Term Information

Effective Term: Spring 2016

General Information

Course Bulletin Listing/Subject Area: Consumer Sci: Con&Fam Fin Serv
Fiscal Unit/Academic Org: Department of Human Sciences - D1251
College/Academic Group: Education & Human Ecology
Level/Career: Undergraduate
Course Title: Professional Development
Transcript Abbreviation: Prof Devel
Course Description: The professional: Overview of the internship and job search process, networking, involvement in professional organizations and continued development.

Offering Information

Length Of Course: 14 Week, 7 Week, 4 Week (May Session), 12 Week (May + Summer)
Does any section of this course have a distance education component?: Yes
Is any section of the course offered 100% at a distance?: Never
Grading Basis: Satisfactory/Unsatisfactory
Repeatable: No
Course Components: Lecture
Grade Roster Component: Lecture
Credit Available by Exam: No
Admission Condition Course: No
Off Campus: Never
Campus of Offering: Columbus, Lima

Prerequisites and Exclusions

Prerequisites/Corequisites: Prereq: Soph standing or above, and enrollment in CS CFFS major. This course is graded S/U.
Exclusions: Not open to students with credit for 595.

Cross-Listings

Cross-Listings

Subject/CIP Code

Subject/CIP Code: 19.0401
Subsidy Level: Baccalaureate Course
Intended Rank: Sophomore, Junior, Senior
Requirement/Elective Designation

Required for this unit’s degrees, majors, and/or minors

Course Details

Course goals or learning objectives/outcomes

• Develop marketable job skills that will improve the student's functioning within the work environment:
  a. Personal assessment of skills & traits
  b. Participate in networking with employers
  c. Research company & entry level/internship positions
  d. Practice effective business correspondence: cover letter, resume, portfolio, thank you letter
  e. Prepare for effective oral communication: elevator speech, interviewing
  f. Gain knowledge of professional etiquette
  • Recognize the need for professional growth and lifelong learning
  • Understand guidelines for obtaining college credit for working an internship

Content Topic List

• • Personal assessment of skills and traits
  • Networking
  • Research company and entry level/internship positions
  • Business correspondence: cover letter, resume, portfolio, thank you letter
  • Oral communication: elevator speech, interviewing
  • • Analyze success skills for the work environment
  • Internship guidelines
  • Professional etiquette

Attachments

• Syllabus_CS2990_Sp2015 updated.doc
  (Syllabus. Owner: Sharp, Deborah Marie)

Comments

• NOTE #1: A separate request will be made to create a new course CS FRS 2990. A separate request will be made to create a new course CS HM 2990. In one year, a separate request will be made to withdraw CS 2990, all sections. Waiting one year is prudent for any students still on the quarters-to-semesters transitional plan.

Note #2: Program Sheet - Currently CFFS students are required to take CS 2990. Moving forward, CFFS students will be required to take CS CFFS 2990. (by Sharp, Deborah Marie on 02/11/2015 09:56 AM)

Workflow Information

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<tr>
<th>Status</th>
<th>User(s)</th>
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<td>Sharp, Deborah Marie</td>
<td>02/16/2015 09:12 PM</td>
<td>Submitted for Approval</td>
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<td>Folden Jr, Eugene</td>
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CON SCI 2990 Professional Development (1 unit)
Spring 2015 | Distance Learning Course
www.carmen.osu.edu

Instructor: Deborah Sharp
265G Campbell Hall
Email: sharp.230@osu.edu

Course Description
The professional: Overview of the internship and job search process, networking, involvement in
professional organizations and continued development.

Prerequisite(s): Consumer Sciences Major and a sophomore standing.

Course Goals
1) Develop marketable job skills that will improve the student's functioning within the work environment:
   a. Personal assessment of skills and traits
   b. Participate in networking with employers
   c. Research company and entry level/internship positions
   d. Practice effective business correspondence: cover letter, resume, portfolio, thank you letter
   e. Prepare for effective oral communication: elevator speech, interviewing
   f. Gain knowledge of professional etiquette
2) Recognize the need for professional growth and lifelong learning
3) Understand guidelines for obtaining college credit for working an internship

Required Course Materials
ISBN 9781256826095

PLEASE READ:
- Option 1: Buy the electronic version of the book (eBook available through MyStudentSuccessLab website).
  - Go to this website http://www.pearsoncustom.com/oh/osu_business and click Purchase Access.
  - MyStudentSuccessLab - Course ID: sharp98685. For more detailed instructions on registering, please visit the Content page on Carmen.
- Option 2: Buy a hard copy of the book (new or used) through an online seller. OSU bookstores do not have this book.
  Take care that you purchase the 3rd Edition.

Course Requirements and Grading
- Each assignment is graded on a point basis. To pass the course with a “Satisfactory” grade, the student will need to earn 220 out of 300 points to pass the course.
- Simply completing the assignment DOES NOT guarantee full points.
- Each assignment will be graded on quality and professionalism of work.

Assignments may be turned in anytime BEFORE the due date. As this course is web-based, you may choose to do most (or even all) of the work early in the semester and turn in the assignments early. All parts must be complete.
- The assignment MUST be turned in prior to the deadline.
- No spelling or typographical errors (please proofread your work carefully). Assignments must be presented in a professional manner.
- NO late assignments will be accepted.

Completing Assignments
- Students must submit their assignments through CARMEN. Assignments will not be accepted via email unless under extenuating circumstances.
- Submit questions or comments throughout the semester through email to sharp.230@osu.edu with the subject heading CS 2990.
- Please check your OSU email often. Any information concerning the course will be sent to you via your OSU email account!
- All graded assignments will have comments to help you update your assignment.

**Assignments**

1. Resume & Cover Letter Quiz 30 points
2. Personal Commercial & Resume 30 points
3. Career Goals 30 points
4. Networking Event 30 points
5. Electronic Communication 30 points
6. Company Research 30 points
7. Cover Letter 30 points
8. Workplace Communication Quiz 30 points
9. Interview Skills Quiz 30 points
10. Online Final: LinkedIn 30 points

220 out of 300 points to pass the course 300 points

**Academic Misconduct**

The Ohio State University’s [Code of Student Conduct](http://studentaffairs.osu.edu/info_for_students/csc.asp) (Section 3335-23-04) defines academic misconduct as: “Any activity that tends to compromise the academic integrity of the University, or subvert the educational process.” Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University’s Code of Student Conduct is never considered an “excuse” for academic misconduct, so I recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University’s Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. For additional information, see the Code of Student Conduct.

**Course accommodations**

Any student who feels s/he may need an accommodation based on the impact of a disability should contact one of the instructors privately to discuss specific needs. The Office of Disability Services is relied upon for assistance in verifying the need for accommodations and developing accommodation strategies. Please contact the Office for Disability Services at 614-292-3307 (V) or 614-292-0901 (TDD) in room 150 Pomerene Hall to coordinate reasonable accommodations; [http://www.ods.ohio-state.edu/](http://www.ods.ohio-state.edu/).

**Grievances and Solving Problems**

According to University Policies, available from the Division of Student Affairs, if you have a problem with this class, “You should seek to resolve a grievance concerning a grade or academic practice by speaking first with the instructor or professor; then, if necessary, with the department chairperson, college dean, and provost, in that order. Specific procedures are outlined in Faculty Rule 3335-7-23, which is available from the Office of Student Life, 208 Ohio Union.” “Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant’s department.”

**Statement on Diversity**

The Department of Consumer Sciences affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.
<table>
<thead>
<tr>
<th>Week</th>
<th>Due Date</th>
<th>Assigned Reading/Video</th>
<th>Assignments: Submit to Carmen</th>
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| Week 1     | Jan. 12-16       |                         | See the Content section on Carmen for detailed instructions for each of the items below:  
1) **Buy required textbook.**  
2) **Complete profile on Buckeye Careers Network.** |
| Week 2     | Jan. 19-23       | Read Chapter 14         | **Assignment #1: Resume & Cover Letter Quiz**  
Complete Resume & Cover Letter Quiz (available under the Quizzes section on Carmen). Two attempts allowed. |
|            | **Jan. 23** 11:59 PM |                        | **Assignment #2: Personal Commercial & Resume**  
1) **Personal Commercial:** Write a personal commercial (see pages 262-263 of your eBook) that includes your name, major, year, a brief career biography, short-term career goals, strengths, etc. Your commercial is essentially a personal introduction you can confidently recite to an employer when networking – usually lasting approximately 30 seconds.  
2) **Resume:** Write a 1 page resume that could be used at a career fair or networking event (sample resumes in book or http://ehe.osu.edu/cs/careers).  
**NOTE:** Most of you are earning a Bachelor of Science in Human Ecology with a major in Consumer & Family Financial Services. |
| Week 3     | Jan. 26-30       | Read Chapter 15 (pages 262-263)  
Review Chapter 14 | **Assignment #3: Career Goals**  
**Post a discussion.** Click on the Discussions section on Carmen and post under **Introductions.** Please answer the following six items in your post:  
**Goals:**  
1) Introduce yourself and state the career direction you want to pursue after graduation.  
2) List 2 short-term goals you have for finding an internship or entry level job. If you are already established in your career, list goals for your next career move.  
3) List 2 long-term goals for your career.  
4) List 2 time management skills for you to implement for school and/or work life.  
*Goals must be in SMART Goal format (Specific, Measurable, Achievable, Realistic, & Timely). Example: Be hired as an intern in a well-established financial firm, such as Northwestern Mutual, Summit, or Nationwide Financial by May 2016.**  
**Buckeye Careers Network:**  
5) List the keywords or industry areas (available under "Advanced Search" tab) you will use to job search on Buckeye Careers Network.  
6) List 3 jobs/internships that interest you on the network. For each job include the job ID# (2 points each), company name, job title, and brief description of the job duties.  
**See the Content section on Carmen for detailed instructions on Buckeye Careers Network.** |
| Week 4     | Feb. 2-6         | Read Chapters 1 & 3      | Begin working on upcoming assignments.  
**Suggestions:** If you have not already done so, complete a networking activity for Assignment #3. Begin creating/updating your LinkedIn account this week. |
| Week 5     | Feb. 9-13        |                         | **Assignment #4: Networking Activity**  
**Post a discussion.** Attend a networking event (see Content section for list of spring events) or arrange a meeting with a professional in your preferred career field for career guidance/advice. Use the Networking Activity discussion to summarize your experience (roughly 300-400 words). Please ensure your post highlights key details of your interaction. Since impressions are everything please plan in advance to ask smart and applicable questions. Some questions you might want to ask (depending on the event):  
- How long have you been with this company?  
- What type of education/training have you had? |
| Week 6     | Feb. 16-20       | Read Chapter 4           |                            |
Week 7
Feb. 23-27
Feb. 27 11:59 PM
Reading Chapter 10

Assignment #5: Electronic Communication
Write a thank-you email to at least one professional you spoke with in Assignment #4. Copy and paste email content to the Electronic Communication discussion. The email should include your name, major, school, details of where you met, details included in conversation, and thank them for speaking with you. If applicable, let them know you are applying for the position and look forward to speaking with them again. Email does not need to be lengthy but should be pleasant and professional.

Week 8
Mar. 2-6

Week 9
Mar. 9-13
Mar. 13 11:59 PM
Reading Chapter 13

Assignment #6: Company Research
Write 2 page, double spaced research paper (roughly 650-750 words) on a company you want to work for and a position or internship you are qualified to apply for:
- One page on the company including products, services, clients, customers, and other important information about the company.
- One page on a position within the company including career paths, salary range, required skills and training/education. Note: In general, if a company does not list the pay, you can also research salary information on other websites such as bls.gov/bls/blswage.htm, glassdoor.com, payscale.com, & salary.com
- Include references where you find information on company and position.
You may use a job posting from any source.

Week 10
Mar. 16-20

Week 11
Mar. 23-27
Mar. 27 11:59 PM
Review Chapter 14 (page 249) for cover letter template.

Assignment #7: Cover Letter
Write a 1 page cover letter (sample letters in book or http://ehe.osu.edu/career-services/resources/job-search-documents/). Use page 249 as a template for your cover letter. The cover letter should be designed specifically for a current job posting, such as one you researched in Assignment #5. You must include the job title and company name of the current posting.

Week 12
Mar. 30 - Apr. 3

Week 13
Apr. 6-10
Apr. 10 11:59 PM
Reading Chapter 9

Assignment #8: Workplace Communication
Complete Workplace Communication Quiz (available under the Quizzes section on Carmen). Two attempts allowed.

Week 14
Apr. 13-17

Week 15
Apr. 20-24
Apr. 24 11:59 PM
Reading Chapter 15

Assignment #9: Interview Skills
Complete Interview Skills Quiz (available under the Quizzes section on Carmen). Two attempts allowed.

Week 16
Apr. 27-May 1
May 1 11:59 PM

Online Final: Create a LinkedIn Account (recommended to start this project by September 26)
- Create a LinkedIn Account and profile.
- Watch the video to help you start your LinkedIn account: http://www.youtube.com/watch?v=cq3gNCv1xUg&feature=youtu.be
- Update summary, education, and work sections.
- Network with at least 10 individuals - contacts for your account.
- Give at least 1 professional recommendation (co-workers,
supervisors, professors, academic advisors, high school teachers, etc.). I would encourage you to give genuine, specific recommendations to people you have worked with and who really deserve it.

- Invite me as one of your contacts so that I look over your LinkedIn profile and grade for final. Connect with me here: www.linkedin.com/in/deborahsharp/
- Updated LinkedIn account and my invitation by 11:59 PM.
- **How to submit this assignment:** Please save your work in a Word file and upload to the dropbox. Include:
  - The URL of LinkedIn profile (copy the link that is posted below your profile picture).
  - Professional recommendation you wrote and the name of the person for whom you wrote it.

If you need direction on how to start your linked profile, you can make an appointment or email me at sharp.230@osu.edu

*****To pass the class with a Satisfactory, you must receive a minimum of 220 out of 300 points*****