

## ARCH Away Exploration and Planning Course: ADMN-1030-06

0 Credit Course with “S” or “U” transcript identifiers for sophomores

Instructors: Center for Career and Professional Development (CCPD)

(518) 276-6234 ▫ [ccpd@rpi.edu](mailto:ccpd@rpi.edu)

Course held online in RPI LMS: [www.lms.rpi.edu](http://www.lms.rpi.edu)

### Course Description

This is a self-paced, online course covering personal and professional development topics to assist students in preparation for the Arch which includes developing awareness of the Arch program as well as a semester away plan. The components of the course are designed to encourage students to be proactive and take steps towards identifying and securing an Arch away experience. Students will receive a “Satisfactory” or “Unsatisfactory” grade for this course on their academic transcript. **In order to graduate, students must receive a “Satisfactory”.** **Failure to receive a “Satisfactory” will result in automatic enrollment in this course in a future semester.**

### Meet Your Instructor

My name is Emily Killian and I am the Career Counselor for the School of Science and ITWS. I look forward to working with and supporting you this semester! You can reach me in a number of ways, all of my contact information can be found below. Please do not hesitate to reach out to me if you have any questions at all.

Email: [killie@rpi.edu](mailto:killie@rpi.edu)

Discord: Emily Killian, CCPD#0250

Phone: 518-276-4407

Office: DCC, Suite 209 (underneath the Starbucks)

We are also available by email at [ccpd@rpi.edu](mailto:ccpd@rpi.edu) or you can make an appointment with right through [Handshake!](#)

### Learning Outcomes

By participating in this course, students will:

- Apply knowledge of career planning resources to effectively create a plan for identifying and applying to semester away opportunities
- Develop and implement an individualized away semester search plan based upon student goals and interests
- Leverage on campus and digital resources for personal and professional wellness, creating a more confident and efficient search process
- Develop professional network with employers and alumni through participation in facilitated employer and alumni career planning and recruitment programs

### Arch Prep Course Passport: Choose Your Adventure

In this course, you will have the opportunity to “choose your own adventure” for your assignments. This will allow you to make the most of your semester in order to successfully prepare, and plan for, your Arch Away Semester.

Career Development (Career Development Stop #1)	Career Development (Career Development Stop #2)	Career Development (Career Development Stop #3)	NACE Competencies: Percipio (NACE Competencies Stop #1)
NACE Competencies: Percipio (NACE Competencies Stop #2)	NACE Competencies: Percipio NACE Competencies Stop #3)	Employer Event (Employer Event Stop #1)	Employer Event (Employer Event Stop #2)
Away Semester Info Session (Away Semester Stop #1)	Career Symposium (Career Symposium Stop #1)	Success Lab (Success Lab Stop #1)	Mental Health & Wellness (Mental Health Stop #1)

In addition to the Passport, you are **required to complete [this survey](#)**, which you can also find in the welcome message on LMS.

Please view the Calendar of Events to see the list of activities that can satisfy the “stops” on your passport. You **MUST** complete the entire passport (12 stops) but can do so in any order. You need to log into the course on LMS and demonstrate you completed each stop by submitting the assignments within each module. **The deadline to complete your entire passport is the last day of classes: Wednesday, April 26, 2023.**

Completing **your entire passport** will result in a “Satisfactory” grade. Students who do not sign in to complete the course will receive an automatic “Unsatisfactory” for the grade. This course is a graduation requirement. Students who do not receive a “Satisfactory” will automatically be enrolled to retake this course in the summer.

### **Module 1: Career Development**

Whether you plan to do an internship/co-op for your Away Semester or not, being engaged in your own career development is essential to your success. These “stops” will allow you to decide what benefits you most in your next steps.

***This section will give you the opportunity to:***

- Learn how to create and master an elevator pitch and introduce yourself to employers and other professionals
- Craft a professional resume and cover letter that highlights your skills and abilities effectively
- Practice and master your interviewing skills
- Create strong LinkedIn and Handshake profiles which will positively shape your online identity to employers
- Learn how to communicate effectively, both written and verbally, with various stakeholders such as employers, peers, professionals, staff, etc. and learn how to network with these various stakeholders in a professional setting
- And more!

#### ***Career Development Stops***

You will need to complete three (3) stops in Career Development. See the Calendar of Events for the full list of Career Development Stops. Other options for career development stops include: scheduling a career counselor appointment, attending a club sponsored career planning program, or having your resume reviewed by an academic course.

### **Module 2: Employer Events**

Employer events are a great opportunity to develop and practice your networking skills. Additionally, learning about new companies and employers will prepare you for your future job search.

***This section will give you the opportunity to:***

- Prepare and attend employer events such as the career fair which will allow you to engage and connect with recruiters and professionals in your field

### ***Employer Event Stops***

Attend two (2) employer events throughout the semester. A full list of employer events can be found on Handshake. Employer events hosted by clubs & organization, professors, academic departments can also count towards this stop on your passport.

### **Module 3: NACE Career Competencies**

The National Association of Colleges and Employers has identified eight (8) competencies students need in order to be successful in the workforce. It is important to determine the competencies where you have room to grow so that you can take the necessary steps to improve.

***This section will give you the opportunity to:***

- Learn about the competencies that employers value in professionals and identify the competencies you need to further develop
- Complete Percipio modules to enhance your proficiency with the competencies of your choosing

### ***NACE Career Competencies Stops***

Complete three (3) of the eight (8) Percipio trainings around Career Competencies. **\*\*You only need to complete ONE "course in 3 of the 8 different folders. You can choose which 3 topics you want to explore.\*\***

### **Module 4: The Arch Away Semester**

As a sophomore at RPI it is important to understand the Arch Program. The Arch Away Semester is designed to give you the opportunity to engage in a semester away from campus to gain experience outside the classroom.

***This section will give you the opportunity to:***

- Gain an understanding of all of your options for completing your Arch Away Semester
- Learn how to register your Arch Away experience correctly with the Institution and what you need to do throughout your away semester to satisfy the away requirement

### ***The Arch Away Semester Stops***

Students must attend one (1) Away Semester Information Session. A full list of dates can be found on the last page.

### **Module 5: Career Symposium**

Alumni and employers are a great resource for students to connect with and expand their network. They have valuable insight into experiences and future career plans.

***This section will give you the opportunity to:***

- Practice networking skills with alum and/or employers while gaining firsthand advice and tips from someone with similar experiences

### ***Career Symposium Stop***

The Career Development Symposium will be held on February 1, 2023. There will be multiple sessions covering topics such as: Technical Interviewing, How to Beat the Applicant Tracking System, Resumes, LinkedIn, Career Fair Strategy. Students must attend at least one (1) session throughout that day. If you are unable to attend any session please emails [ccpd@rpi.edu](mailto:ccpd@rpi.edu).

### **Module 6: Student Success Lab**

Success labs are designed to equip students with academic, personal, social, and professional skill development to help you achieve your goals and overcome obstacles such as stress, planning, anxiety, and motivation. Success Labs boast talks by faculty, administrators, and experts who lead hands-on workshops.

### ***Student Success Stop***

Visit the [Student Success webpage](#) for a complete list of success lab offerings, both in person and recorded offerings based upon what you may need to ensure success. This could be: time management, stress management, goal setting, hygiene.

### **Module 7: Mental Health& Wellness**

Strong mental health is an essential aspect of overall wellness. It is imperative that you understand how you can maintain and manage your mental health.

#### ***Learning Objectives***

- Learn how to support your own mental health through completing the Mental Health module

#### ***Mental Health Stop***

For this stop, complete the mental health module provided by the Health Center. You will receive emails directly to your RPI email with the link to complete the module.

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### **Assignment Completion and Grading**

You need to log into the course on LMS and complete the survey (which can be found in the welcome message in LMS) and demonstrate you completed each stop by submitting the assignments within each module. You can submit these assignments at anytime, however **the deadline to complete your entire passport is the last day of classes: Wednesday, April 26, 2023.**

**This course is a graduation requirement and you must receive a “Satisfactory” in order to graduate. Students who do not receive a “Satisfactory” will automatically be enrolled to retake the course in the summer.**

### **Academic Integrity**

Student-teacher relationships are built on trust. For example, students must trust that teachers have made appropriate decisions about the structure and content of the courses they teach, and teachers must trust that the assignments that students turn in are their own. Acts that violate this trust undermine the educational process. The Rensselaer Handbook of Student Rights and Responsibilities and The Graduate Student Supplement define various forms of Academic Dishonesty and you should make yourself familiar with these. In this class, all assignments that are turned in for a grade must represent the student’s own work. In cases where help was received, or teamwork was allowed, a notation on the assignment should indicate your collaboration. Submission of any assignment that is in violation of this policy will result in a penalty of an automatic “Unsatisfactory” grade for this course. If you have any questions concerning this policy before submitting an assignment, please ask for clarification.