Term Information

Effective Term: Spring 2016

General Information

Course Bulletin Listing/Subject Area: Consumer Sci: Hospitality Mgt
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 development 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 HSP MG 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: 52.0904
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 and 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

- CS HM 2990 Syllabus - Spring 2015.pdf: Course syllabus
  (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 FRST 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 HSP MG students are required to take CS 2990. Moving forward, HSP MG students will be required to take CS HSP MG 2990. (by Rudd, Nancy Ann on 02/16/2015 04:51 PM)

Workflow Information

<table>
<thead>
<tr>
<th>Status</th>
<th>User(s)</th>
<th>Date/Time</th>
<th>Step</th>
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</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>Rudd, Nancy Ann</td>
<td>02/18/2015 10:57 AM</td>
<td>Submitted for Approval</td>
</tr>
<tr>
<td>Approved</td>
<td>Folden Jr, H Eugene</td>
<td>02/18/2015 11:08 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 11:08 AM</td>
<td>College Approval</td>
</tr>
</tbody>
</table>
CON SCI 2990 Professional Development (1 cr.)
Spring 2015
Web-based Course www.carmen.osu.edu
(arranged)

Instructor
Anne Turpin
265G Campbell Hall
Email: turpin.26@osu.edu
Office Hours: By appointment

Course Description
The 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.
2. Prepare a resume that reflects an understanding of the type of employer and job responsibilities.
3. Learn to communicate effectively.
4. Recognize the need for professional growth and life long learning.
5. Develop effective networking skills

Required Course Materials

Rules/Policies for Assignments
- Assignments are to be submitted via Carmen only; other outlets will not be accepted
- Assignments are to be submitted on time; assignments will not be accepted late
- There will be no make up quizzes or finals

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. It is highly recommended to purchase electronic version.
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 **240 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; all items on syllabus must be addressed to receive points.

Completing Assignments

- 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. Quizzes must be completed the day stated on the syllabus.
- All parts must be completed for any credit; partial submissions will result in no credit
- Students must submit their assignments through the CARMEN dropbox option; please do not email, fax or drop off assignments to my office
- Assignments are to be submitted on time; any late assignments will not be accepted
- Submit questions or comments throughout the semester through email to turpin.26@osu.edu with the subject heading 2990: Assignment.
- **Please check your OSU email as well as the News in Carmen often.** Any information concerning the course will be sent to you via your OSU email account or posted in the news in Carmen. Any networking or job opportunities shared with me will also be posted in Carmen.
- Please be sure to check comments next to your grade to ensure you review any feedback given.

Assignments

1) Goal Setting and Time Management (Discussion 1) 20 points
2) Cover Letter & Resume Quiz 30 points
3) Cover Letter & Resume 60 points
4) Effective communication and professionalism - Quiz 30 points
5) Networking - (Discussion 2) 20 points
6) Interviewing - Quiz 30 points
7) Self motivation and accountability (Discussion 3) 20 points
8) Big Dish Participation 30 points
9) Online final 60 points

**240 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 submit all assignments by the due date using CARMEN. 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.

*Please note: All assignments are due in Carmen*

<table>
<thead>
<tr>
<th>Week</th>
<th>Assigned Reading/Video</th>
<th>Assignments: Submit to Carmen Dropbox</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Read Chapter 1</td>
<td>Create a ‘Life Plan’ (see chapter 11-12 for details). Start working on short term and long-term goals. Schedule and/or attend networking event</td>
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<tr>
<td>Ending 1/16</td>
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<tr>
<td>Life Plan and Goal Setting</td>
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</table>
| Week 2          | Review your ‘Life Plan’ from last week. \nRead Chapter 3 | **Assignment #1** 
Post a discussion. Click on the “Discussions” tab on Carmen and post your answers under the “Discussion 1 - Goal Setting and Time Management” forum. Goals: 
1) Introduce yourself and state the career direction you want to pursue after graduation (hotels, restaurants, event planning, etc.) Please be as specific as possible (i.e. – Operations in Hotels, Event Planning for Weddings, etc.)
2) List 2 short-term goals you have for finding an internship or entry-level job that will benefit you in your career direction. If you are already established in your career, list goals for your next career |
| Ending 1/23     |                        |                                                                                  |
| Goal Setting    |                        |                                                                                  |
| Time Management |                        |                                                                                  |
Week 3  
Week ending 1/30  
Resume and Cover Letter  
Read Chapter 13 and 14  
Work on cover letter and resume  

**Assignment #2**  
**Complete Cover Letter and Resume Quiz**  
(available under the “Quizzes” section on Carmen). One attempt allowed.

It is recommended to visit career services and have them review your resume and cover letter.

Week 4  
Ending 2/6  
Resume and Cover Letter  
Review Chapters 13 & 14  
Work on cover letter and resume  

**Extra Credit:** Visit career services and have them review resume and cover letter. Take action on their suggestions and modify. To receive extra credit please submit the following in Carmen:

1. Who did you meet with in Career Services? What was the date/time?
2. Please submit both old documents and new documents in Carmen next week. Please have someone in Career Services initial and date the old resume and cover letter. Failure to do this will result in not getting extra credit.

Schedule and/or attend networking event

Week 5  
Ending 2/13  
Resume and Cover Letter  
Cover letter and resume  

**Assignment #3**  
**Write a 1-page cover letter** to a company in which you would like to apply (sample letters in book or http://ehe.osu.edu/cs/careers). Please ensure you research the company and utilize a position of interest that you would like to apply towards. If you currently have a job you can utilize current info. The goal is to have a cover letter prepared for future use. Please use page 227 as a template for your cover letter or sample cover letters, which will be posted under announcements.

**AND**  
**Write a 1-page resume** to accompany your cover letter (sample resumes in book or http://ehe.osu.edu/cs/careers).

Your grade will be based on format, content and application of methodology listed in book and in course content. You will not receive full credit for simply submitting these documents.

Week 6  
Read Chapters 4, 9  
No assignment due; reading only
<table>
<thead>
<tr>
<th>Week 7</th>
<th>Ending 2/27</th>
<th>Effective communication and professionalism in the workplace</th>
<th>Review Chapters 4, 9 and 10 (cont’d)</th>
<th>Assignment #4</th>
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<td>Complete Communication Quiz (available under the “Quizzes” section on Carmen). One attempt allowed.</td>
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<tr>
<td>Week 8</td>
<td>Ending 3/6</td>
<td>Networking</td>
<td>No assignment; ensure you attend networking event by March 13, 2015</td>
<td>No assignment due</td>
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<td></td>
<td>Review Chapter 4 prior to attending any networking events</td>
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<tr>
<td>Week 9</td>
<td>Ending 3/13</td>
<td>Networking</td>
<td>Review Chapter 4 prior to attending any networking events</td>
<td>Assignment #5</td>
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<td>Post a Discussion. Click on the “Discussions” tab on Carmen and post your answers under “Discussion 2 - Networking”.</td>
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</table>

Networking is an important element in hospitality. Please take the opportunity to attend at least one networking event (from January 12 - March 13, 2015). Networking events prior to this semester or not directly with hospitality industry professionals are not eligible. Some events can include: job career fairs, speed networking event or any other events in which you are able to directly interact with hospitality industry professionals and gain new contacts.

Please include:

1) Describe networking event (date, description of the event, how long the event lasted and the purpose of the event)

2) Who did you meet? Please share names, titles and what organization in which they represented.

3) Was this event beneficial? If so, then how? If not, then what are recommendations to improve the event?

4) Any other helpful information to other students in this class
<table>
<thead>
<tr>
<th>Week 10</th>
<th>Ending 3/20</th>
<th>Spring Break</th>
<th>Enjoy Spring Break!</th>
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<tbody>
<tr>
<td>Week 11</td>
<td>Ending 3/27</td>
<td>Read Chapter 15</td>
<td>Assignment #6</td>
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<tr>
<td>Interview Techniques</td>
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<td>Complete Interview Quiz (available under the “Quizzes” section on Carmen). One attempt allowed.</td>
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<td>Week 12</td>
<td>Ending 4/3</td>
<td>Read Chapters 5, 6, 11 and 12</td>
<td>No assignment due</td>
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<td>Workplace ethics, accountability, Motivation and Conflict Resolution</td>
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<tr>
<td>Week 13</td>
<td>Ending 4/10</td>
<td>Read Chapters 5, 6, 11 and 12 (cont’d)</td>
<td>Assignment #7</td>
</tr>
<tr>
<td>Workplace ethics, accountability, Motivation and Conflict Resolution</td>
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<td>Post a discussion. Click on the “Discussions” tab on Carmen and post your answers under “Self Motivation and Accountability - Discussion 3”. Self-accountability and motivation are critical to success. There are two parts to this post. Both must be submitted for credit.</td>
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<td>Part 1: Using the McClelland’s Theory of Needs (page 175-175), please identify what one need in which you can identify the most (Achievement, Power or affiliation). Please including the following:</td>
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<td>• Which one can you identify the most</td>
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<td>• How has this need prevailed in the past?</td>
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<td>• Using this need, how can you motivate yourself in your current role in the workplace? If you do not have a job or internship please explain how this relates to your studies.</td>
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<td>• Please share an example of how you have motivated yourself in the workplace (despite being in a bad mood, demotivated, etc.).</td>
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<td>Part 2: Write about your personal accountability (see page 92):</td>
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<td>• How do you currently display self-accountability in the workplace/school?</td>
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<td>• What will you work on to improve accountability in the workplace (or school if you are not in the workplace) to improve performance?</td>
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<tr>
<td>Week 14</td>
<td>Assignment #8: Post a discussion. Volunteer for Big Dish (graduating seniors have the option of attending Big Dish in lieu of volunteering). A roster will be made for volunteers at the event - please ensure you sign. All seniors in attendance will also need to register at the event.</td>
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<tr>
<td>Ending 4/17</td>
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<table>
<thead>
<tr>
<th>Week 15</th>
<th>Review book and power points for final</th>
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<tr>
<td>Ending 4/24</td>
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<thead>
<tr>
<th>Week 16</th>
<th>* Please note: If you have already earned 240 points or more you do not need to complete the online final *</th>
</tr>
</thead>
</table>
| 5/1/15 Online Final | Online Final on CARMEN
- Final available from 7am – 11pm.
- 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 60 minutes to complete the exam. |