**COOP 500 – Career Management and Professional Development**

**for Master’s Degree Students**

**Syllabus**

**Fall term 202115: September 20 – December 3, 2021**

**Instructor:** **Nancy LeClair**

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**Office Hours:** Email me to set up an appointment

1. **COURSE DESCRIPTION**

**COOP 500 STATEMENT**

**Welcome!**

The COOP 500 faculty strive to make our learning community open and welcoming to all identities. COOP 500 prepares graduate students for their co-op job experience with skill development, Steinbright policies and workplace awareness. Diversity of all kinds is valued in COOP 500 and students are encouraged to share their unique life experiences in class discussions and bring their strengths and challenges to our work.  Drexel students are the industry leaders of tomorrow. We meet students where they are to provide thorough, thoughtful and inclusive co-op preparation, positioning them for future success.

COOP 500 is a one-credit course. Course discussions and topics include identification of career goals, job search strategies and resources, diversity in the workplace and professional communication.

**A passing, final grade for COOP 500 is required for participation in the Graduate Co-op Program.**

**II. COURSE REQUIREMENTS**

There are three course requirements for COOP 500**:**

1. **Attendance 40%:**

To receive credit for a class, **you must arrive on time, sign-in yourself and attend class for the entire class period** to be counted as *Present*. You will be responsible for tracking your own attendance status on Learn.

*If a class is cancelled (due to inclement weather or other unforeseen circumstances), you will receive a written assignment from your instructor to be completed within 24 hours or it will be recorded as Absent.*

**2) Resume 30%:**

Students are encouraged to create their resumes using Drexel’s SCDConline internal resume template. Resume grades will be posted on Learn.

Resumes will be assessed based on content, structure, syntax, and presentation. Required content areas include but are not limited to: contact information, education, skills, experience, projects and extracurricular activities. Additionally, factors such as format, style, spelling, and grammar are also important for a quality resume. You are encouraged to make all revisions your instructor indicates for the best resume possible for your job search.

1. **Assignments 30%:**

Each of the three assignments correspond to the topic for that week. The assignments are designed to prepare you to make informed decisions about potential co-op job and career opportunities and develop skills to attain them. Assignment grades will be posted on Learn.

**Assignments are due 48 hours after the start time of your COOP 500 class.** Email me your assignment. Assignments must be completed thoroughly and on time to receive maximum points. There no resubmits on assignments. Assignments submitted at the end of the term will not be accepted.

1. **GRADING**

**Attendance**

|  |  |
| --- | --- |
|  | **Points** |
| Attend all classes | 40 Points |
| Attend 8 classes | 30 Points |
| Attend 7 classes | 20 Points |
| Attend 6 or fewer classes | 0 Points |

**Assignments**

|  |  |
| --- | --- |
|  | **Points** |
| Assignment 1 | 10 Points |
| Assignment 2 | 10 Points |
| Assignment 3 | 10 Points |
| Resume | 30 Points |

|  |  |
| --- | --- |
| **Total Points** | **Final Grade** |
| 99 – 100 points | A+ |
| 93 – 98 points | A |
| 90 – 92 points | A- |
| 87 – 89 points | B+ |
| 83 – 86 points | B |
| 80 – 82 points | B- |
| 77 – 79 points | C+ |
| 73 – 76 points | C |
| 70 – 72 points | C- |
| 67 – 69 points | D+ |
| 60 – 66 points | D |
| Below 60 points | F  (Failing) |

1. **COURSE OUTLINE Fall term 202115**

|  |  |  |
| --- | --- | --- |
|  | **Topic** | **Assignment** |
| **Week 1**  9/20 | **Co-op Expectations**  Review course requirements. Establish goals of the class, the job search and the upcoming co-op experience. | Complete Pre-Course Survey on Drexel Learn |
| **Week 2**  **9/27** | **Planning and Goal Setting for Co-op and Career**  Assess skills, interests and values to prepare for the job search and beyond. |  |
| **Week 3**  10/4 | **Market Your Skills I**  Create most portions of a resume using appropriate sections to organize information. |  |
| **Week 4**  10/11 | **Market Your Skills II**  Write detailed, effective experience descriptions to highlight your skills and strengths on your resume. |  |
| **Week 5**  10/18 | **Job Searching I**  Explore practical approaches and resources offered to Drexel students. | **RESUME DUE**  *You have ONE opportunity to revise and*  *resubmit your resume for a higher grade by week 7* |
| **Week 6**  10/25 | **Job Searching II**  Connect your resume to a desired job. Write cover letters that effectively highlight connection to the job and the company. | **Assignment 1**  Find a job description and write a cover letter |
| **Week 7**  11/1 | **Preparation and Presentation**  Detailed preparation for interviews. | **RESUME RESUBMIT DUE**  **Assignment 2**  Write your 30 Second Commercial |
| **Week 8**  11/8 | **Interview Practice**  Practice answering interview questions via video or small group setting. |  |
| **Week 9**  11/15 | **Communication and Networking**  Different ways to network for job information and opportunities. Discuss importance of written and verbal communication in the workplace. | **Assignment 3**  Create your LinkedIn profile |
| **November 22-26** | **No Class –** Thanksgiving Holiday |  |
| **Week 10**  11/29 | **Wrap-up** (***No class****. Meet with me as needed if you require assistance or have any co-op questions.)* |  |

***Course content including assignments is subject to change by the instructor during the term. Any changes will be made known to students as soon as possible with an updated syllabus posted on Learn.***

**Mask Policy 2021 Fall Quarter**

As of August 3, 2021, [Drexel requires all students and employees to wear a mask](https://drexel.edu/now/archive/2021/August/Message-masking-expanded-for-all-campus-Delta-precaution/) in all on-campus public and shared spaces, including instructional and research settings, regardless of vaccination status. Specifically, masks are to be worn in classrooms, laboratories, lecture halls and seminar rooms. Students are not permitted to eat during class or otherwise remove their mask

As members of the Drexel community, we all play a role in supporting our collective health and safety, and I appreciate your collaboration and commitment to this. If you have questions or concerns about masking in class, please do not hesitate to ask. More information about masking is available at the link above and on the [Drexel Response to Coronavirus website](https://drexel.edu/coronavirus/frequently-asked-questions/students/)

1. **COOP 500 RESOURCES ON LEARN**

All COOP 500 course materials, additional resources and readings are available and accessible throughout your tenure at Drexel University. Refer to Learn for **Application Materials, Job Searching, Interviews and Workplace Equity resources** as well asother information.

1. **IMPORTANT INFORMATION**

**Insufficient COOP 500 Final Grade**

Receiving an insufficient final grade for COOP 500 will result in the following:

* A required meeting with your Graduate Co-op Advisor to discuss next steps for co-op participation.
* A Career Block Hold will be placed on your Drexel SCDC account, and as a result you will not have access to SCDConline for your job search until you meet with your Graduate Co-op Advisor AND you will not be able to register a co-op job found through a self-directed job search

**Dropping or Withdrawing from COOP 500**

You have been registered for this course at least three terms before your assigned co-op cycle.  This timing is deliberately designed to support your co-op job search. Thus, **dropping or withdrawing from this course may result in your being ineligible to participate in the co-op program.**

**Accommodations of Disabilities**

Any student with a documented disability and needing accommodations is encouraged to contact the instructor as soon as possible (preferably within the first week of class). All discussions will remain confidential. For additional information, refer to: <http://drexel.edu/oed/disabilityResources/students/>

**Counseling**

The Drexel University Counseling Center is available to you to support your emotional well-being. Please take advantage of the center if you have personal challenges that are interfering with your academic progress. Additional information is available at: <http://www.drexel.edu/healthservices/counseling-center/overview/>

**Academic Integrity: Dishonesty/Falsification of Information**

Participation in this course is guided by the university’s policy on Academic Integration: <http://www.drexel.edu/provost/policies/academic_dishonesty.asp>

**Drexel Student Learning Priorities**

In support of the Drexel Student Learning Priorities (DSLP), the goals of COOP 500 are:

* Prepare for a successful cooperative education experience
* Produce a relevant and targeted co-op resume that effectively demonstrates skills and strengths
* Understand and demonstrate appropriate modes of professional communication

Refer to the Drexel Learn COOP 500 homepage for more information regarding the DSLP.