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SEP 23 2015

**COMP685: Professional Development Seminar
Fall 2015**

Course Description: The Professional Development Seminar is designed to prepare you for successful internship placement and future work opportunities. You will learn the tools to effectively market yourself, manage job fairs, practice informational interviews, prepare for interviews, and learn about the workplace in general. Guest speakers will bring practical advice to the seminar. You will also actively seek a work experience for the following semester.
Prerequisites: Majors must complete 40 CIS credits, or permission. Not open to students who passed CIS680 (1cr. Graded).

Course Objectives: Upon completion of this course, students should be able to:

- Expand personal career interests and aptitudes.
- Be knowledgeable about topics related to workplace success.
- Apply protocols for an effective job search.
- Craft effective resumes, references, correspondence, and applications.
- Utilize effectively print and web resources to locate positions and research the technology industry.

Required Materials:

Pollak, Lindsey. Getting from College to Career, Revised ed. New York: Harper Collins, 2012.
Print.

Blackboard course site.

Professional Portfolio, print.

LinkedIn portfolio

eMail account that you will read and use.

Course Procedure:

Seminar meetings are Monday from 4:00 – 5:20.

- ✓ Readings, research and guest speakers will be introduced during these meetings to further develop the objectives of the Internship.
- ✓ Seminar etiquette should prepare you to meet with hiring professionals. To that end be prepared to talk often & knowledgeably, dress appropriately, be prompt, and be prepared with required materials.
- ✓ Weekly seminar preparation is posted on the Blackboard Course Site.

Attendance:

It is vital that you attend each of these seminars and participate in the discussions. You are not excused from the activities. Should an unforeseen event occur, I must be notified through prior to Monday's class. Absences in this course will adversely affect your ability to pass and secure a work opportunity next semester.

eMail:

I do not have a campus phone therefore it is imperative that you contact me via unh email in a timely manner. Similarly, you are expected to read and reply to emails regarding this course, it is our main communication link during the semester.

Please acknowledge any requests I make from you via email within the week.

Sample Internship Portfolio Contents:**Part I: Yourself in the workplace**

- ✓ Career assessment
- ✓ Sample cover letter and resumes
- ✓ Elevator speech
- ✓ Business Card
- ✓ LinkedIn account
- ✓ Additional documents as identified in seminar.

Part II: Class Readings and Activities

- ✓ These will include short summaries of articles in preparation for class sessions. In some cases you may have a guest speaker to evaluate and prepare summary material of the discussion.
- ✓ Handout material and in-class worksheets.

Part III: Professional Assessment paper

The portfolio is evaluated on content and presentation. All materials should be clearly written and documented where appropriate.

Grade Components:

Attendance and active participation: 40%

Portfolio completion: 40%

Professional Assessment paper: 20%

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Fall 2015
Monday 4:00 - 5:20

Karla Vogel, Instructor kv@unh.edu

(Note: exact dates and topics may vary. Specific updates are posted on
<http://blackboard.unh.edu>.)

Specific seminar activities are posted on Blackboard for you to download and complete.

Seminar One: 8/31	Seminar Overview: Goals, methods, documents. Marketing you. Tools for the job search.
Seminar Two: 9/14	Marketing yourself Riding the elevator: know what to say about yourself Getting carded: design your business card. NH Technology Employers: reports
Seminar Three: 9/21	Do's and Don'ts to be a professional What's in your email, social media, web sites? Informational Interviewing: who, when, where. NH Technology Employers: reports
Seminar Four: 9/28	Conducting an informational interview: in class. Introduce the resume.
Seminar Five: 10/05 UNH Job Fair: 10/07	Resume analysis: Formats, Contents, You.
Seminar Six: 10/12	Resume workshop.
Seminar Seven: 10/19	Professional correspondence: Cover letters, email, phone messages.
Seminar Eight: 10/26	Social Media to a successful career Spiff up your LinkedIn page. Control your Facebook life.
	PORFOLIO'S DUE FOR MID-TERM REVIEW

Seminar Nine: 11/02	Gaining the real world experience in an internship. Dress Code Dilemma Meet an employer: Guest speaker.
Seminar Ten: 11/9	Interview For Success. Know yourself, the business, and the technology. Interview Etiquette: What can/should you ask the interviewer? The law and the interview.
Seminar Eleven: 11/16	Interview workshop: required activity. Guests from IT departments will conduct practice interviews.
No class 11/23	
Seminar Twelve: 11/30	Meet an employer: Guest speaker
Seminar Thirteen: 12/7	Strategy for locating internships
Seminar Fourteen: 12/14	Portfolio completed and submitted.