UCSP 615 COURSE SCHEDULE

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| Week 1: Orientation and Introductions |
| **Review the Orientation & Student Resources material and complete the required activities:**   * + - * Sign and upload the Academic Integrity Pledge.       * View the Academic Integrity Tutorial.       * Complete the Academic Integrity quiz. (A score of >90% is required).       * Upload the certificate of completion. |
| **Project 1: Introductory Discussion (15% of course grade)**   * Introduce yourself personally and professionally. * Share what’s important to you about your career and/or your education. * Respond thoughtfully to at least two of your classmates. |
| Weeks 1-2: Identifying Trends |
| **Project 2: Research-based memo on three trends in your industry (30% of course grade)**   * Register for CareerQuest and explore its resources. * Within CareerQuest, use Vault to do some research on trends in your industry. * Use UMUC’s library and other relevant sources to expand your research. * Write a memo that identifies and discusses three trends in your industry. The memo should have approximately 500 words (2 pages in 12-point Times New Roman font) plus a References page that lists at least three sources in APA format. * Submit your cover page, introductory paragraph, and APA-format references by Sunday of week 1. * Submit your final, revised memo to your professor by Sunday of week 2. |
| Weeks 3-4: Taking a Position and Networking |
| **Project 3: Position paper on a single issue (35% of course grade)**   * Identify a significant issue in your industry. This may be one of the trends you discussed in project 1. * Perform research on how the issue has been addressed by other companies and how experts recommend addressing it. * Write a research-based argument on how the issue should be addressed. The paper should have approximately 1,000-1,500 words (4-6 double-spaced pages in 12-point Times New Roman font). Use APA format for the paper, including the citations and References page. * Submit your first draft to me by the end of week 3. You may also chose to send your draft to the WRIT Room tutors at the same time. * Submit your final, revised paper by the end of week 4. |
| **Project 4: Reflect on CareerQuest resources and network with your classmates (Graded)**   * Choose a CareerQuest resource other than Vault and share your thoughts about it by Thursday of week 5. * Respond thoughtfully to at least two classmates by Sunday of week 5. I also encourage you to share the link to your LinkedIn profile or other professional contact information and start networking with your classmates. |