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 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. **An Unexcused absence on the last day of class will result in a 10 point deduction.**
• All assignments must be typed unless otherwise indicated. Assignments submitted via Blackboard should be submitted as Microsoft Word documents unless otherwise arranged with the instructor. High print quality is expected for printed copies, when applicable.
• 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 24-hour period for each day late. Exceptions to this requirement are rare, and provisions are made on a case-by-case basis.
• It is students’ responsibility to ensure that assignments are submitted correctly and on time, particularly those assignments due via Blackboard.
• No incomplete (“I”) grades are granted for this course.
• 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.**

**Submitting Assignments From Other Classes:**
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 from both instructors prior to turning in a duplicate assignment. Students must provide permission, in writing (e-mail is acceptable), of the other course instructor’s permission.

**Course Evaluations**
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](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.
Class Outline
NOTE: Reading and assignments are listed by the class in which they are DUE, meaning reading should be done and assignments should be submitted prior to class (or at the beginning of class for any assignments to be turned in in hard copy). Descriptions of all assignments are included on the following pages of the syllabus and are also available on Blackboard.

Class 1
Course overview, syllabus, assessing skills
8/XX

Class 2
Job Search Process Part 1
9/XX
  Reading:
  Read about career center programs/services, transferrable skills, networking, about internships, and job search strategies (pp. 2-7, 23-24, 29-30, 51-59)
  Assignments Due:
  Pre-course assessment (online)
  Start contacting people for informational interview assignment

Class 3
Resumes
9/XX
  Reading:
  Read about resume writing (pp. 8-17)
  Read page on references and recommendations (pp. 11, 25)

Class 4
Resumes, Job Fairs, In Class 30 Second Commercial
9/XX
  Reading:
  Read pages on job fairs
  Assignments Due:
  Draft resume for class (hard copy) (2 Points)

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Class 5
Job Search Process Part 2: Social Media and the Internet, LinkedIn Review
9/XX
  Reading:
  Review pages on social networking (pp. 52, 55-56)
  Assignments Due:
  Resume (Blackboard)

Class 6
Communication
10/XX
  Reading:
  Read pages on correspondence letters and email correspondence (pp. 20-22)
  Assignments Due:
  LinkedIn Profile
Class 7   Interviewing Part 1: GUEST SPEAKER  
10/XX    Reading:  
Read all pages related to interviewing (pp. 31-44)  

Assignments DUE:  
Resume – revision (optional, Blackboard)  
Cover letter (Blackboard)

Class 8   Interviewing Part 2  
10/XX    Reading:  
Review pages on interviewing ( pp. 31-44)  

Assignments:  
Thank you letter (Blackboard)  
Informational Interview (Blackboard)

Class 9   Salary negotiation, job offers: GUEST SPEAKER  
10/XX    Reading:  
Read pages on negotiation, evaluation of offers, and benefits (pp. 45-50)  

Assignments:  
Virtual Mock Interview (online)

Class 10  Skills for Workplace Success/ Game of Life  
10/XX    Reading:  
Review page on professional etiquette (p. 35)  

Assignments:  
Post-course assessment (online)
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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informational Interview</td>
<td>15</td>
</tr>
<tr>
<td>Resume</td>
<td>25</td>
</tr>
<tr>
<td>(2 points deducted for not bringing a hard copy to Class 4)</td>
<td></td>
</tr>
<tr>
<td>Cover Letter</td>
<td>10</td>
</tr>
<tr>
<td>(2 points deducted for no job announcement)</td>
<td></td>
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<tr>
<td>Thank You Letter</td>
<td>5</td>
</tr>
<tr>
<td>Virtual Mock Interview</td>
<td>15</td>
</tr>
<tr>
<td>LinkedIn Assignment</td>
<td>15</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>15</td>
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</tbody>
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(10 attendance points will be deducted for an unexcused absence on last day of class)

Assessments: 2 points extra credit
- Pre-Course Assessment: 1
- Post-Course Assessment: 1

TOTAL: 100 POINTS (102 with extra credit)

Attendance and Participation

This class is a developmental process so attendance and active participation are crucial. Participation grades will be based on:

- attentiveness during class (no reading of newspapers, texting, checking e-mail, falling asleep, etc.)
- active engagement in class activities and discussions
- quality of contributions to class activities and discussions
- preparedness for class (including completion of readings prior to class)

Failure to actively participate in class will result in a deduction of up to 1 point per class session.

As students who are not present for some or all of the class cannot participate, points will also be deducted from the final participation grade for absences, late arrivals, and early departures from class:
- Absences: -1 point per class session
- Late arrival: -.5 point per class session
- Early departure: -.5 point per class session

** 10 POINTS WILL BE DEDUCTED FOR AN UNEXCUSED ABSENCE ON THE LAST DAY OF CLASS**

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

*** There are a number of class sessions for which we will have employers visiting the class as guest speakers. As these are people who have taken time out of their busy schedules to assist in your job search, it is particularly rude to be absent, show up late or leave early, or not participate in class. Therefore, the above deductions are doubled on the days of guest speakers
Resume Assignment
(25 points, due both in hard copy and via Blackboard – see below)

A well constructed resume is essential to any job search. In order to ensure every student comes away from this course with an employer ready resume, students work closely with their instructor to produce a resume that effectively communicates transferable skills, meets each student's needs, and follows UCC guidelines outlined in the Terp Career and Resource Guide.

If you do not have a resume or feel that your resume is not employer ready, you may schedule a Same Day Assistance (SDA) appointment at the University Career Center. SDAs are half hour appointments where a trained counselor gives feedback on your resume. Call the Resource Room at (301) 314-5668 on the day you would like to come in to schedule an appointment. Scheduling an SDA is strongly encouraged for this assignment, especially for students who have never created a resume or who do not have a current resume.

The resume assignment is due in multiple steps:
1. During Class 4, bring a hard copy of your resume to class. You will receive one point for bringing your resume to class.
2. Prior to Class 5, upload your resume to Blackboard, revised based on the feedback you receive in Class 4. The instructor will either give you feedback and a grade on your resume (up to 14 points) or will request that you make an appointment with a counselor at the Career Center for additional assistance, and then revise and resubmit your resume.
3. Prior to Class 7, anyone who was required to revise and resubmit their resume, or anyone who would like additional feedback and an opportunity to improve their resume grade, should upload a revised copy of their resume to Blackboard.

LinkedIn Assignment (Online and Blackboard)
(15 points)

Create your LinkedIn Profile using the following guides to help you.
http://learn.linkedin.com/students/step-1/
http://learn.linkedin.com/new-users/

Complete all areas of the profile, including a professional picture, summary, experience, education, skills and expertise, connections (connect with at least 5 connections), and join one group. Answer the following questions and submit to Blackboard:
1. What group did you join and why?
2. What types of discussions were people having in the group you joined?
3. How was the process of setting up your LinkedIn Profile?

If you already have a LinkedIn Profile, join two additional groups and connect with 5 additional contacts. Also, find a company you are interested in and start following them. Answer the following questions and submit to Blackboard:
1. What additional groups did you join and why?
2. What types of discussions were people having in the group you joined?
3. What company did you start following and what did you learn about them?
Cover Letter Assignment
(10 points, turned in via Blackboard)

Find an announcement for a job or internship in which you are interested in applying. This should be a job for which you are currently qualified, or one for which you would be qualified soon after graduation. You may use any of the resources discussed during the job leads exercise in class (Internet, C4T, etc). Write a cover letter using the specifications outlined in the Terp Career and Job Search Guide and discussed in class. You are not required to apply for the job or internship – this is just an exercise (though you are welcome to). The full job description must be included in the same document as the cover letter for full credit. Do not just include a link to the job description or upload a separate document.

Thank You Letter Assignment
(5 points, turned in via Blackboard)

Write a formal thank you letter for the same job you applied for in the cover letter assignment, following the example in class. You will find a sample thank-you letter on Blackboard.

Informational Interview
(15 points, turned in via Blackboard)

Informational Interview (DUE: Class 7)
Informational Interviews (or “networking meetings”) can be a great way to expand your professional network and learn more about a particular career field. For this assignment, find a person working in a job that you would someday like to have and schedule an informational interview with that person. You may want to consult pgs. 38 and 54 in the Terp Guide for tips on questions to ask during informational interviews and networking meetings. After the informational interview, write a 2 to 3 page (double spaced, 12-pt Times New Roman font) essay reflecting on the experience. Please address the following questions:

• With whom did you meet and why?
• For what organization does this person work, and what is his or her job?
• How did you go about setting up the informational interview?
• Describe the interview – what were the main topics that you discussed?
• What did you learn from the interview?
• What steps will you take to follow-up after the interview?
Virtual Mock Interview Assignment  
(15 points, completed online)

A virtual mock interview is a practice interview using an online program that asks you questions and records your answers. To complete this assignment, you will need to create an account, book an appointment online (if using the career center kiosk), and then complete your interview using your own computer with a webcam or the kiosk located in the University Career Center. **A minimum of five questions must be answered.** The instructor will watch your video. You may choose to complete either the standard interview or a custom interview (the custom interview allows you to choose your own questions).

To create an account and book an online appointment, go to this link:
http://umd.collegepark.interviewstream.com/

Or follow the directions below:
1. Open the University Career Center website at www.careercenter.umd.edu
2. Click on the “Student” tab on the top left of the page.
3. Under the “Prepare for a Job or Internship Search” heading at the bottom of the page, click on “Virtual Mock Interviewing”.
4. Click on “New Users” or “Returning Users” (if you have previously used the system).
5. If you are a new user you will need to create an account before you can complete your interview.

Please do this assignment early. The system can get backed up with so many 108J users.

Assessments  
(2 points extra credit, completed online)

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. You can find a link under “Assignments” on Blackboard.