EDCP108I: College and Career Advancement: Concepts and Skills; Academic Transitions to Internships
Fall 2016

Instructor(s) Information:

Section 0101
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Course Website: www.elms.umd.edu
Technical Problems: contact the IT Helpdesk at www.helpdesk.umd.edu

Course Description:
This course is designed to provide you with the full experience of searching for an internship. You will be provided with information that will assist your success personally, academically and professionally. Themes include the importance of targeting your resume and cover letter to internship postings, communicating interests and skills to potential employers, searching for internships, networking with alumni and professionals in your intended career field and more. The expectations for this course parallel those expected at an internship/job, so the instructor will assess student work and behaviors by the same standards as employers expect of their interns/employees.

Due to the independent nature of an online course, students are responsible for staying on pace with the course lectures and activities. You can expect to spend at least 1½-2 hours per module on course content and activities.

Course Objectives:
As an active participant in this class, you will be able to:

• Identify and understand how your unique characteristics, skills, and interests align with employment industries and possible internship opportunities.
• Demonstrate a solid grasp on online tools and resources relevant to your career interests and internship search.
• Learn the purpose of a resume and cover letter and how to tailor each document to the internship job description.
• Become familiar with internship search strategies utilized by different career fields and understand the skills and qualities employers seek in potential candidates.
• Understand how to network and connect effectively with professionals in your career field(s) of interest.
• Learn what to expect during the interview process and how to make the most of your internship experience.
Course Policies:

Course Communication
Do not use the ELMS communication tool (e.g., inbox messages, comment boxes on assignments or grades) - Please send all questions and comments directly your section instructor (see above under “Instructor(s) Information”). All email subject lines should start with EDCP108I & YOUR Section Number… (e.g. EDCP108I 0101: Missed Assignment)

Missed/Late Assignments
All modules close on a Friday at 5pm. Please see the module schedule below in this syllabus and in ELMS/Canvas for exact dates. **If an assignment is submitted at 5:01pm or after on the Friday it is due, it is considered late.**

All late assignments will incur a graded penalty. There will be a 10% reduction in grade for each week that it is late.

Submitting Your Work
All Assignments must be posted in ELMS/Canvas. Assignments will not be accepted via email or by any other means outside of ELMS/Canvas for credit. If you are having technical trouble, you may submit via email to your instructor as evidence that you did the work on time. However, work submitted via email will not be graded. The work submitted via email must be submitted in Canvas within 48 hours of the due date or regular late penalties will apply. A Help Desk ticket via helpdesk.umd.edu must accompany late submitted work to be eligible for the 48 hour extension.

Cancellation of Classes
Because this is an online course, even if the University is closed due to inclement weather, all scheduled assignments will still be due. If you are experiencing power outages, contact the instructor via the phone number listed under “Instructor(s) Information” on this syllabus and leave a voicemail message.

Academic Integrity
The University has approved a [Code of Academic Integrity](http://www.shc.umd.edu/SHC/HonorPledgeInformation.aspx) which prohibits students from cheating on exams/quizzes, plagiarizing papers, submitting the same paper for credit in two courses without authorization, buying papers, facilitating academic dishonesty, submitting fraudulent documents, and forging signatures. Plagiarism policy: all quotations taken from other authors, including from the Internet, must be indicated by quotation marks and referenced. Paraphrasing must be referenced as well.

Students who engage in academic dishonesty in this course will receive no points for the assignment, and will be reported to the Honor Council and Office of Judicial Programs for further action. **There will be no warnings. Remember, it is never worth it!**

Persons with Disabilities
Students with a documented disability should inform their section instructor as soon as possible if academic accommodations are needed. Accommodations for individuals with disabilities can
be arranged through the Disability Support Service (DSS), a division of the University Counseling Center. Please call 301.314.7682, e-mail dissup@umd.edu, or visit the Shoemaker Building for more information.

Multicultural Statement
The instructors of this course are committed to creating an open and accepting environment in which diversity, opinions, unique perspectives, and others’ worldviews are respected.

Personal Privacy
You will never be required to provide your instructor or classmates access to confidential information or your personal social media accounts. If you prefer, you can satisfy all coursework with fictional information and temporary accounts. Feedback and networking are intended to help advance your personal development.

FYI - ELMS collects site access and grade data - for questions about its maintenance, accuracy and security please contact the Office of Information Technology at www.oit.umd.edu.

Technical Requirements and Technical Support:
For this course, you will need a computer with Internet access and one or more Web browsers (e.g., Firefox, Safari or IE, other browses may not be supported by ELMS/Canvas). In the event that your computer is not functioning, you have access to the University Career Center & The President’s Promise computers available in our Resource Room in 3100 Hornbake Library, South Wing Monday-Friday from 10:00am-5:00pm. You may also borrow laptops, tablets and other needed technology through the TLC Equipment Loan Program via the Tech Desk in the Terrapin Learning Commons (2nd Floor of McKeldin Library). More information can be found here: http://www.lib.umd.edu/tlc/equipment. Due to available resources, non-functioning personal computers will not be an accepted excuse for missing any assignment deadline(s).

Timeline and Deadlines:
With the exception of Module 0, all Modules will open on a Friday at 5pm and all assignments will be due the following Friday at 5pm. You will not be able to skip modules. You must complete each preceding module before you have access to the next, sequential open module.

Module 0: Course and Canvas Introduction
    Available Mon, Aug 29 @ 5pm; All Assignments Due Fri, Sept 9 @ 5pm

Module 1: Internship Basics: What Is It, Why Do It & Where Do I Fit
    Available Fri, Sept 2 @ 5pm; All Assignments Due Fri, Sept 9 @ 5pm

Module 2: Necessary Tools: Resumes & Cover Letters
    Available Fri, Sept 9 @ 5pm; All Assignments Due Fri, Sept 16 @ 5pm

Module 3: Internship Search 101: Finding Potential Internships
    Available Fri, Sept 16 @ 5pm; All Assignments Due Fri, Sept 23 @ 5pm
Module 4: Internship Search 201: Connecting with Potential Internship Sites
Available Fri, Sept 23 @ 5pm; All Assignments Due Fri, Sept 30 @ 5pm

Module 5: Landing the Internship: Preparing for an Interview
Available Fri, Sept 30 @ 5pm; All Assignments Due Fri, Oct 7 @ 5pm

Module 6: Making the Most of My Internship Experience
Available Fri, Oct 7 @ 5pm; All Assignments Due Fri, Oct 14 @ 5pm

Grading & Assignments:
Activities: Varied points outlined in ELMS/Canvas
Quizzes: Each worth 20 points
Reflections: Each worth 10 points
Discussion Boards: Each worth 20 points

There is no final exam scheduled for this course.

Grade Distribution:
A+ = 97.00-100.00+
A = 94.00-96.99%
A- = 90.00-93.99%
B+ = 87.00-89.99%
B = 84.00-86.99%
B- = 80.00-83.99%
C+ = 77.00-79.99%
C = 74.00-76.99%
C- = 70.00-73.99%
D+ = 67.00-69.99%
D = 64.00-66.99%
D- = 60.00-63.99%
F = <60.00%