

Geography 390: Professional Development Seminar in Geography
Course Syllabus
Fall 2021

Tuesdays, 1:35-2:50 p.m.
101 Walker Building

Instructor:

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GEOG 390 is a required course for Geography BA and BS majors

There is no prerequisite; recommended preparation is at least 1 completed course in geography.

Course description:

This course equips geography students with a toolkit for career development as they explore the discipline, develop professional networks, and move into life "beyond" Penn State. It will help students develop a deeper understand of the relationship between careers, research, experiential learning, civic responsibility, transferable skills, and the discipline of geography. Students will come away with a set of career-related competencies as well as a framework for achieving further professional development. Students will hone a resume, engage in professional networking via LinkedIn and informational interviews, and construct an e-portfolio to showcase their accomplishments.

Course Objectives/Outcomes:

In this course, students will

1. Recognize and apply the 8 NACE career readiness competencies (critical thinking/problem solving, oral/written communications, leadership, digital technology, teamwork/collaboration, professionalism/work ethic, career management, global/intercultural fluency) to their own educational, experiential, and professional context
2. Recognize and apply Penn State's 5 engagement growth areas (civic responsibility, ethical reasoning, systems thinking, multicultural awareness) to their own educational, experiential, and professional context

By the end of the term, students will be able to:

1. Navigate in-person and online resources and platforms for career/professional development
2. Engage in professional networking via LinkedIn and informational interviewing
3. Construct an e-portfolio to showcase their accomplishments within and beyond geography

Course Materials:

Required text: ***Practicing Geography: Careers for Enhancing Society and the Environment*** (eds. M. Solem, K. Foote, J. Monk); Prentice Hall 2013. **Available via course reserve at the EMS Library**, or at local bookstores or online as an e-textbook. Get a 180-day digital rental or purchase an e-book at <https://www.vitalsource.com/products/practicing-geography-association-of-american-v9780133558937>

The course will also utilize the ***Penn State Career Guide*** produced by Career Services (available online at https://studentaffairs.psu.edu/sites/default/files/CS_CGuide_2020.pdf). Additional readings will be posted in Canvas.

Students are encouraged to become student members of the American Association of Geographers (<http://www.aag.org/>), the Pennsylvania Geographical Society (<http://www.thepgs.org/>), the North American Cartographic Information Society (<http://nacis.org/>), the American Society for Photogrammetry and Remote Sensing (<http://www.asprs.org/>), and/or the American Planning Association (<http://www.planning.org/>).

Required internet materials: The course will be run through Canvas, the university's course management system (psu.instructure.com). For information on using Canvas, see <https://psu.instructure.com/courses/1780857>. It is critical that you check your Penn State email daily or forward all PSU mail to the account you use regularly.

Course Requirements:

Students can earn 1 credit for participation in this course, requiring 250 points from categories below.

I: Professional Development Activities – 150 points

- Self-Introduction post - 5 points
- LinkedIn profile post - 5 points

- NittanyLion Careers account review/resume upload- 5 points
- Intro to Geography Careers post - 15 points
- Career Sector report - 10 points
- Lifelong professional development post – 10 points
- Career Services Intro report - 10 points
- Interviewing Skills report - 10 points
- InterviewStream report - 10 points
- Informational Interview report - 15 points
- Career Fair/Workshop report - 15 points
- Alumni Info Interview/Internship-Job Prospects post - 15 points
- Campus Talk report- 15 points
- Elevator speech - 10 points

II: e-Portfolio – 75 points

Students will develop an electronic portfolio to showcase their academic and co-curricular accomplishments. It will be assessed on the following elements:

- e-Portfolio outline/evidence - 10 points
- Initial submission - 10 points
- Résumé (PDF format) - 5 points
- Link to LinkedIn profile - 5 points
- Introduction - 5 points
- Relevant coursework (annotated) - 5 points
- Experience (work, volunteer, etc.) - 15 points -- must include annotations/reflections and at least 1 project example
- Appearance & navigation - 10 points
- Evidence of 2 external reviews - 10 points

III: Course Reflection - 25 points

As culminating activity, students must submit an essay of 3-6 pages reflecting on how the activities for this course contributed to their professional development as a geographer and make suggestions for course improvements.

Grading:

Students will receive a score based on the number of points they earn. One point will be deducted for each day an assignment is late unless arrangements are made prior to a due-date. The maximum number of points is 250. The final grade will be calculated based on the number of points you have earned divided by 250.

Please Note: Students may not earn extra credit by completing more activities than necessary unless approved in advance.

Grading Scale / Points

- A: 93-100 / 279-300
- A-: 90-92 / 270-278
- B+: 87-89 / 261-269
- B: 83-86 / 249-260
- B-: 80-82 / 240-248
- C+: 77-79 / 231-239
- C: 70-76 / 210-230
- D: 60-69 / 180-209
- F: Less than 60 / <=179

Examination Policy:

This course requires no examinations. Instead, students are evaluated based on completion of activities as described above.

Academic Integrity:

This course follows the EMS academic integrity procedures (<https://www.ems.psu.edu/undergraduate/academic-integrity/academic-integrity-undergraduates>). Penn State defines academic integrity as "the pursuit of scholarly activity in an open, honest and responsible manner." Academic integrity includes "a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception." In particular, the University defines plagiarism as "the fabrication of information and citations; submitting other's work from professional journals, books, articles, and papers; submission of other student's papers, lab results or project reports and representing the work as one's own." Penalties for violations of academic integrity may include course failure. To learn more, see Penn State's "Academic Integrity Training for Students." (<https://www.academicintegrity.psu.edu/>)

Assistance with Textbooks

Penn State honors and values the socioeconomic diversity of our students. If you require assistance with the costs of textbooks for this course, contact the Office of Student Care and Advocacy (120 Boucke Building, 863-4926, <http://studentaffairs.psu.edu/studentcare>). For additional need related to socioeconomic status please visit <http://sites.psu.edu/projectcahir>.

Course Copyright

All course materials students receive or to which students have online access are protected by copyright laws. Students may use course materials and make copies for

their own use as needed, but unauthorized distribution and/or uploading of materials without the instructor's express permission is strictly prohibited. University Policy AD 40, the University Policy Recording of Classroom Activities and Note Taking Services addresses this issue. Students who engage in the unauthorized distribution of copyrighted materials may be held in violation of the University's Code of Conduct, and/or liable under Federal and State laws. For example, uploading completed labs, homework, or other assignments to any study site constitutes a violation of this policy.

Accommodations for Students with Disabilities

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Student Disability Resources (SDR) website provides contact information for every Penn State campus: (<http://equity.psu.edu/student-disability-resources/disability-coordinator>). For further information, please visit the Student Disability Resources website (<http://equity.psu.edu/student-disability-resources>).

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <http://equity.psu.edu/student-disability-resources/applying-for-services>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

Attendance

Regular attendance is critical for building the skills and knowledge developed throughout the class. Students who participate have a more complete understanding of the material presented and are more likely to succeed in the class. The University recognizes that, on exceptional occasions, students may miss a class meeting to participate in a regularly scheduled university-approved curricular or extracurricular activity (such as field trips, debate trips, choir trips, and athletic contests), or due to unavoidable or other legitimate circumstances such as illness, injury, military service, family emergency, religious observance, participation in local, state, and federal government elections, or post-graduate, career-related interviews when there is no opportunity for students to re-schedule these opportunities (such as elections or employment and graduate school final interviews). In all cases, you should inform me in advance, when possible. In all cases, you should inform me in advance, when possible. Missing class, even for a legitimate purpose, may mean there is work that cannot be made up, hurting your grade in this class. Students who encounter serious family, health, or personal situations that result in extended absences should contact the Office of the Assistant Vice President for Student Affairs (AVPSA) and Student Care and Advocacy for

help: <http://studentaffairs.psu.edu/studentcare>. You should be prepared to provide documentation for participation in University-approved activities, as well as for career-related interviews. You should submit to the instructor a Class Absence Form: https://undergrad.psu.edu/aappm/class_absence_v3.pdf, at least one week prior to the activity.

Change in Normal Campus Operations

Campus emergencies, including weather delays and closures, are announced on [Penn State News](#) and communicated to cell phones, email, the Penn State Facebook page, and Twitter via PSUAlert ([Sign up at: https://psualert.psu.edu/psualert/](#)).

Reporting Educational Equity Concerns

Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, or harassment due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated (<https://policy.psu.edu/policies/ad29>) and can be reported through Educational Equity via the [Report Bias webpage](#).

Counseling and Psychological Services

Many students at Penn State face personal challenges or have psychological needs that may interfere with their academic progress, social development, or emotional wellbeing. The university offers a variety of confidential services to help you through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings. These services are provided by staff who welcome all students and embrace a philosophy respectful of clients' cultural and religious backgrounds, and sensitive to differences in race, ability, gender identity and sexual orientation. Services include the following:

[Counseling and Psychological Services at University Park \(CAPS\)](#): 814-863-0395
Counseling and Psychological Services at [Commonwealth Campuses](#)
Penn State Crisis Line (24 hours/7 days/week): 877-229-6400
Crisis Text Line (24 hours/7 days/week): Text LIONS to 741741

Mask Wearing

Penn State University requires everyone to wear a face mask in all university buildings, including classrooms, regardless of vaccination status. ALL STUDENTS MUST wear a mask appropriately (i.e., covering both your mouth and nose) while you are indoors on campus. This is to protect your health and safety as well as the health and safety of your classmates, instructor, and the university community. Anyone attending class without a mask will be asked to put one on or leave. Instructors may end class if anyone present refuses to appropriately wear a mask for the duration of class. Students who refuse to wear masks appropriately may face disciplinary action for Code of Conduct violations. If you feel you cannot

wear a mask during class, please speak with your adviser immediately about your options for altering your schedule.

Penn State E-mail Accounts

All official communications from Penn State are sent to students' Penn State e-mail accounts. Be sure to check your Penn State account regularly, or forward your Penn State e-mail (see https://pennstate.service-now.com/sp?id=kb_article_view&sys_kb_id=76e0cebc1bff90d413b599ba234bcbec) to your preferred e-mail account, so you don't miss any important information.

Deferred Grades

If you are prevented from completing this course within the prescribed amount of time for reasons that are beyond your control, it is possible to have the grade deferred with the concurrence of the instructor, following Penn State Deferred Grade Policy 48-40 (<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/47-00-48-00-and-49-00-grades/#48-40>). To seek a deferred grade, you must submit a written request (by e-mail or U.S. post) to the instructor describing the reason(s) for the request. Non-emergency permission for filing a deferred grade must be requested before the beginning of the final examination period. It is up to the instructor to determine whether or not you will be permitted to receive a deferred grade. If permission is granted, you will work with the instructor to establish a communication plan and a clear schedule for completion. If, for any reason, the course work for the deferred grade is not complete by the assigned time, a grade of "F" will be automatically entered on your transcript.

Military Personnel

Veterans and currently serving military personnel and/or spouses with unique circumstances (e.g., upcoming deployments, drill/duty requirements, disabilities, VA appointments, etc.) are welcome and encouraged to communicate these, in advance if possible, to the instructor in the case that special arrangements need to be made.

Technical Requirements

For this course, we recommend the minimum technical requirements outlined on the Dutton Institute Technical Requirements page (<https://www.e-education.psu.edu/techspecs>), including the requirements listed for same-time, synchronous communications. If you need technical assistance at any point during the course, please contact the ITS Help Desk (<http://itservicedesk.psu.edu>).

Netiquette

The term "Netiquette" refers to the etiquette guidelines for electronic communications, such as e-mail and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to

the electronic nature of forum messages. Please review some [general Netiquette guidelines](#) that should be followed when communicating in this course.

Disruptive Behavior

Behavior that disrupts normal classroom activities will not be tolerated, in accordance with Items 9 and 14 in the [Student Code of Conduct](#).

Safety

In the case of an emergency, we will follow the College of Earth and Mineral Sciences Critical Incident Plan

(https://www.ems.psu.edu/sites/default/files/documents/about/cip_fall_2018-spring_2019.pdf). In the event of an evacuation, we will follow posted evacuation routes and gather at the Designated Meeting Site. Evacuation routes for all EMS buildings are available at <http://www.ems.psu.edu/resources-faculty-and-staff/safety-and-emergency-information>. For more information regarding actions to take during particular emergencies, please see the [Penn State Emergency Action Guides](#).

Mandated Reporting Statement

Penn State's policies require me, as a faculty member, to share information about incidents of sex-based discrimination and harassment (discrimination, harassment, sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation) with Penn State's Title IX coordinator or deputy coordinators, regardless of whether the incidents are stated to me in person or shared by students as part of their coursework. For more information regarding the University's policies and procedures for responding to reports of sexual or gender-based harassment or misconduct, please visit Penn State's [Office of Sexual Misconduct Prevention & Response](#) website.

Additionally, I am required to make a report on any reasonable suspicion of child abuse in accordance with the [Pennsylvania Child Protective Services Law](#).

Diversity, Inclusion, and Respect

Penn State is "committed to creating an educational environment which is free from intolerance directed toward individuals or groups and strives to create and maintain an environment that fosters respect for others" as stated in Policy AD29 Statement on Intolerance. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment and to interact with civility.

For additional information, see:

- [Penn State Affirmative Action non-discrimination statement](#)
- [Policy AD 85 Sexual and gender-based harassment and misconduct, Title IX](#)
- [Policy AD91 Discrimination and Harassment and Related Inappropriate Conduct](#)
- [Penn State Statement on Diversity, Equity, and Inclusion](#)

- [Penn State Values](#)
- [Action Together: Advancing Diversity, Equity, and Inclusion at Penn State](#)
- [Assessment of the Living, Learning, and Working Environment \(ALLWE\) in EMS | Penn State College of Earth and Mineral Sciences](#)

Disclaimer Statement

Please note that the specifics of this Course Syllabus can be changed at any time, and you will be responsible for abiding by any such changes. Changes to the syllabus shall also be given to the student in written (paper or electronic) form.