

**Course Syllabus for ALD - 118C**  
**Spring 2019 Unique # 09340**  
**Meeting Time: Mondays 2:00 – 3:00pm, SZB 434**

**\*\*This is a working document that is subject to change. Revised materials will be posted on Canvas as necessary.**

**Instructors:** Tiffany Guridy  
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**Course Resources:**

Course Canvas Website: <http://canvas.utexas.edu>  
Check Canvas for announcements, course documents and supplementary materials. Please check this site and your email regularly. **You will be responsible for any information posted.**

**Textbook:** None required for this course.

**Course Objectives:**

The purpose of this course is to assist participants with developing the skills, attitudes and expectations necessary to be successful learners, confident individuals, and responsible decision-makers. This will be accomplished by:

- 1) Enhancing current learning and study strategies
- 2) Improving time management skills
- 3) Developing effective collaborative group techniques
- 4) Establishing appropriate communication and leadership skills
- 5) Empowering through teaching ownership of learning

**Class Expectations:**

- 1) Attend all seminars and complete assignments on time.
- 2) Contribute fully to the class environment, which includes staying actively engaged in class discussions with questions, ideas and coming to class on time.
- 3) Actively listen to and respect opinions of peers.
- 4) Come to class prepared to participate.

**Grades will include:**

Class participation	Faculty Forms
Attendance	Interview Assignment
Resume + Cover Letter	Presentations (Resources)
Self-Analysis Assignment	Surveys
Academic Achievement Plan	One on one meetings

\*Grades will be a cumulative of all assignments.

**University Requirements**

**Special Needs:** The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. To determine if you qualify, please contact the Dean of Students at 512-471-6259; TTY 512-471-4641.

**Religious Holy Day Observance:** If an assignment or exam falls due on a day when you are observing a religious holy day, we will work with you to find a time to submit the work.

**Honor Code:** The core values of the University of Texas at Austin are learning, discovery,

freedom, leadership, individual opportunity, and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

**Plagiarism:** As a research university, the University of Texas at Austin takes plagiarism very seriously. You may read about plagiarism at <http://deanofstudents.utexas.edu/sjs/academicintegrity.html>.

### **Students with Disabilities**

Please contact us as early as possible should you need any accommodations to help you succeed in class.

**Safety information:** Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.

Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building. *Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.*

In the event of an evacuation, follow the instruction of factuality or class instructors. Do not re-enter a building unless given instructions by the following: The University of Texas at Austin Police Department, or Fire Prevention Services Office.

### **Other important Emergency Information:**

<http://www.utexas.edu/safety/preparedness/>

Behavior Concerns Advice Line: Use this resource to help fellow UT members about, which you have concerns BCAL: 512-232-5050

### **Policy on Late Assignments**

Students are informed of due dates at the beginning of the semester and are expected to adhere to these deadlines. Changes to due date will be communicated via Canvas. Late assignments will not receive full credit.

### **Policy on Attendance**

Attendance and participation are part of your grades; therefore, it is expected you come to each class. I understand life brings unexpected situations, for this reason, you have two excused absences. Anything exceeding two absences will reduce your grade.

### **Description of Assignments**

#### ➤ **Interview Assignment:**

Students will interview someone who is employed in a position they may be interested in pursuing and write a two-page reflection paper and give a 10-minute presentation in class. Students should answer: Who did you talk to, how did you set up the interview, why this person, what field are they in, a quick bio, and a takeaway.

#### ➤ **February 25, 2019 turn in a list of three potential interviewees.**

#### ➤ **Self-Analysis Assignment:**

Students will write a reflective two-page paper on what they learned about themselves during the fall semester. More directions on this assignment will be included on Canvas.

- **Presentation on Resources + Campus Events:** Students will put effort into developing their presentation skills by speaking orally to the class about 2 resources on campus AND 1 career event. Students should visit a resource/event and report back on: where they went, when, what they did, how it helped, and if they would recommend it to others. Examples can include Sanger, PCL Writing Lab, Mind Body Lab, a workshop, Career office, Career event, etc.

**\*\*Bring back 4 BUSINESS CARDS as proof of attendance from job fairs. \*\***

**\*\* KHE Internship/Job Fair → → February 28 from 3-7pm\*\***

**\*\* ALD Internship/Job Fair → → April 3 from 9-11:30am\*\***

- **Resume + Cover Letter**

Students will turn in a resume for a potential job they want to apply for. You may use resources such as: Hire a Longhorn, HireUTexas, LinkedIn, Indeed, or even tips from your interview assignment. Students can also use the Resources assignment to visit the Career Office, or Writing Lab for support.

- **Participation and Attendance**

Additional absences after two will result in reduction in participation and attendance points. If absences are due to family emergency such as death or illness in the family, please provide official documentation.

You will receive full participation points when you are actively engaged which means you are providing input, making eye contact with peers, actively pay attention, awake, you avoid completing homework in class, your phone is off, you arrive on time, you stay in class the full time etc.

- **Surveys:** Periodically throughout the semester we will ask you to fill out anonymous questionnaires in order to engage the progress of the class.
- **One on One Meetings:** At the beginning of the semester you will schedule a meeting with the instructor during the first two weeks of classes. At that point you will schedule additional meetings with the instructor or your assigned advisor, that may occur biweekly.

## Spring 2019

January 28	Introduction, Syllabus Review, Reflection
February 4	Growth Mindset and Goal Setting <b>Due: Power Packet</b>
February 11	Study Methods <b>Due: Faculty Forms</b>
February 18	Resource Presentation <b>Due: Presentation</b>
February 25	Stress Management <b>Due interviewee list</b>
March 4	Personal Branding, elevator speech, Linked IN
March 11	Job description analysis, resume, cover letter <b>Due: Faculty forms</b>
March 18	Spring Break
March 25	Interview and Career presentation <b>Due: Presentation</b>
April 1	Review goals <b>Due: resume and cover letter</b>
April 8	Resource Presentation <b>Due: Presentation</b>
April 15	To be determined <b>Due: Faculty forms</b>
April 22	To be determined
April 29	Reflections
May 6	Last Day - To be determined