Term Information

Effective Term: Spring 2016

General Information

Course Bulletin Listing/Subject Area: Consumer Sci: Fashion & Retail
Fiscal Unit/Academic Org: Department of Human Sciences - D1251
College/Academic Group: Education & Human Ecology
Level/Career: Undergraduate
Course Number/Catalog: 2990
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.
Semester Credit Hours/Units: Fixed: 1

Offering Information

Length Of Course: 14 Week
Flexibly Scheduled Course: Never
Does any section of this course have a distance education component?: Yes
Is any section of the course offered 100% at a distance?: Yes
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

Prerequisites and Exclusions

Prerequisites/Corequisites: Prereq: Soph standing or above, and enrollment in CS FRST 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: 19.0901
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

• FRST Spring 2015 2990 syllabus.doc: CS FRST 2990 syl
  (Syllabus. Owner: Rudd,Nancy Ann)

Comments

• NOTE #1: A separate request will be made to create a new course CS CFFS 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 FRST students are required to take CS 2990. Moving forward, FRST students will be required to take CS FRST 2990. (by Rudd,Nancy Ann on 02/16/2015 04:33 PM)

Workflow Information

<table>
<thead>
<tr>
<th>Status</th>
<th>User(s)</th>
<th>Date/Time</th>
<th>Step</th>
</tr>
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<tbody>
<tr>
<td>Submitted</td>
<td>Rudd,Nancy Ann</td>
<td>02/16/2015 04:38 PM</td>
<td>Submitted for Approval</td>
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<tr>
<td>Approved</td>
<td>Folden Jr,H Eugene</td>
<td>02/18/2015 09:08 AM</td>
<td>Unit Approval</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>Odum,Sarah A. Zircher,Andrew Paul Warnick,Bryan R. Achterberg,Cheryl L</td>
<td>02/18/2015 09:08 AM</td>
<td>College Approval</td>
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CON SCI 2990 Professional Development (1 cr.)
Spring 2015
Office hours by appointment
Web-based Course www.carmen.osu.edu (arranged)
One Meeting on Tuesday February 3 3-5PM 111 Parks Hall

Instructor: Joyce brooks
265G Campbell Hall
Email: brooks.691@osu.edu

Course Description
Professional career opportunities and goals, job search, professional organizations and continued development.

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

Course Objectives
Following successful completion of this course, the student should be able to:
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

Campus bookstores will not have this book. You can purchase book online or purchase an electronic version by visiting http://www.pearsoncustom.com/oh/osu_business/ and click Purchase Access.

- MyStudentSuccessLab tech support inquiries:
  Phone: 800-677-6337; Website: http://www.pearsoncustom.com/_global/productinfo/websites/_24_7/
  Plus MyStudentSuccessLab (access code) with book
  MyStudentSuccessLab - Course ID: brooks01334
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 the CARMEN dropbox option.
- Submit questions or comments throughout the semester through email to brooks.691@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.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Personality Paper</td>
<td>20 points</td>
<td>1/30</td>
</tr>
<tr>
<td>2) Goals and Job Search</td>
<td>30 points</td>
<td>2/6</td>
</tr>
<tr>
<td>3) Company Research</td>
<td>30 points</td>
<td>2/20</td>
</tr>
<tr>
<td>4) Communication Video Quiz</td>
<td>15 points</td>
<td>2/27</td>
</tr>
<tr>
<td>5) Cover Letter Quiz</td>
<td>15 points</td>
<td>3/6</td>
</tr>
<tr>
<td>6) Cover letter</td>
<td>40 points</td>
<td>3/13</td>
</tr>
<tr>
<td>7) Resume Quiz</td>
<td>15 points</td>
<td>3/27</td>
</tr>
<tr>
<td>8) Resume</td>
<td>40 points</td>
<td>4/3</td>
</tr>
<tr>
<td>9) Interview Skills Video Quiz</td>
<td>15 points</td>
<td>4/10</td>
</tr>
<tr>
<td>10) Online final</td>
<td>50 points</td>
<td>4/29 11PM</td>
</tr>
<tr>
<td>11) Attending the Networking Event</td>
<td>30 points</td>
<td>2/3 3-5PM</td>
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</tbody>
</table>

220 out of 300 points to pass the course

300 points

Expectations for Student Conduct and Participation

Since this is a web-based course, students are expected to complete and turn in all assignments by the due date through the CARMEN DROPBOX feature. Remember to follow the course outline for assignments and due dates.

Academic Misconduct

The Ohio State University’s Code of Student Conduct (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 (http://studentaffairs.osu.edu/info_for_students/csc.asp).

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/.
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.

Assignment Due Dates

<table>
<thead>
<tr>
<th>Week</th>
<th>Due Date</th>
<th>Assigned Reading/Video</th>
<th>Assignments: Submit to Carmen Dropbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>1/16</td>
<td></td>
<td>Activate MyStudentSuccessLab Course ID brooks01334 Complete profile on Buckeye Careers Network (see “Content” section on Carmen).</td>
</tr>
<tr>
<td>Week 2</td>
<td>1/23</td>
<td></td>
<td>Begin working on upcoming assignments.</td>
</tr>
</tbody>
</table>
| Week 3  | 1/30     | Read Chapter 1                       | Assignment #1: Personality Paper Complete Golden Personality Assessment (MyStudentSuccessLab). Write a 1 page, double spaced summary of your personality type (roughly 300-400 words) include the following in your paper.  
  ➢ Your personality type  
  ➢ Relate your personality type to your job search  
  ➢ Indicate if you agree or disagree with this profile Golden Personality Profiler Tech Support:  
  Phone: 800-249-0659  
  Email: pearsonsupport@infradeskonline.com |
| Week 4  | 2/6      | Read Chapter 3                       | Attend the Networking Event Tuesday February 3rd 3-5PM 111 Parks Hall  
  Assignment #2: Goals and Job Search Post a discussion. Click on the “Discussions” tab on Carmen and post your answers under the “Introductions” forum.  
  Goals:15 points  
  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.*  
  *Goals must be in SMART Goal format (Specific, Measurable, Achievable, Realistic, & Timely). Example: Be hired as an intern at L-Brands by June 2014.  
  Buckeye Careers Network:15 points  
  4) List the keywords or industry areas (available under “Advanced Search” tab) you will use to job search on Buckeye Careers Network.  
  5) List 3 jobs/internships that interest you on the network. For each job include the job ID#, company name, job title, and brief description of the job duties. By including the job ID#, I can verify you have completed your profile and are able to search for jobs on Buckeye Careers Network.  
  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 |
| Week 5  | 2/13     |                                      | Begin working on upcoming assignments.                                      |
| Week 6  | 2/20     | Read Chapter 13                      | Assignment #3: 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,  
  • Two pages on the position and reason you are qualified for it. Note: Complete all pages on the company (Full 2 pages) first before moving on to the position. |


| Week 7 | Communication | 2/27 | Watch Videos: Dress for Success, Business Lunch Etiquette, Language in the Office, Email Etiquette, Workplace Etiquette, and Meetings | Assignment #4: Workplace Communication
Complete Communication Video Quiz (available under the “Quizzes” section on Carmen). One attempts allowed.
NOTE: The “Video List” can be found on the left side of the homepage of MyStudentSuccessLab. |
| Week 8 | Cover Letter | 3/6 | Read Chapter 14 | Assignment #5: Cover Letter Quiz
Complete Cover Letter Quiz (available under the “Quizzes” section on Carmen). One Attempt |
| Week 9 | 3/13 | Review Chapter 14 | Assignment #6: Cover Letter
Write a 1 page cover letter to the company you researched for the entry-level position or internship (sample letters in book or http://ehe.osu.edu/cs/careers). Use page 249 as a template for your cover letter. |
| Week 11 | 3/27 | Review Chapter 14 | Assignment #7: Resume Quiz
Complete Resume Quiz (available under the “Quizzes” section on Carmen). One attempts allowed. |
| Week 12 | Resume | 4/3 | Assignment #8: Resume
Write a 1 page resume that would accompany your cover letter (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 Fashion & Retail |
| Week 13 | 4/10 | Watch videos: Preparing for a Phone Interview, Pre-Interview Activities, Interview Walk-Through, and Tough Interview Questions | Assignment #9: Interview Skills
Complete Interview Skills Video Quiz (available under the “Quizzes” section on Carmen).
NOTE: The video locations are as follows:
Preparing for a Phone Interview and Pre-Interview Activities: the left navigation bar of the homepage of MyStudentSuccessLab |
| Week 14 | 4/17 | | |
| Week 15 | 4/24 | | |
| Online Final | Wednesday April 29 By 11PM | Online Final on CARMEN
- Final must be taken before 11pm Wednesday April 29. A
- Make sure you leave enough time to complete the final in case of technical difficulties.
- Questions are based on readings, videos, and assignments.
- Once you start the exam you must complete it. Only one attempt allowed.
- You have 1 hour and 48 minutes to complete the exam. |

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