

# Syllabus

Illinois State University – Creative Technologies Program

Fall 2022

CTK 370, Portfolio Development

[http://artstech.me/decremer/ATK\\_300](http://artstech.me/decremer/ATK_300)

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Office Hours: By appointment

## Catalog Copy

1 Semester hour

Preparation for entry into job market and/or artistic practice with emphasis on portfolio preparation and presentation, and career counseling. Senior standing or consent of instructor.

Contact Hours: 2 hours a week for 5 weeks, 3 weeks of working on your own

## Course Overview

In this one credit course, students will learn about the process of career development and planning, which includes self-assessment, job search strategies, awareness of workplace issues, and decision-making. Students will develop skills that, along with their education, can lead to achieving personal goals and career success.

## Student Outcomes

Students successfully completing this course will

- Actively engage in vital job searching skills
- Identify competencies sought by employers
- Become aware of theories regarding career development
- Assess personal interests, values, and skills
- Realize how personal interests, values, and skills influence career development
- Utilize a variety of resources to explore occupational options
- Acquire knowledge of current workplace issues and expectations
- Recognize decision-making skills for effective career/life planning and management

## Grading

Final grades are based on attending class, performance on weekly assignments, attendance at the Spring Career Fair, and a final project.

Resume Development	10pts
Portfolio Development	10pts
Cover Letter Development	10pts
30 Sec Elevator Speech	10pts
Career Fair Paper	30pts
Final Project #5	30pts

## Grading Scale

A = 90—100 points

B = 80—89 points

C = 70—79 points

D = 60—69 points

F = 59—0 points

## Policies/Duties

Inasmuch as duties are synonymous with obligatory tasks and/or requirements, the following duties will need to be completed successfully in order to obtain the aforementioned key learning outcomes

- Attend class regularly and promptly
- Complete and submit assignments
- Participate in class, with positive action
- Exercise mutual respect
- Demonstrate initiative by going above and beyond the call of duty
- Ask questions.

### **Attendance and Participation Requirements**

*Attendance and Participation* - Participation and attendance are essential to success in this course.

**Attendance is required for all classes.** One or more absences, excused or not, will result in a grade reduction for the class. Although attendance is required at all class meetings, this alone will not net you the full attendance and participation points. Your active participation in each class is also required.

### **Cell Phones, and anything else that resembles the aforementioned**

Out of courtesy for all those participating in the learning experience, all cell phones, pagers, etc., must be turned off before entering any classroom, lab, or formal academic or performance event. Students should also refrain from using phones to send and receive text messages during class. I reserve the right to ask any student using the above devices during class to leave class and count that day as an absence.

### **Reasonable Accommodations**

Reasonable accommodations will be provided to any student with a documented disability who follows the procedures as outlined by the Office of Disability Concerns. For more information, contact Disability Concerns (Fell 350) at 438-5853 or [www.disabilityconcerns.ilstu.edu](http://www.disabilityconcerns.ilstu.edu).

### **Assignments**

- 8/26 Personal goal setting and exploration of job types
  - Resume and Portfolio Development Assignments
- 9/2 Career Center Advisor, Employability Model
- 9/9 Marketing Yourself
  - 30 sec elevator speech, Cover Letter and Thank You Letter Assignments
  - Final Project Assignment: Due October 14
- 9/16 One-on-One resume review
  - Interviewing
- 9/23 Mock Interview Practice
  - You will be interviewing for a real job with real people!
  - 1 week before Mock Interview you will be given the name of the company and job position
- 10/5 FALL CAREER FAIR – Wednesday October 5, 2:00pm-5:00pm – Bone Student Center
  - Registration: <https://events.illinoisstate.edu/event/spring-career-fair-5/>
  - Write a one-page paper summarizing your experience at the Career Workshop: Due Oct 14
- 10/14 Final projects Due (Resume/Portfolio/Cover Letter)