching for internships and jobs
* Online profile development (Handshake, LinkedIn, Nova Network)
* Practice professional interviewing strategies
* Effectively navigating in-person and/or online networking

**Signing Up for your Peer Career Coach Appointment**

Appointments are on a first come, first served basis so please be mindful of the deadline of this assignment. Please consider completing this assignment at your earliest convenience.

You will be able to select a date and time that works best for you when it comes to your Peer Career Coach appointment. Follow these steps to sign up for your appointment:

1. Log into Handshake (<https://villanova.joinhandshake.com/edu>)
2. On the left, select ‘Career Center’
3. Under Villanova University, click the ‘Appointments’ tab and select ‘Schedule A New Appointment’
4. From the given categories, select ‘CLAS: Professional Development Appointments’
5. Next you will select an ‘appointment type’ - there are 2 different appointment types that you can select from: *\*Appointments can be completed either in-person or via Zoom*
6. CLAS Peer Career Coaching Session: 30 minutes
7. CLAS Peer Career Coaching Session: 60 minutes

***\*It is important to note that for ASPD assignments you must meet with a Peer Career Coach, not professional development staff.***

**Peer Career Coaches include** Amanda “AJ” Balinski, Bridget Duffy, Caitlyn Baker, Hadassah Lopes, Julie Soutter, and Sam Matro. *Please note that Paige Matzerath Lynn and Madison Battinelli are not included as Peer Career Coaches.*

1. Once you select a date and time that works best for you, you will be prompted to complete a few short answer questions to share with your Peer Career Coach about the goals of your appointment.
2. Once you submit your short answer prompts, Handshake will email you an appointment confirmation and reminders when your appointment comes up!
3. After appointment completion, you will be emailed a short survey to provide comments on the services you received. We value your feedback!

**Attendance Policy:**

You are expected to attend *every* class and to be punctual. Attendance will be taken daily in class. If you miss any class time, please notify me and complete any missed work. If you encounter an emergency situation or miss class for an extended period of time, please contact me as soon as you can. You are expected to attend and participate actively in each class. Frequent, unexplained absences and lateness will significantly affect your final grade.

Villanova University makes every reasonable effort to allow members of the community to observe their religious holidays, consistent with the University’s obligations, responsibilities, and policies. Students who expect to miss a class or assignment due to the observance of a religious holiday should discuss the matter with their professors as soon as possible, normally at least two weeks in advance. Absence from classes or examinations for religious reasons does not relieve students of responsibility for any part of the coursework required during the absence. <https://www1.villanova.edu/villanova/provost/resources/student/policies/religiousholidays.html>

### **Personal Days:**

In addition to the attendance policy stated above, students are entitled to one excused absence for any reason that may contribute to their personal wellness. Students must advise the instructor by email before class of their intent to utilize a Personal Day as the reason for their absence. A Personal Day will not be approved retroactively. Students may, but are not required, to provide additional information regarding their absence. Additionally, a Personal Day may not:

•be used immediately preceding or following a university holiday or break period;

•be used on days when exams, presentations or other major assignments are scheduled.

A Personal Day does not grant an automatic extension for items due. Students remain responsible for all assignments, exams, presentations, etc. due on that date. It is in the instructor’s discretion to determine whether any extension is appropriate given individual circumstances.

### **Student Success and Support:**

### Villanova University offers a variety of academic resources for students, such as academic support and tutoring, peer mentoring, assistance for students with disabilities, professional development, and much more. Here is a list of student support services that you are encouraged to access at any time:

* **OFFICE FOR UNDERGRADUATE STUDENTS (OUS):** OUS guides and supports CLAS students as they transition into collegiate life and introduces them to academic possibilities and professional opportunities. OUS empowers students to begin a process of self-discovery, providing them with the resources to forge their own educational and professional direction. Services include academic advising, assistance with internship programs for academic credit, leadership, and professional development programming. **LOCATION: St. Augustine Center, Room 107 | PHONE: 610-519-3900 | EMAIL:** [**as-ous@villanova.edu**](mailto:as-ous@villanova.edu) **| WEB SITE: ous.villanova.edu**
* **CENTER FOR ACCESS, SUCCESS AND ACHIEVEMENT (CASA):** CASA focuses on recruiting, retaining and graduating underrepresented, first-generation, and Pell Grant–eligible students through holistic support in a culturally diverse and academically excellent environment. Services, programs, and resources include personal counseling, academic counseling and tutoring, peer counseling and peer mentors, career guidance, life coaches, financial aid assistance, and more**. LOCATION: Falvey Memorial Library Suite 211 | Web Site: casa.villanova.edu**
* **CENTER FOR RESEARCH AND FELLOWSHIPS (CRF):** CRF supports Villanovans to enhance their career trajectories through mentoring, student research funding and assistance in winning competitive awards. CRF assists students, alumni, faculty, and staff with applications to major awards, including the Truman, Goldwater, Udall, Fulbright, Marshall and Rhodes scholarships, the National Science Foundation Graduate Research Fellowships, and others. CRF provides financial support for undergraduate research and manages all aspects of the Presidential Scholars Program. **LOCATION:** **Garey Hall Room 38 | Web Site: crf.villanova.edu**
* **LEARNING SUPPORT SERVICES (LSS):** LSS offers a variety of academic support services to help all students maximize their academic success, including study skills workshops, study groups and homework help sessions for select courses, academic coaching, and study skills consultation. LSS also works with faculty to provide accommodations for students with documentation for learning disabilities, neurologically based disorders, and those disabled by chronic illness. **LOCATION: Falvey Memorial Library Suite 211 | Web site: learningsupportservices.villanova.edu**
* **OFFICE OF DISABILITY SERVICES (ODS):** ODS works to coordinate the appropriate services and accommodations for students with physical disabilities and serves as the center for general information and specialized knowledge on physical disability issues. ODS also advises faculty on the policies, procedures, and accommodations relevant to students with disabilities**. LOCATION: Connelly Center, Second Floor |PHONE: 610-519-4095**
* **OFFICE OF INTERNATIONAL STUDENT SERVICES**: The Office of International Students Services offers myriad services to international students studying at Villanova, including immigration rights and responsibilities; educational, social, and personal counseling; cultural adjustment issues; and campus and community activities**. LOCATION: Connelly Center, Second Floor | PHONE: 610-519-8017**
* **TUTORING**: In addition to tutoring services offered through the specific colleges, tutoring in selected courses/topics is available through the Tutoring Coordinator. Group and individual tutoring, as well as workshops and other services, are open to all students. Schedules and opportunities are available on the website. **LOCATION: Falvey Memorial Library, Second Floor | PHONE: 610-519-5862 | EMAIL:** [**tutoring-coordinator@villanova.edu**](mailto:tutoring-coordinator@villanova.edu) **| WEB SITE: tutoring.villanova.edu**
* **VILLANOVA WRITING CENTER** The Villanova Writing Center offers free, one-on-one peer tutoring sessions to all students. Students are encouraged to bring assignments, drafts and papers at any stage in the writing process for individualized tutoring that will help them produce their best quality work and gain further knowledge to apply to future writing assignments. The Writing Center also offers 30-minute workshops on a variety of topics throughout each semester. **LOCATION: Falvey Memorial Library, Room 210 | PHONE: 610-519-4604**

### **Expectations**:

Assignments are due on Blackboard. Exercises in class are designed to encourage students to think deeply about their academic work, career ambitions, interests, and passions, and should be performed professionally and with respect for all classmates. We’re a community of learners, scholars, and emerging professionals, and we seek to learn from and with each other.

### **Academic Dishonesty & Unacceptable Behavior: Student Accountability:**

Submitting words or ideas of another without citing or attributing them to their author possibly constitutes plagiarism. Plagiarized papers will receive a failing grade, and their authors will be treated in accordance with Villanova’s plagiarism policy. Further consequences include the possibility of failing the course and/or further disciplinary action.

### **Evaluation:**

This course is graded as either **satisfactory or unsatisfactory**. All students *should* pass this course; however, failure to participate in class, complete assignments, and attend events will result in an unsatisfactory grade.

Grading scale - <https://www1.villanova.edu/villanova/provost/resources/student/policies/grades.html>

Office of the Registrar’s definition of grades: <https://www1.villanova.edu/villanova/enroll/registrar/policies.html>

Course outline/calendar of topics and activities/due dates/dates of midterm and final grading periods. [Villanova Academic Calendar](https://www1.villanova.edu/villanova/provost/calendar.html) with observed Holiday and breaks.

### **Artificial Intelligence use in a course and/or assignments:** <https://www1.villanova.edu/villanova/provost/teaching-learning/AVPTL/text-generators.html>

**Academic Integrity**

All students are expected to uphold Villanova’s Academic Integrity Policy and Code. Any incident of academic dishonesty will be reported to the Dean of the College of Liberal Arts and Sciences for disciplinary action. You may view the University's Academic Integrity Policy and Code for a detailed description.

If a student is found responsible for an academic integrity violation, which results in agrade penalty, they may not WX the course unless they are approved to WX for significant medical reasons. Students applying for a WX based on significant medical reasons must submit documentation and their request for an exception will be considered.