ABUS 3051: Career Search for the Professional Environment

Spring 2019

(2 credits)

Table of Contents

Introduction to the Course

Course Description

This course is designed to introduce you to the nuts and bolts of job search strategies, including résumé writing, interviewing, networking, and the use of technology and the Internet in job seeking.

You will begin to make realistic decisions about what kind of jobs and work environments will

best suit you after graduation and into the future, and formulate a concrete plan for how to attain this important career goal.

In addition, you will have an understanding of the professional environment of business. This will include understanding aspects of appropriate on-the-job behavior and how knowledge of corporate culture, communication, and etiquette can make the difference between struggling in the business world and succeeding and advancing. Professional presentation, dress, and communication are highlighted. Assignments will focus on practical and applied knowledge relating to career-oriented skills, exploration, and success.

Educational Purpose

This is a two-credit upper-division elective course that prepares students for the transition from college to full-time employment, an internship, or to make a career change. It is appropriate for any student who is interested in gaining practical knowledge about career planning and job search skills and exploring career paths and options.

Prerequisites

Minimum of 60 academic credits, suggested

Course Materials

Required Materials

Any materials required for this course will be provided in the modules. There are no required textbooks for you to purchase.

Library Course Page

The Library Course Page aggregates textbook, library resources, and pay-per-use items. This is the result of a collaboration between CCAPS and Wilson Reserves to leverage library resources, abide by copyright clearance requirements, and leverage creative commons resources.

Webcam / Microphone - Headset

Prepare to collaborate online in video by ensuring you have a functional webcam designed for video calls and a headset-microphone to assure good audio quality.

Canvas App

The Canvas App is the mobile version of Canvas that helps you stay current with your courses anywhere you go. To download the Canvas Mobile app for Android or IOS, visit your Google Play Store or IOS App Store.

To learn more about navigating the Canvas mobile application, visit the Canvas [Mobile Guides](#) and select the [Canvas by Instructure Android Guide](#) or [Canvas by Instructure iOS Guide](#) suitable for your device.

To order course materials that are available through the University of Minnesota Bookstores, go to the **Search** page at the University of Minnesota Bookstores Web site, and use the option to "Search for Books by Department, Course, or Author." Or you may call **612-625-6000** or **1-800-442-8636** and ask for ODL book service.

Technical Requirements

Browser supported by Canvas

Canvas recommends updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.

Some supported browsers may still produce a banner stating *Your browser does not meet the minimum requirements for Canvas*. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies.

To learn more about browser compatibility with canvas, visit the Canvas [Supported Browsers](#) page.

Duo Security

In response to an increase in cybercrimes across the country, in our communities, and on our campuses at the University of Minnesota, **Duo Security (two-factor authentication) will be**

required at the University of Minnesota Sign-In page. The Sign-In page is the University's gateway to applications such as MyU, G Suite (Gmail, Calendar, Docs, etc.), Canvas, and many others.

For how-to instructions, assistance setting up Duo, or additional resources, please see the IT@UMN page on Duo Two Factor Authentication.

Learning Technologies

This course uses the following technologies, many of which can be accessed and used from mobile devices.

	Tutorial	Mobile	Accessibility
	Flipgrid	iOS & Android	Flipgrid accessibility Info
	Google Hangouts Meet	iOS & Android	Hangouts Meet accessibility info
	RezScore	iOS & Android, most features supported	
	InterviewStream		
	YouTube	iOS & Android	YouTube accessibility info
	Google Drive	iOS & Android	Google Drive accessibility info

Student Help

Access the many support resources made available to you by the university via the Student Help button located on the course site home page.

Learning Outcomes

Course-level Outcomes (CO)

1. Identify individual, personal career goals, research companies and define your ideal job to focus your career objectives and job-seeking activities.
2. Reflect on personal learning, self-direction, responsibility, and the importance of effective self-management techniques as they relate to a successful job/internship search.
3. Conduct and summarize company research to identify positions and companies that align with your job search and desired career path(s).
4. Demonstrate the use of networking skills, effectively leveraging the internet, and other contemporary digital tools to conduct a job search.
5. Demonstrate and practice an effective, confident online and in-person professional presence.
6. Apply project management skills to organizing tasks, time, and resources.
7. Apply a strategic and organized approach to a job search, career planning, and compensation negotiation.
8. Evaluate job offers and negotiate compensation strategically.

Higher-level Competencies

The College of Continuing and Professional Studies (CCAPS) is dedicated to fostering the life and career skills essential for the 21st century.

In ABUS 3051 you will practice:

Course Schedule

Modules run from Monday through Sunday. All assignments are due by **11:59 p.m. Sunday** at the end of the week in which they are assigned. For more information, see your Canvas course site.

Module / Week	Topic	Learning Activities and Outcomes
1	**Introduction/ Occupational Research**	● **Start Here Quiz** ● Prepare for Virtual Office Hours (no assignment) ● **Discussion 1: Majors and Career Flipgrid** (200 pts) ● **Assignment 1:** Career Services Appointment Preparation (60 pts)
2	**Online Presence**	● **Discussion 2:** Web Presence (0 pts) *Points for this assignment are assessed in the Self Assessment Quiz below.* ● **Discussion 2 Self Assessment Quiz** (50 pts) ● **Assignment 2a:** Personal Brand Statement (60 pts) ● **Assignment 2b:** Create a LinkedIn Profile (100 pts)
3	**Company Research/ Organizational Culture**	● **Discussion 3:** Company Culture and Values (0 pts.) *Points for this assignment are assessed in the Self Assessment Quiz below.* ● **Discussion 3 Self Assessment Quiz** (50 pts) ● **Assignment 3:** Company Research (60 pts) ● **Course Feedback 3**
4	**Job Search**	● **Discussion 4:** Online Job Search (0 pts) *Points for this assignment are assessed in the Self Assessment Quiz below.* **Discussion 4 Self Assessment Quiz** (50 pts) ● **Assignment 4:** Career Fair Planning (0 pts)
5	**Networking**	● **Discussion 5**: Career Services Meeting (0 pts) *Points for this assignment are assessed in the Self Assessment Quiz below.* ● **Discussion 5: Self Assessment Quiz** (50 pts)

		● **Complete:** Final (Career Services approved) Resume/ Cover Letter (0 pts) Grade points awarded in Module 6. ● **Assignment 5:** Submit resume to Resume Scanner site and Jobscan one page doc on results (60 pts)
6	**The Job Interview**	● **Assignment 6a:** Practice interviews - Interview Stream (100 pts) ● **Assignment 6b:** Final resume and cover letter due (100 pts)
7	**Total Compensation**	● **Assignment 7**: Career Fair due. Assignment is a summary of companies, reps talked to, and who was given resumes, and any key information was gathered. (60 pts) ● **ABUS 3051 Course RATE** ● **Online Course Evaluation** ● **Complete your Student Rating of Teaching (SRT)**

Discussion Guidelines

We will use Canvas Discussions to discuss selected topics and complete collaborative group activities. These discussions are linked in the individual modules and indicated by the icon below.

Review the learning resources for the week and the module learning objectives before posting in discussions.

Tone	● Be considerate. Address peers by name and keep language direct and respectful. ● Be an active participant. Read responses thoroughly and compliment peers for original or strong ideas.
Respect	● Respond instead of reacting. ● Reread your messages before sending them. ● Respect your peers' privacy. Don't share student work beyond the course site.
Clarity	● Practice strong informal writing. Avoid slang, jargon, sarcasm or CAPS. ● Ask questions when you need more information.

	• Do not present personal opinions as facts. Back contributions with evidence and cite your sources
Tolerance	• Stay open-minded. Remember there is no right or wrong in a discussion. A variety of perspectives add depth. • Critique the content, not the person. • Encourage discussion by using "I" statements. • Respect cultural differences and work effectively with people from different social and cultural backgrounds.

Assignment Guidelines

Detailed Assignment Guidelines are located in the assignment tools on your Canvas course site.

Discussion 1: Flipgrid (1)

In Flipgrid you will introduce yourself and discuss your major, career goals and what you have gained from looking at the UMN Career Services web site.

Discussions 2-5: (4)

You will participate in group discussions sharing results or reflections on a particular course activity related to the job/career or internship search, interviewing, and company culture. Your role is to share your ideas and experiences, provide advice or support, or give information that is helpful to your classmates.

Written Assignments (5)

You will be asked to prepare five written assignments in this course. It is expected that the quality of your writing for all assignments (including discussion postings) to be appropriate for college-level work at the junior or senior level. Prepare and submit these papers according to the instructions provided in the Canvas assignments.
- Career Services Appointment Preparation
- Personal Brand Statement
- Company Research
- Resume scanning and revision plans

- Informational Planning   (week 4 scheduling at 0 points)

Practice Interview (1)

You will use InterviewStream, an online video interviewing tool, to practice answering both behavioral and other typical interview questions. The more that you can practice the more relaxed and ready to respond you will be and the best thing to do is have multiple practice sessions. This assignment provides interview practice to perfect your answers and improve your presence during an interview.

LinkedIn Profile (1)

Linked In is a popular business and professional networking tool which is used by both job-seekers, who create a profile outlining their skills and employment history, and employers who post jobs and look for qualified potential employees by viewing individuals' profiles. In this course, you will craft the key component of your web presence by creating a LinkedIn profile.

Final Resume and Cover Letter (1)

A resume describes your qualifications and what makes you unique. Your resume is often the first impression a potential employer has of you and for this reason, it can be one of the most crucial steps taken during a job search. The cover letter allows you to target the job and the employer in a very specific way, leaving the resume to market your skills, qualities and experience as a part of the bigger picture.

These documents should be professional, formatted for easy reading, error free, with correct writing mechanics and grammar.

Grading

Grading Table

The following table summarizes the graded activities and assessments of this course.

Assignments	Requirements	% of Grade
1 Flipgrid	Conduct research according to the assignment instructions and record a video in Flipgrid.	**20%**

4 Discussions	Respond to the question(s) posted; exchange ideas with your group members. To receive credit for your discussion posts, you will have to complete the Discussion Self Assessments (Quizzes) because that is where the points are awarded.	20%
5 Assignments	Follow the instructions posted in the Assignment tool. For more information, see the Written Assignments page in this syllabus.	30%
1 Practice Interview Recording	Participate in one live coaching session. Instructor will provide additional information during the semester.	10%
1 LinkedIn Profile	Create a LinkedIn profile (or modify your existing profile) according to the requirements outlined in the LinkedIn Checklist.	10%
Final Resume and Cover Letter	Submit your final resume after receiving instructor feedback on your submitted draft.	10%
Total		100%

Late Submissions

Late work including late proctored exams will only be accepted with prior approval from the instructor.

Make-up Work for Legitimate Absences

You are responsible for informing your instructor as soon as possible of missed classes or missed proctored exams for legitimate reasons and provide documentation of the reason for absence. Reasonable and timely accommodations will be arranged.

Withdrawals

Week 4 is the last week to withdraw without your college's approval during Spring and Fall semesters. For Summer, check the Cancel/add & refund deadlines page and step-by-step guide to dropping a class.

Incompletes

An incomplete is assigned at the discretion of the instructor when a student is prevented from completing the work of the course on time due to extraordinary circumstances (e.g. hospitalization). Incompletes require a written agreement between instructor and student. For more information, please view Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester.

Grade Distribution

Percentage Achieved	Course Grade	Definition of Grades and Workload Expectations
93-100	A	Achievement that is outstanding relative to the level necessary to meet course requirements.
90-92	A-	
87-89	B+	
83-86	B	Achievement that is significantly above the level necessary to meet course requirements.
80-82	B-	
77-79	C+	
73-76	C	Achievement that meets the course requirements in every respect.
70-72	C-	
67-69	D+	
60-66	D	Achievement that is worthy of credit even though it fails to meet fully the course requirements.
0-59	F	Represents failure (or no credit) and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an 'I' (see also I). Academic dishonesty: academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.
	S	Achievement that is satisfactory, which is equivalent to a C- or better (achievement required for an S
	I	An incomplete is assigned at the discretion of the instructor when a student is prevented from completing the work of the course on time due to extraordinary circumstances (e.g. hospitalization). Incompletes require a written agreement between instructor and student. For more information, please view Grading and Transcripts: Twin Cities, Crookston, Morris, Rochester

For more information on UMN Grade Distribution, please see [Grades and Transcripts](#).

Expected Student Academic Work per Credit

UMN defines one undergraduate credit as equivalent to 42-45 hours of learning effort distributed across a semester (including all classroom and outside activities).

Please review the [UMN Policy on Expected Student Academic Work per Credit](#).

Student Rights and Responsibilities

Student Rights

Students can expect:
- The instructor will return email and phone communications within 2 days (unless otherwise announced in the course)
- *Discussion participation* will be graded within 7 days of the due date
- *Assignments* will be graded within 2 weeks of the due date

Student Responsibilities

Students are responsible for:
- Completing the assigned reading as stated in the weekly Module Overviews
- Reviewing the web page resources posted in the Canvas course site for each week
- Reading all discussion postings in the weekly modules
- Participating in small group discussion postings as assigned
- Assuring that their computer is compatible and working to engage effectively in this online course
- Uploading assignments by the assigned due date/time

Academic Policies and Accommodations

[Academic Policies](#)

Academic Accommodations

Syllabus subject to change

This syllabus may change as needed to support the student learning outcomes for this course.