



Career & Internship Studio: Design Your Success SI 300 Fall 2021 Course Syllabus (sections 1-3)

Instructor:

Joanna Kroll, Lecturer & Director of Career Development(she/her) jckroll@umich.edu

- Office Hours: Fridays 1:00pm-2:00pm EST
 - Virtual Zoom link: <https://umich.zoom.us/my/joannakroll>
 - In-person: Schedule a time by emailing jckroll@umich.edu
 - Location: UMSI Engagement Center, 777 N University Ave

Peer Coaches:**Section 1**

- Tara Moore tmooree@umich.edu (she/her)
 - Virtual Office Hours: Tuesday 2 - 3PM or by appointment
 - Zoom Link: <https://umich.zoom.us/j/99726504877>
- Kelvin Chang kelvinct@umich.edu (he/him)
 - Virtual Office Hours: Wednesdays 1:00 PM - 5:00 PM ([Other appointments available](#))
 - Zoom Link: <https://umich.zoom.us/j/91317090056>

Section 2

- Courtney Fortin fortinco@umich.edu (she/her)
 - Virtual Office Hours: 4-5PM Wednesdays
 - Zoom Link: <https://umich.zoom.us/j/94250296110>
- Hunter Stoler hstoler@umich.edu (he/him)
 - Virtual Office Hours: Thursday 12:00 PM - 1:00 PM or by appointment
 - Zoom Link: <https://umich.zoom.us/j/7524525301> (Passcode: 8wsre6)

Section 3

- Hamza Baccouche hbaccouc@umich.edu (he/him)
 - In person office hours: M/T/W 3-4PM (Location TBA)
 - Schedule [here](#)
 - Virtual Office Hours: Monday 4-5PM (**12-1PM EFFECTIVE 10/18**)
 - Zoom Link: <https://umich.zoom.us/j/94569191479>
- Ellie Connors connorse@umich.edu (she/her)
 - Virtual Office Hours: 11:15 AM - 12:15 PM Wednesdays or by appointment
 - In person office hours: by appointment
 - Zoom Link: <https://umich.zoom.us/j/98791254845>

Time/Location:

SI 300 Sections 1-3 will be held in-person in the following classroom locations and times for the first 7 weeks of the Fall 2021 term. *Make sure you know which section you are enrolled in and attend those sessions only to ensure compliance with attendance limits for in-person courses this fall.*

A full class schedule for each section is listed at the end of the syllabus.

First 7 Weeks of Fall Term:

- **Section 001: Thursdays 1:00pm - 3:00 pm EST; 1230 USB**
 - Instructor: Joanna Kroll, jckroll@umich.edu
 - Peer Coaches: Tara Moore tmooree@umich.edu; Kelvin Chang kelvinct@umich.edu
- **Section 002: Monday 3:00pm - 5:00pm EST; 1230 USB**
 - Instructor: Joanna Kroll, jckroll@umich.edu
 - Peer Coaches: Courtney Fortin fortinco@umich.edu; Hunter Stoler hstoler@umich.edu
- **Section 003: Wednesday 9:00am - 11:00am EST; 2229 SEB**
 - Instructor: Joanna Kroll, jckroll@umich.edu
 - Peer Coaches: Hamza Baccouche hbaccouc@umich.edu; Ellie Connors connorse@umich.edu

Required Systems: Access to Canvas and Zoom. Students are expected to check our Canvas course site on a regular basis. Course readings, assignments, announcements, and other resources will be made available through this platform. Canvas can be accessed at canvas.umich.edu.

Required Book: While there is no required textbook for this course, purchasing the [CliftonStrengths for Students Top 5 Online Assessment](#) is required. The cost is \$19.99 or less for assessment & report. Please purchase and take the assessment prior to the first day of class.

Course Overview: This will be an in-person course for Sections 1-3. In this course, first year BSI students will have the time, structure, and support to engage in internship search strategies, career pathway exploration, self-assessment, and more to strengthen your professional development and career readiness in the information field. The goal of this course is to support you in your career development as you join the BSI program.

Whether you have already completed internships or are searching for your first internship, you will be able to work at your own pace and experience level in this course. Our Career & Internship Studio is a safe and supportive space to practice, fail, and try again. Active engagement is essential to progress in this course, and the amount of thought and effort you put into your career preparation is key. You will be designing your own experience in this course through actively participating in small group discussions, individual assignments, and meaningful reflections that will help you prepare for recruiting for internships and future professional opportunities.

In addition to having the support of career professionals as the instructors for this course, you will also have Peer Coaches. Our Peer Coaches are BSI seniors who have been trained to provide you with feedback, resources, and professional advice throughout the course. Your Peer Coaches will provide in-class support by facilitating discussions and sharing stories from their internship experiences as well as offering virtual office hours for individualized coaching outside of class time.

Student Learning Outcomes: Upon completion of this course:

1. Students will be able to demonstrate effective networking and interviewing strategies by articulating their story to a variety of audiences.
2. Students will be able to identify career paths and internship/job opportunities that align with their career goals.
3. Students will complete the course with professional internship search materials for their chosen career path.
4. Students will develop strategic goals and action plans for ongoing career management.

Course Expectations: This is a highly interactive course. As previously stated in the course description, the value you take away from this course will directly respond to the effort you put into the reflection and work. Please consider the following course expectations so that we can work together to create a successful, thriving community of learners:

- **Listen respectfully.** Don't interrupt, engage in private conversations, or turn to technology while others are speaking. Use attentive, courteous body language.
- **Be aware of how much you are contributing to in-class discussions.** Try not to silence yourself out of concern for what others will think about what you say. If you have a tendency to contribute often, give others the opportunity to speak. If you tend to stay quiet, challenge yourself to share ideas so others can learn from you.
- **Understand that there are different approaches to solving problems.** If you are uncertain about someone else's approach, ask a question to explore areas of uncertainty. Listen respectfully to how and why the approach could work.
- **Take pair-work or small group work seriously.** Remember that your peers' learning partly depends upon your engagement.
- **Make an effort to get to know other students.** Introduce yourself to students sitting near you. Refer to classmates by name and make eye contact with other students. We aim to build community in this course, and you are an essential part of fostering that community.
- **Keep in mind that we are all still learning and are bound to make mistakes in this setting, as anyone does when approaching a complex task or exploring new ideas.** Be open to changing your mind, and make space for others to do so as well.

Guidelines for Dialogue (adapted from the U-M Program on Intergroup Relations, or IGR). We are living in very complicated social, technological, economic and political times, and these tensions and concerns necessarily impact how our work, professional identity, service mindset, and professional conversations unfold. These guidelines are designed to help us engage with difficult content in a way that is respectful of all.

1. **Confidentiality.** We want to create an atmosphere for open, honest exchange.
2. **Make an effort to get to know others.** Introduce yourself and try to have your video on when engaging with peers or alumni. We aim to build community in this course, and you are an essential part of fostering that community.
3. **Our primary commitment is to learn from each other.** We will listen to each other and not talk at each other. We acknowledge differences amongst us in backgrounds, skills, interests, and values. We realize that it is these very differences that will increase our awareness and understanding through this process.
4. **We will not demean, devalue, or "put down" people** for their experiences, lack of experiences, or difference in interpretation of these experiences.
5. **We will trust that people are doing the best they can.** We will try not to "freeze people in time" but leave space for everyone to learn and change through our interactions with one another. Be open to changing your mind, and make space for others to do so as well.
6. **Challenge the idea and not the person.** If we wish to challenge something that has been said, we will challenge the idea or the practice referred to, not the individual sharing this idea or practice. If you are uncertain about someone else's approach, ask a question to explore areas of uncertainty. Listen respectfully to how and why the approach could work.
7. **Speak your discomfort.** If something is bothering you, please share this with the group. Often our emotional reactions to this process offer the most valuable learning opportunities. If someone says you have said something hurtful, 1) validate that you have heard them; 2) apologize; 3) do the work to make it better (without leaning on the hurt person to coach or teach you how to make it better).
8. **Step Up, Step Back.** Be mindful of taking up much more space than others. On the same note, empower yourself to speak up when others are dominating the conversation.

Course Credit and Grading: This is a required 1-credit course. Students must be properly enrolled in SI 300 in order to receive credit. In order to make an accurate and complete assessment of each student's efforts and abilities, course grades are determined by an overall review of a variety of indicators. Pass (S) or Fail (U) will be the final grade for the course. 75% or higher will merit a passing grade for the course. Although actual quantitative assessment will not be given during the term, feedback will be provided to ensure that you are performing at 75% or above.

In this class, you will be able to choose the assignments that you believe support your individual career development and level of experience. Although you must complete all Required Assignments, you can choose the 2 Advanced Assignments (out of 4 total Advanced Assignments) that you would like to complete. See the matrix below for more details regarding assignments and possible points.

Demonstrated effort in each of the areas below is required in order to pass. We expect that students will actively engage in small group activities with peer coaches in order to gain the most from SI 300. It is our hope that the class will be a supportive environment that encourages learning for all.

MEASURE	EXPLANATION	POINTS POSSIBLE
Required Assignments	<ul style="list-style-type: none"> • Complete all 6 Required Assignments by each week's deadline. 	120 (20 points each)
Advanced Assignments	<ul style="list-style-type: none"> • Choose 2 Advanced Assignments (out of 4) to complete by the end of the course. 	80 (40 points each)
Attend Peer Coach Office Hours	<ul style="list-style-type: none"> • Attend Peer Coach Office hours at least once during the course. 	40 points
Weekly Quizzes (Attendance & Participation)	<ul style="list-style-type: none"> • Attendance is mandatory. Each week, you must complete a Canvas quiz to earn points for attending class (or by watching the recording later if you are absent). 	60 (10 points per quiz, 6 quizzes)
TOTAL		300

Attendance Policy: Attendance is mandatory. As this is a short and interactive course, you will get the most out of this class by attending in-person each week; however, we do understand that there may be instances in which you are unable to attend class in-person. If you are feeling ill, please do not attend class in-person. All class sessions will be recorded to provide an asynchronous option if you are unable to attend in person. Each week, you must complete a Canvas quiz to answer questions about each week's class content. If you ever miss a live class for any reason, you can make up the points by watching the week's class recording and then taking the weekly Canvas quiz.

Please reach out to your instructor to let them know you missed the live class session and your plan for completing the week's quiz. It is also highly recommended you meet with a BSI Peer Coach to go over questions you have about the week's content. We understand that illnesses and emergencies arise, so please let us know as soon as possible if you need to miss a class. We will work with you on a case-by-case basis so that you have the support you need in the course.

Religious/Cultural Observance: Persons who have religious or cultural observances that coincide with any class deadlines should let the instructor know in writing by emailing in advance. I strongly encourage you to honor your cultural and religious holidays and the complete University of Michigan policy can be found at https://www.provost.umich.edu/calendar/religious_holidays21-22.html

Accommodations & Accessibility: This course is intended for all U-M students. If at any point in the term, you find yourself not able to fully access the space, content, and experience of this course, you are welcome to reach out to us via email, phone, or during office hours to discuss your specific needs. We also encourage you to contact the Services for Students with Disabilities (SSD) office (734-763-3000; <http://ssd.umich.edu>). SSD typically recommends accommodations

through a Verified Individualized Services and Accommodations (VISA) form. Any information you provide is private and confidential and will be treated as such.

Student Mental Health and Well-Being: The University of Michigan is committed to advancing the mental health and wellbeing of its students. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, mental health, alcohol or other substances, identities, finances, food insecurity, or other external stressors.

If you are experiencing concerns, seeking help is a courageous thing to do for yourself and those who care about you. If the source of your stressors is academic, please contact one of UMSI's academic advisors umsi.advising@umich.edu. For personal concerns, U-M offers many resources, some of which are listed at [Resources for Student Well-being](#) on the Well-being for U-M Students website. You can also search for additional resources on that website. The School of Information also has an Embedded CAPS Psychologist, Ashley Ewearitt, Psy.D., who you can contact at ewearitt@umich.edu. If you are in crisis, please call CAPS at [734.764.8312](tel:734.764.8312), or the UM Psychiatric Emergency Services (PES) at [734.936.5900](tel:734.936.5900), or 911. Directions to PES are here: <http://www.psych.med.umich.edu/contact/er.asp>

COVID-19: For the safety of all students, faculty, and staff on campus, it is important for each of us to be mindful of safety measures that have been put in place for our protection. If you have returned to campus, you have acknowledged your responsibility for protecting the collective health of our community. Other applicable safety measures are described in the [Wolverine Culture of Care](#) and the [University's Face Covering Policy](#) for COVID-19. Individuals seeking to request an accommodation related to the face covering requirement under the Americans with Disabilities Act should contact the [Office for Institutional Equity](#). If you are unable or unwilling to adhere to these safety measures while in a face-to-face class setting, you will be required to participate on a remote basis (if available) or to disenroll from the class. I also encourage you to review the [Statement of Students Rights and Responsibilities](#), which includes a COVID-related addendum.

Academic Integrity: Unless otherwise specified in an assignment all submitted work must be your own, original work. Any excerpts, statements, or phrases from the work of others must be clearly identified as a quotation, and a proper citation provided. Any violation of the School's policy on Academic and Professional Integrity (stated in the Student Handbooks) will result in serious penalties, which might range from failing an assignment, to failing a course, to being expelled from the program. Violations of academic and professional integrity will be reported to UMSI Student Affairs. Consequences impacting assignment or course grades are determined by the faculty instructor; additional sanctions may be imposed by the assistant dean for academic and student affairs.

Course Schedules & Assignment Deadlines by Section

Please be aware of the class meeting dates/times and deadlines for your specific course section. You can see your course section in Wolverine Access.

Section 001: Thursdays 1:00pm-3:00pm EST; first class 9/2 - last class 10/14
(Instructor: Joanna Kroll; Peer Coaches: Tara Moore & Kelvin Chang)

Location: 1230 USB (in-person course)

Class Dates	Weekly Topic
9/2	Week 1: Strengths/Self-Assessment & Resumes/Cover Letters
9/9	Week 2: Career Exploration, Career Fair Prep & Elevator Pitch Development
9/16	Week 3: Interview Prep, LinkedIn & Portfolios BSI Alumni Job Talk: Catie Olson, Product Analyst, Nike
9/23	Week 4: Internship & Job Search Strategies
9/30	No Class
10/7	Week 5: Negotiation Strategies: Getting Your Worth BSI Alumni Job Talk: Brendan Palkowski, Predictive Modeler, Auto-Owners Insurance
10/14	Week 6: Internship Credit Process & Wrap-Up

Assignment Due Dates for Section 001:

Due Date	Assignments
Before class on 9/2	<ul style="list-style-type: none">• Complete the SI 300 Pre-Class Survey.• Purchase CliftonStrengths for Students Top 5 by Gallup digital assessment (cost is approximately \$19.99- use education discount)

	<ul style="list-style-type: none"> ○ Use code to complete the online CliftonStrengths Assessment to discover your Top 5 Strengths. ○ Review your Strengths Report & add your strengths to the SI 300 Community of Strengths Grid
Wednesday, 9/8 @ 11:59pm	<ul style="list-style-type: none"> ● Strengths & Goal Setting (in Canvas) ● Week 1 Quiz (in Canvas)
Wednesday, 9/15 @ 11:59pm	<ul style="list-style-type: none"> ● Your Career Story (in Canvas) ● Week 2 Quiz (in Canvas)
Wednesday, 9/22 @ 11:59pm	<ul style="list-style-type: none"> ● Elevator Pitch Video (submit in Canvas) ● Week 3 Quiz (in Canvas)
Wednesday, 10/6 @ 11:59pm	<ul style="list-style-type: none"> ● Interview Answers Video (submit in Canvas) ● Week 4 Quiz (in Canvas)
Wednesday, 10/13 @ 11:59pm	<ul style="list-style-type: none"> ● Alumni Job/Career Talks Reflection (submit in Canvas) ● Week 5 Quiz (in Canvas)
Friday, 10/15 @ 11:59pm	<ul style="list-style-type: none"> ● Final Course & Goals Reflection (in Canvas) ● Week 6 Quiz (in Canvas) ● Submit 2 Advanced Assignments (in Canvas) ● Meet with a Peer Coach during their office hours before this date!

Section 002: Mondays, 3:00pm-5:00pm EST, *first class 8/30 - last class 10/11*
(Instructor: Joanna Kroll)

Location: 1230 USB (in-person course)

Class Dates	Weekly Topic
8/30	Week 1: Strengths/Self-Assessment, & Resumes/Cover Letters
9/6	No Class/Labor Day
9/13	Week 2: Career Exploration, Career Fair Prep & Elevator Pitch Development
9/20	Week 3: Interview Prep, LinkedIn & Portfolios BSI Alumni Job Talk Speaker: Michele Gee, UX Designer, Amazon
9/27	Week 4: Internship & Job Search Strategies
10/4	Week 5: Negotiation Strategies/Getting Your Worth BSI Alumni Job Talk Speaker: Hailey Harris, Analytics Consultant, Deloitte
10/11	Week 6: Internship Credit & Wrap-Up

Assignment Due Dates for Section 002:

Due Date	Assignments
Before class on 8/30	<ul style="list-style-type: none"> • Complete the SI 300 Pre-Class Survey. • Purchase CliftonStrengths for Students Top 5 by Gallup digital assessment (cost is approximately \$19.99- use education discount) <ul style="list-style-type: none"> ○ Use code to complete the online CliftonStrengths Assessment to discover your Top 5 Strengths. ○ Review your Strengths Report & add your strengths to the SI 300 Community of Strengths Grid
Sunday, 9/12@ 11:59pm	<ul style="list-style-type: none"> • Strengths & Goals Reflection (in Canvas)

	<ul style="list-style-type: none"> • Week 1 Quiz (in Canvas)
Sunday, 9/19 @ 11:59pm	<ul style="list-style-type: none"> • Your Career Story & Goals Reflection (in Canvas) • Week 2 Quiz (in Canvas)
Sunday, 9/26@ 11:59pm	<ul style="list-style-type: none"> • Elevator Pitch Video (submit in Canvas) • Week 3 Quiz (in Canvas)
Sunday, 10/3 @ 11:59pm	<ul style="list-style-type: none"> • Interview Answers Video (submit in Canvas) • Week 4 Quiz (in Canvas)
Sunday, 10/10 @ 11:59pm	<ul style="list-style-type: none"> • Alumni Career Talks Reflection (submit in Canvas) • Week 5 Quiz (in Canvas)
Friday,, 10/15 @ 11:59pm	<ul style="list-style-type: none"> • Final Course & Goals Reflection (in Canvas) • Week 6 Quiz (in Canvas) • Submit 2 Advanced Assignments (in Canvas) • Meet with a Peer Coach during their office hours <i>before this date!</i>

Section 003: Wednesdays, 9:00am-11:00am EST, *first class 9/1-last class 10/13*
(Instructor: Joanna Kroll)

Location: 1255 NQ (in-person course)

Class Dates	Weekly Topic
9/1	Week 1: Strengths/Self-Assessment & Resumes/Cover Letters
9/8	Week 2: Career Exploration, Career Fair Prep & Elevator Pitch Development
9/15	Week 3: Interview Prep, LinkedIn & Portfolios Class Speaker: BSI Alumni Job Talk-Ariel Huang, Associate Product Designer, Vroom, 10:30am EST
9/22	Week 4: Internship & Job Search Strategies
9/29	No Class
10/6	Week 5: Salary Negotiations: Getting Your Worth! BSI Alumni Job Talk Speaker: Jordan Stone, Sr Data Analyst, iHeart Radio
10/13	Week 6: Internship Credit Process & Wrap-Up

Assignment Due Dates for Section 003:

Due Date	Assignments
Before class on 9/1	<ul style="list-style-type: none"> • Complete the SI 300 Pre-Class Survey. • Purchase CliftonStrengths for Students Top 5 by Gallup digital assessment (cost is approximately \$19.99- use education discount) <ul style="list-style-type: none"> ○ Use code to complete the online CliftonStrengths Assessment to discover your Top 5 Strengths.

	<ul style="list-style-type: none"> ○ Review your Strengths Report & add your strengths to the SI 300 Community of Strengths Grid
Tuesday, 9/7 @ 11:59pm	<ul style="list-style-type: none"> ● Strengths & Goals Reflection (in Canvas) ● Week 1 Quiz (in Canvas)
Tuesday, 9/14 @ 11:59pm	<ul style="list-style-type: none"> ● Your Career Story & Goals Reflection (in Canvas) ● Week 2 Quiz (in Canvas)
Tuesday, 9/21 @ 11:59pm	<ul style="list-style-type: none"> ● Elevator Pitch Video (submit in Canvas) ● Week 3 Quiz (in Canvas)
Tuesday, 10/5 @ 11:59pm	<ul style="list-style-type: none"> ● Interview Answers Video (submit in Canvas) ● Week 4 Quiz (in Canvas)
Tuesday, 10/12 @ 11:59pm	<ul style="list-style-type: none"> ● Alumni Career Talks Reflection (submit in Canvas) ● Week 5 Quiz (in Canvas)
Friday, 10/15 @ 11:59pm	<ul style="list-style-type: none"> ● Final Course & Goals Reflection (in Canvas) ● Week 6 Quiz (in Canvas) ● Submit 2 Advanced Assignments (in Canvas) ● Meet with a Peer Coach during their office hours <i>before</i> this date!

