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| **BUSN 3005** | **Professional Career Development Course Fall 2021** |
| **Faculty &**  **/Job Coach** | Kelly Kennedy |
| **Phone and Email** | C 860-713-8926 – I am always available for coaching anytime ☺ go to nexus to make an appointment. [Kelly.kennedy@uconn.edu](mailto:Kelly.kennedy@uconn.edu) |
| **Class Sections**  *The same material is presented at each section on case you are not able to make your assigned section you can attend the other timeslot.* | **Wednesdays**: Please Refer to the Class Schedule/Assignment Guide  **SEC01: 11:00a-12:15p**  Katelyn Desautels [katelyn.desautels@uconn.edu](mailto:katelyn.desautels@uconn.edu)  Isabella Amata [isabella.amata@uconn.edu](mailto:isabella.amata@uconn.edu)  **SEC02: 2:00p-3:15p**  Grace Burns [grace.burns@uconn.edu](mailto:grace.burns@uconn.edu)  Alexandra Stamboulis [alexandra.stamboulis@uconn.edu](mailto:alexandra.stamboulis@uconn.edu)  A person smiling for the camera  Description automatically generated with medium confidence A person smiling for the camera  Description automatically generated with low confidence A person standing next to a statue  Description automatically generated with medium confidence Emily Camera  Teaching Assistants are available for open office hours for assistance.  You can attend any of these open hours.  Wednesday 12:30pm-1:30pm- Katelyn  Wednesday 3:30pm-4:30pm- Grace  Thursday 9:00am-10:00am- Isabella  Thursday 12:30pm-1:30pm- Alexandra |
| **Job Coaching Meetings** | I am here to serve as your job coach. Please make an appointment with me whenever help is needed or just to talk about your individual search. Everyone is encouraged but not required to attend a job coaching meeting. NOTE: Due to the nature of the fast recruitment schedule, **Finance majors are required to meet with me.**  **GO Here to schedule a meeting anytime throughout the semester:**  <https://nexus.uconn.edu/secure_per/schedule1.php?stser=275&typsrl=533> |
| **Homework** | **Must be on time.** Your homework will need to be submitted on HuskyCT.  Due dates for assignments are strictly enforced:   * If you do not pass in the assignment you will receive a zero.  If you pass in the assignment late, you can receive only half credit. * Once the assignment resubmission has passed, you receive a zero.   You are given the option of “resubmitting” the following assignments in order to increase the quality of the document and to receive a better grade.  Resume, Cover Letter, Tell me about yourself, only.    However, the following must be true:   * You submitted an initial assignment on the due date, meaning, this is **NOT your** first time passing in this assignment. * You did not lose points on the tardiness of the assignments those points **cannot** be recaptured. * There are two dates on the syllabus for resubmission, if you miss those dates, you are not allowed to resubmit. * Resubmission must be **emailed to the Teaching Assistant Assigned to you**. |
| **Course Objectives** | **This course is a road map in order to:**   * Create professional career documents/platforms (résumé, cover letter, LinkedIn profile, TMAY) to communicate career preferences, unique skills, and previous experiences to potential employers. This will include employer research and establishing a list of personal target companies. * Gain an enhanced understanding and raised self-awareness of strengths, interests, skills, and values to help determine your unique value proposition to articulate to a choice industry. * A comprehensive knowledge of networking strategies, career resources, career-related research skills, and the nuances of professionalism that will support a successful job search. |
| **Grades** | **Your performance will be evaluated using the following scale:**  **A 90 - 100% B 80 - 89.9% C 70 - 79.9% D 60 - 69.9% F Below 60%**  **Class Participation/Attendance will be factored into your grade at the end of the semester. Strong participation includes:**   * Weekly attendance of class * Homework completion * Positive attitude in class * Attending weekly office hours * Speaking up in class |
| **Class Library Site** | [https://guides.lib.uconn.edu/busn3005](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fguides.lib.uconn.edu%2Fbusn3005&data=02%7C01%7Ckelly.kennedy%40uconn.edu%7C31ba9c453687490511aa08d82727afdb%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637302398696851470&sdata=qmWKvJLJrzHinoOcJr%2Fj0TB8NN7Vi%2FqhB4owlj6l8eM%3D&reserved=0) |

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| Class Date  Wednesdays 11:00a OR 2:00p | Fall 2021 Weekly Class Topic | **Assignment** Due Date-Friday  By midnight | Reminders | Points |
| 9/1 | Class Topic #1 Opening Day | 9/1 WED |  |  |
| 9/8 | Class Topic #2 Resumes | 9/10 |  | 5 |
| **9/15** | **This week our class is Asynchronous.**  **NO LIVE CLASS.** Please watch, listen and complete all the items list under  Class Topic #3 Tell Me About Yourself | 9/17 |  | 5 |
| 9/22 | Class Topic #4 Cover Letter | 9/24 |  | 5 |
| 9/29 | Class Topic #5 Target Companies | 10/8 |  | 15 |
| 10/6 | Class Topic #6 Interviewing -Spark Hire Video | 10/15 |  | 15 |
| 10/13 | Class Topic # 7 Interviewing | 10/22 |  |  |
| 10/20 | **This week our class is Asynchronous.**  **NO LIVE CLASS.** Please watch, listen and complete all the items list under  Class Topic #8  Last day for Resubmission (Resume, Cover Letter, TMAY only) | 10/29 |  | 5 |
| 10/27 | Class Topic #9 LINKEDIN | 11/5 |  | 5 |
| 11/3 | Class Topic #10 Storytelling | 11/12 |  | 5 |
| 11/10 | **This week our class is Asynchronous.**  **NO LIVE CLASS.** Please watch, listen and complete all the items list under Class Topic #11  Personal Brand & Negotiation | 11/19 |  | 5 |
| 11/17 | Class Topic #12  Networking- Prep for Last Assignment | 11/19 |  | 5 |
| 11/24 | Thanksgiving Break | 11/26 |  |  |
| 12/1 | Last Assignment | 12/3 |  | 20 |
| 12/1 | Participation, Punctuality, Preparedness, Presence |  |  | 10 |