Course Description:
This course is designed for students who want to learn more about strategies for finding an internship or full time employment and succeeding at work. Themes include resume writing, writing correspondence, interview preparation, determining fit and appropriateness of positions, setting realistic expectations for salaries and duties, appropriate work etiquette, networking, selecting references, on-the-job success, and managing work culture and dynamics. The expectations for this course parallel those expected at a job, so instructors will assess student work and behaviors by the same standards as employers expect of their employees.

Required Text:
Terp Career and Job Search Guide – available from instructor

Recommended Resource:
Careers4Terps registration with 24-hour access to internship/job listings, resume referral, on-campus interviewing, and updated information about upcoming events.

Course Objectives:
EDCP 108J will provide students the opportunity to:
• Practice and apply various aspects of the internship/job search process including resumes, writing correspondence, networking, researching organizations, interviewing, and follow-up.
• Identify and describe work skills and behaviors necessary to become successful employees.
• Increase awareness of employer needs and expectations.
• Foster awareness about diversity issues in the workplace.
• Prepare for the transition from college to the world of work.
• Develop a portfolio of documents necessary to search for an internship/job.

Course Requirements:
• Attendance and class participation are an integral part of the learning process for this class. Students are expected to attend class on time and to prepare for class to facilitate meaningful participation. Points will be deducted for each absence and extended absences – except in extenuating circumstances – will affect your grade. Late arrivals also affect participation points.
• All assignments must be typed unless otherwise indicated. High print quality is expected for final copies.
• Students are expected to submit assignments ON TIME. Assignments are due at the beginning of class, with the exception of the post-course assessment, and will automatically lose one point per business day for each day late. Exceptions to this requirement are rare, and provisions are made on a case-by-case basis.
• No incomplete (“I”) grades are granted for this course.
• Some assignments in this class may have been introduced in another class. Students who wish to submit assignments used in previous classes must receive permission to do so.
• This course is available on Blackboard. Course documents, assignments, handouts, and messages are posted regularly. Students are expected to check Blackboard and email periodically to stay up to date on their coursework.
• Your cell phone, computer, and Blackberry must be turned off during class. Text messaging and e-mailing during class time is not allowed. Those students wishing to take notes on their computers need to discuss this option with the instructor."
Class Outline:

Class 1  Course overview, syllabus, assessing skills
- Syllabus review
- Skills, interests, values in a nutshell
- What is an internship?

Assignments:
- Pre-course assessment on MAP
- Ideal First Job or Internship Essay
- Read pages about career center programs/services, transferrable skills, networking, about internships, and job search strategies

Class 2  Job Search Process Part 1
- Methods
- Use graduate survey to show how alumni attained jobs
- Networking

Assignments:
- 30 second commercial
- Read pages on resume writing

Due:
Pre-course assessment
Ideal First Job or Internship Essay

Class 3  Resumes
- Elements of a resume
- References/credentials

Assignments:
- Draft resume for class
- Reference list
- Read page on Creating SMART accomplishment statements

Due:
30 second commercial

Class 4  Resumes revised
- Resume review
- Resume enhancement – making stronger skill statements
- Peer critique

Assignments:
- Read pages on career fair and social networking
- Resume

Due:
Draft resume for class

Class 5  Job Search Process Part 2
- Career fairs
- Careers4Terps-Opening account, uploading resume/cover letter
- Job and internship searching on-line
- Organizational culture and diversity
- Job applications/internship agreements

Assignments:
- Employer research and prospect list
- Read pages on correspondence letters and email correspondence

Due:
Resume
Reference list
Class 6  Communication  
- Elements of cover letters – difference between internship/job letters  
- Identifying job qualifications/matching self  
- Methods of communicating with employers  

Assignments:  
- Cover letter written for specific job/internship  
- Can revise and hand in a final copy of resume  

Due:  
Employer research  
Employer prospect list  

Class 7  Interviewing Part I: Guest speaker  

Assignments:  
- Read all pages related to interviewing  
- Interview Questions  
- Thank you letter  

Due:  
Resume (final copy)  
Cover letter  

Class 8  Interviewing Part II  
- Interview stream webinar  
- Thank you letters  
- The interview process, site visit, follow-up  
- How to sign up for mock interview  

Assignments:  
- Read pages on negotiation, evaluation of offers, and benefits  
- Virtual Mock Interview  

Due:  
Interview questions  
Thank you letter  

Class 9  Salary negotiation, job offers  
- Realistic salary  
- Cost of living index  
- Determining and evaluating benefits  
- Budgeting  

Assignment:  
- Portfolio  
- Read page on professional etiquette  

Due:  
Virtual Mock Interview  

Class 10  Skills for Workplace Success: Guest speaker  

Due:  
Portfolio  
Post-course assessment  

Your participation in the evaluation of courses through CourseEvalUM is a responsibility you hold as a student member of our academic community. Your feedback is confidential and important to the improvement of teaching and learning at the University as well as to the tenure and promotion process. CourseEvalUM will be open for you to complete your evaluations near the end of the semester. You can go directly to the website (www.courseevalum.umd.edu) to complete your evaluations. By completing all of your evaluations each semester, you will have the privilege of accessing the summary reports for thousands of courses online at Testudo.
Code of Academic Integrity at the University of Maryland:
The University has a code of academic integrity available on the web at http://www.inform.umd.edu/JPO/AI/aicode.html. This code prohibits academic dishonesty by cheating, fabrication, plagiarizing or facilitating academic dishonesty. Students are responsible for understanding and complying with this code.

University of Maryland Honor Pledge:
The University has a nationally recognized Honor Code, administered by the Student Honor Council. The Council proposed and the University Senate approved an Honor Pledge. It reads:

“I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.”

Documented Disabilities:
If you have a documented disability and wish to discuss academic accommodations, please contact the instructor in the first week of class.

Grading Information:
Grades are based on a 100 point scale. Students are expected to hand in documents that are “employer ready,” or ready to give to a potential employer. For every written assignment, points will be deducted for spelling and grammar mistakes, missed questions, incorrect or incomplete information, and low print quality.

Points are awarded as follows
Ideal First Job or Internship Essay: 5 points
30 Second Commercial: 5 points
Correspondence: 30 points total
    In-Class Resume: 1 point
    Resume: 14 points
    References: 5 points
    Cover Letter: 5 points (1 point deducted for no job announcement)
    Thank You Letter: 5 points
Employer Research: 15 points total
    Employer Research Form: 10 points (2 completed forms at 5 points each)
    Prospect List: 5 points (10 prospective employers at .5 point each)
Virtual Mock Interview: 10 points (5 questions at 2 points each)
Interview Questions: 10 points
Portfolio: 10 points (2 pts. per document)
Attendance and Participation: 15 points
Assessments: 2 points extra credit
    Pre-Course Assessment: 1
    Post-Course Assessment: 1
TOTAL: 100 POINTS (102 with extra credit)

Grading Scale
A= 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 59 and below

Absenteeism/Tardiness
This class is a developmental process so attendance is crucial. Students must make previous arrangements within the first two weeks of class for known absences (including religious observances and athletic commitments). Students are expected to communicate regularly and in a timely manner with their instructor regarding any absences, and instructors reserve the right to request documentation. Students who are absent are not participating in class, so points are deducted from the final participation grade based on the following criteria:

Absences: -1 point per absence
Late arrival: -.5 point per tardiness
Absences on day of guest speaker: -2 point per absence
Late on day of guest speaker: -1 per tardiness

The university’s attendance policy, including dates of religious observances, is available at this link: http://www.faculty.umd.edu/teach/attendance.html.
Class Assignments:

**Ideal First Job or Internship Essay** (5 points)
Using the guidelines handed out in class, submit a typed essay of your ideal first job following graduation. You must include answers to all the questions listed for full credit.

**Correspondence** (30 points total)
This assignment includes a total of four documents – resume (this includes a resume to be discussed in class), cover letter, thank you letter, and references. You are required to write these documents as preparation for internships or professional job applications. The documents must be typed, proofread, printed in high quality, black ink, and modeled after documents discussed in class. A job vacancy description **must** be attached to the cover letter for full credit.

**30 Second Commercial** (5 points)
A 30-second commercial, also called an “Elevator Speech,” is a short, introductory statement intended to make a strong first impression and give you the opportunity to “sell” yourself to a potential employer. Your statement should provide a brief introduction and convince prospective employers you are a high-quality candidate. Your “commercial” should contain your name and answers to statements that describe your skills such as: I have extensive background in..., I enjoy..., My strongest skills are..., I am exceptionally good at .... Type your commercial and bring a copy with you to class.

**Employer Research and Prospect List** (15 points total)
For these assignments, create a typed list of ten potential employers including the city and state where the employer is located and a position within that company that interests you (the position does not have to be open). From this list, select **two** organizations that interest you most, and use the internet or another resource to complete an Employer Research Worksheet for both organizations.

**Interview Questions** (10 points)
Prior to completing the virtual mock interview, select **two** interview questions from the “Questions Asked by Employers” in the *Terp Career and Job Search Guide* and one behavioral based interview question from the handout in class. Type out your answers. A total of **three** questions are to be thoroughly answered.

**Virtual Mock Interview** (10 points)
Complete a virtual mock interview using the Interview Kiosk in the University Career Center or at home using a web camera. **A minimum of five questions must be answered.** A detailed description for completing this assignment is available on Blackboard, and the instructor will explain this assignment in class.

**Assessments** (2 points extra credit)
Every student is asked to fill out two online assessments, one at the beginning and one at the end of the semester. Each assessment is worth one point extra credit. Students who enroll in the course after the first day of classes may complete the assessment within one week of registering for the course. An email will be sent to you with a direct link to both assessments or you can find a link under “Assignments” on Blackboard.

**Portfolio** (10 points)
The final assignment of the course is a professional portfolio, due on the last day of class. Based on the instructor's feedback throughout the semester, students correct their documents and submit them in a clean, appropriate folder (such as manila folder, pocket folder, or portfolio). The portfolio includes final, revised copies of the resume, cover letter, 30 second commercial, references, and thank you letter printed on professional grade paper with high quality, black ink.

**Attendance and Participation** (15 points)
Only students who come regularly, arrive on time, come prepared, and participate in class receive full credit for participation. “Participating” is defined as actively listening and engaging in discussions and activities. Students who work on personal or non-class related activities (such as sleeping, studying for other courses, personal business on their laptops, or text messaging) should not expect full credit for participation.