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 – and will affect your grade.
- Participation online for quizzes and discussions are also part of the learning process. Failure to participate in online activities will affect participation points. Late arrivals also affect participation points.
- Students must download or have access to a media player in order to view MP4 videos.
- The final day of class is a Major Scheduled Grading Event. Students who miss this class without prior permission will lose 10 points from their final grade.
- All assignments must be typed unless otherwise indicated. Assignments submitted via Canvas 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 prior to the beginning of class time, 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 Canvas.
• No incomplete (“I”) grades are granted for this course.
• This course is available on Canvas. Course documents, assignments, handouts, and messages are posted regularly. Students are expected to check Canvas 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. 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: Descriptions of all assignments are on ELMS/CANVAS**

Class 1  Course overview, syllabus, assessing self
2/4  
Assignments due next week:
Read about career center programs/services, all about internships, and qualities desired in new grads (pp.5-10)
Complete the discussion “Major and Occupation Research” (5 pts)

Class 2  Job Searching, Job Fairs, Networking, Personal Branding
2/11  
Assignments due next week:
Create a Careers4Terps Account
Read pages on resumes, references and recommendations (pp.11-21)
Read pages on job fairs (pp.35)
Go to Career Fair!

***CAREER FAIR FEBRUARY 18 – FEBRUARY 20***

Class 3  Instruction Online/No in person class – Resume writing and personal brand
2/18  
Assignments due next week:
Complete the resume discussion (5pts)
Draft Resume due in class next week (5pts)
Complete personal branding assignment and bring 30 second pitch to class 4 (5 pts.)
Complete networking discussion (5 pts.)

Class 4  Resumes and Reference review, SMART statements – BRING 30 SECOND PITCH & RESUME
2/25  
Assignments due next week:
Review pages on Job Search Strategies (pp.26-37)

Class 5  Instruction Online/No in person class - Social Media and the Internet, LinkedIn Review
3/4  
Assignments due next week:
Watch LinkedIn videos and complete discussion (5 pts.)
Watch online image video and complete discussion (5 pts.)
Create your LinkedIn profile and complete LinkedIn Assignment (15 pts.)
Read pages on correspondence letters and email correspondence (pp. 22-25)

Class 6  Instruction Online/No in person class - Communication
3/11  
Assignments Due next week:
Cover letter and job/internship description (10 pts.)
Thank You Letter (5 pts.)
Cover Letter Discussion (5pts)
Watch Communication Video and complete discussion (5 pts)
Read all pages related to interviewing (pp. 42-50)
Final Resume due – Print out and bring to class (20 pts.)

**** SPRING BREAK *****

Class 7  Interviewing Part 1 – in class discussion and practice interviewing – BRING RESUME
3/25  
Assignments due next week:
Informational Interview (15 pts.)
Review pages on interviewing ( pp. 42-50)
Assignments due next week:

- Watch YouTube Interviewing video and complete discussion (5 pts.)
- Complete the Skype interviewing discussion (5 pts.)
- Virtual Mock Interview (15 pts.)
- Review page on Cost of Living Index and Budget Worksheet (pp. 54-55)

Assignments due next week:

- Read pages on negotiation, evaluation of offers, and benefits (pp. 51-53)

Class 10  Salary negotiation, benefits, job offers
4/15

*Major scheduled grading event – missing class on last day will result in losing 10 points from final grade.*

**Grading Information:**
Grades are based on a point scale out of 150 total points. **Grades will not be rounded up.** For example, if you get a total number of 140 out of 150 points and do not complete extra credit, your percentage equals 93.3%. This will not be rounded up to an A.

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. **Final grades are always the decision of the instructor.**

**Percentages:**
- A = 94-100
- A- = 90-93
- B+ = 87-89
- B = 84-86
- B- = 80-83
- C+ = 77-79
- C = 74-76
- C- = 70-73
- D+ = 67-69
- D = 64-66
- D- = 60-63
- F = 0-60

**Points are awarded as follows**
- Major and Occupation Research: 5 points
- Resume Discussion: 5 points
- 1st Resume Draft (bring to class): 5 points
- Personal Branding assignment: 5 points
- Networking Discussion: 5 points
- Final Resume and job description: 20 points
- LinkedIn Discussion: 5 points
- Online Image Video: 5 points
- LinkedIn Assignment: 15 points (10 for Profile and 5 for answering questions)
- Cover Letter and job description: 10 points
- (2 points deducted for no job announcement)
Cover Letter Discussion 5 points
Communication Discussion 5 points
Thank You Letter: 5 points
Informational Interview: 15 points
YouTube Interviewing Discussion 5 points
Skype Interviewing Discussion 5 points
Virtual Mock Interview: 15 points
Attendance and Participation: 15 points
(10 attendance points will be deducted for an unexcused absence on last day of class)

TOTAL: 150

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, discussions and online exercises
- quality of contributions to class activities, discussions and online exercises
- 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:

*** There is one class session for which we will have an employer visiting the class as guest speaker. 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.