

University of Massachusetts Lowell
Professional Development Seminar Syllabus (ENGN.2100/SCIE.2100)- Fall 2018
One Credit Graded Course

Primary Instructor: Catherine McLean

Contact Information: catherine_mclean@uml.edu

Office Location: University Crossing - Career Development Suite 450

Office Hours: Monday - Friday, 9:00am - 4:00pm *by appointment*

To schedule appointments: Call the Career & Co-op Center (978-934-2355) or use the button in my email signature

Course Description:

The Professional Development Seminar is designed to provide students with the necessary structure, resources, and support to successfully secure and engage in their first Cooperative Education experience. Through a variety of interactive teaching methodologies and assignments, students will participate in a sequence of learning activities including self-assessment, industry research, and the development of co-op learning objectives. Students will prepare to engage in the job search process through resume writing, strategic interviewing, professional networking, and learn professional behavior and presentation skills. The goal of the course is to assist each student in developing a sound plan of action to successfully participate in the cooperative education experience.

Required Textbook:

Find Your First Professional Job: A Guide for Co-ops, Interns and Full-Time Job Seekers, Fourth Edition by Scott Weighart

Course Objectives:

Upon successful completion of this course, students will:

1. Understand the value, policies, and expectations of the Professional Co-op program.
2. Be able to identify and articulate interests, skills, and educational experience to career services staff and employers and how these relate to career and co-op choices.
3. Have learned and practiced informational interviewing and job interviewing skills and strategies.
4. Feel confident preparing for and navigating a job search, including attending and following up after career fairs and other networking events.
5. Have a polished resume and accompanying job search correspondence.

Success in the course is heavily based on attendance, class participation, and completion of assignments on time.

Attendance & Participation:

Students are expected to actively engage in all class discussions, arrive on time, and enthusiastically participate. If for any reason you need to miss or be late for a class, you must communicate with the instructor prior to the start of class (via e-mail, phone, or in-person by scheduling an appointment). If a student misses a class, the student is responsible for completing all assignments for that class within one week of the absence. **If a student misses 3 or more unexcused classes they may be removed from the Professional Co-op Program, regardless of job offers received.**

Communication:

Co-op staff will use your UMass Lowell email address only for communicating with you outside of class regarding co-op events, assignments, or other relevant class information. ***Please check your student UML e-mail frequently!*** You are encouraged to communicate with your instructor as frequently as necessary via e-mail, phone, or in-person by scheduling an appointment.

Blackboard:

Details of all assignments will be posted on Blackboard; please review carefully. Grades will be posted in a timely manner upon your completion of assignments. **All assignments must be submitted on Blackboard by the due date listed on the syllabus. No other submission method will be accepted.**

Assignments and Grading:

Complete all assignments satisfactorily and submit **on time**. All **written assignments** must be typed. Please carefully proofread all work. Full points will be given for assignments deemed to meet outlined criteria and partial credit will be awarded for those that do not meet outlined criteria. It is expected that multiple revisions of select assignments may be necessary to earn the maximum amount of points. **Points will be deducted for each day an assignment is late (1 point per day including weekends) and students will receive zero points for any assignment submitted more than 5 days past the stated due date.** *The instructor reserves the right to award full or partial points for late assignments if there is a bona fide situation that prevented the student from completing the work on time.*

All **event/attendance based assignments** are graded based on your participation in, and preparation for, the events. These include: co-op expo, co-op intake meeting, co-op connections (spring semester only), practice interview, and career fair. Full points will be given for events where students meet outlined criteria and partial credit will be awarded for those that do not meet outlined criteria. *If you have an unresolvable conflict or emergency that prevents you from participating in an event, you must notify your instructor. Students will be required to complete an alternate assignment that is mutually agreed upon with the instructor; if the student does not make arrangements at least one full business day prior to the scheduled event (or within one week in the instance where an emergency prevented attendance), the student forfeits full credit for the assignment.*

Points will be assigned as follows:

Deliverable	Max. Points	Delivery Method	Due Date*
Class Attendance & Participation	-	in class	weekly
Resume (final version)	15	Blackboard and CareerLINK	Wed. 9/26
Reference List	10	Blackboard	Wed. 9/26
Co-op Expo	10	in person (Moloney Hall)	Th. 9/27
Co-op Intake Meeting	10	in person (UCC 450)	Completed by Fri. 9/28
Bridging Exercise	10	Blackboard	Wed. 10/10
Career Fair	10	in person (Tsongas Center)	Th. 10/18
Practice Interview	15	in person (UCC 450) *advisor will provide available timeslots	Completed by Fri. 11/9
LinkedIn	10	Blackboard	Wed. 11/14
Cover Letter	10	Blackboard	Wed. 11/28
Total points	100		

The grade you receive is based on points earned and the scale for the letter grades is as follows:

A (95-100)	B+ (87-89)	C+ (77-79)	D (60-69)
A- (90-94)	B (84-86)	C (74-76)	F (below 60)
	B- (80-83)	C- (70-73)	

SPECIAL NOTES:

- Students who fail to earn a “C” or better will not be able to continue in the Professional Co-op Program.
- A grade of incomplete (INC) may be submitted if there are serious and unexpected circumstances that prevent the student from successful completion of the course and required assignments. The student must meet with the instructor and make arrangements prior to the last day of classes. If an INC is permitted, it is the responsibility of the student to complete all outstanding work by the date set forth by the UML academic calendar.
- Your success in this class is important. In accordance with University policy, I will provide accommodations for students with documented learning disabilities and I encourage your open dialogue with me should this apply to you. Communicating your individual needs can allow us to co-develop job search strategies that better serve those needs. For further information, please contact the Office of Disability Services, University Crossing at (978) 934-4574 or disability@uml.edu. This documentation is confidential.

Below is an outline of course topics to be covered as well as required assignments and events.

Date	Course Topic, Event, and/or Deliverable Due
Th. 9/6	Co-op Program Overview and Resume Basics Before Class: <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapter 1 (pages 1-13) and Appendix A <input type="checkbox"/> Complete Part 1 (pages 215-218) of Appendix D – Bridging Exercise <ul style="list-style-type: none"> ○ Print-out available on Blackboard if you don’t want to write in textbook
Th. 9/13	Resume Review and Reference Lists Before Class: <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapter 2 <input type="checkbox"/> Bring two printed copies of your resume to class
Th. 9/20	Starting your Co-op Search, Networking & Co-op Expo Prep Before Class: <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapter 1 (pages 20-34)
Wed. 9/26	Deliverable due: Resume and Reference List (via Blackboard) <i>Please note that the finalized resume should also be uploaded to CareerLINK.</i>
Th. 9/27	Deliverable due: Attend Co-op Expo in Moloney Hall <ul style="list-style-type: none"> <input type="checkbox"/> NO class from 4:00-5:15pm <ul style="list-style-type: none"> ○ Business & Computer Science Majors: 5:00-6:00pm ○ Engineering Majors: 7:00-8:30pm <input type="checkbox"/> Event prep: As discussed in class and on the Co-op Expo assignment sheet
By Fri. 9/28	Deliverable due: Co-op Intake Meeting (in person/UCC 450)
Th. 10/4	Career Fair Prep and Interviewing Part 1 Before Class: <ul style="list-style-type: none"> <input type="checkbox"/> Read handout “Making the Most of Career Fairs” (<i>available on Blackboard</i>) <input type="checkbox"/> Read Chapter 3 (pages 75-123)
Wed. 10/10	Deliverable due: Bridging Exercise Part 1 and 2 (via Blackboard)
Th. 10/11	**No Class – Monday Schedule**
Th. 10/18	Deliverable due: Attend Career Fair at Tsongas Center, 4-7pm <ul style="list-style-type: none"> <input type="checkbox"/> NO class from 4:00-5:15pm <input type="checkbox"/> Event prep: As discussed in class and the “Making the Most of Career Fairs” handout (<i>available on Blackboard</i>)

Th. 10/25	Career Fair Debrief and Interviewing Part 2 Before Class: <input type="checkbox"/> Read Appendix E <input type="checkbox"/> Prepare answers to common interview questions – you may be called to the hot seat!
Th. 11/1	Technical Interviewing Before Class: <input type="checkbox"/> Read How to Prep for Your Technical Interview: Advice from a Hiring Manager (available on Blackboard)
Th. 11/8	LinkedIn and Cover Letters Before Class: <input type="checkbox"/> Review the LinkedIn Assignment Sheet (on Blackboard) <input type="checkbox"/> Read Chapter 1 (pages 14-19) <input type="checkbox"/> Read Appendix C
By Fri. 11/9	Deliverable due: Practice Interview (in person / UCC 450) Instructor will provide an electronic sign-up sheet with available timeslots
Wed. 11/14	Deliverable due: LinkedIn (submit personalized profile link via Blackboard)
Th. 11/15	Student Panel and Cover Letter Peer Review Before Class: <input type="checkbox"/> Bring 2 printed copies of your cover letter to class
Th. 11/22	**No Class – Thanksgiving**
Wed. 11/28	Deliverable due: Cover Letter (via Blackboard)
Th. 11/29	Transition to the Workplace Before Class: <input type="checkbox"/> Read Chapter 4 (pages 135-167)
Th. 12/6	Employment Scenarios and Cultural Competence Before Class: <input type="checkbox"/> Read Chapter 4 (pages 171-175) <input type="checkbox"/> Read Chapter 5 (pages 184-187)
Sun. 12/9	Final day to submit assignment revisions if partial credit was awarded
Th. 12/13	Course Wrap-up and Co-op Send-Off