

UNIVERSITY OF RHODE ISLAND – UNIVERSITY COLLEGE FOR ACADEMIC SUCCESS

CENTER FOR CAREER AND EXPERIENTIAL EDUCATION

ITR 300 CAREER PLANNING: CONCEPTS AND SKILLS, SECTION 0001

J-TERM 2022 SYLLABUS - JANUARY 3 - JANUARY 14, 2022

**Instructor:** Ashley Foley

**Virtual Office Hours:** Tu/Th, 11am-12pm, [Virtual Location](#)

**Appointments:** Email me with suggested days and times that work best for you

**Email:** afoley@uri.edu

**Phone:** N/A (email)

**Course Description and Rationale:**

Students in ITR300 will identify personal strengths, interests, and professional values as they relate to career exploration and decision making. This course is designed to increase awareness of the professional decision-making process, exploring career choices, and expanding the understanding of the 21st century world of work. Students will study key career development theories and learn how to integrate self-knowledge into occupational/life decisions and personal goals. Students then will devise and practice strategies to attain these goals.

**Prerequisites:**

You will need access to a computer with speakers or headphones and a reliable internet connection. If you have any technical problems, please contact the Helpdesk (<https://web.uri.edu/itservicedesk/>). This class does not require any high-level programming or software knowledge. A basic familiarity with Web 2.0 tools (blog, social networks, wiki's) will be extremely helpful. You will be expected to learn any new software we use through your own trial and error and/or through any online tutorials posted by the instructor.

**Class Days/Time:**

This is an asynchronous online class that students should access via the Brightspace class site. Content will be provided, and assignments will be due daily. Please reference the Course Schedule and see each week's instructions.

**Course Credit and Expectations:** Students will earn 3-credits for completing course requirements as outlined on this syllabus. Since the course is taught online, the reading, video and writing assignments will represent timewise what would normally be expected of a student in a regular classroom setting.

**Don't forget to log into Brightspace:** Create a calendar reminder to remember to log into Brightspace. I recommend utilizing your URI google email calendar since it should be connected to your phone. Online courses are not suited for all students and are different than in-person classes.

**Contacting Your Instructor:** Stay connected with your instructor. Email is best way to contact me (afoley@uri.edu). Please be sure to follow appropriate professional communication guidelines:

- Include a subject that relates to the email topic, and includes "ITR 300" in the subject line Avoid including "URGENT" unless it is a true emergency
- Include a professional salutation, such as "Dear," "Hello," or "Hi"
- Keep the message brief, concise, and to the point
- Avoid one word or one-line responses
- Use a professional closing, such as "Sincerely," "Best Regards," "Best," "Thanks," etc.
- PROOFREAD for spelling, grammar and punctuation errors
- Check that any necessary attachments are included

**Course Objectives:**

1. Apply psychological theories to explain how resources and networks influence professional outcomes through informational interviews and other course assignments. Focused skills include public speaking, analytical thinking, conducting industry research, learning to take initiative, interpersonal communication, reflection, and self-assessment.

2. Develop effective career tools including a resume, cover letter, LinkedIn profile, networking action plan, elevator pitch, and job/internship search plan.
3. Identify personal strengths, limitations, interests, and professional values as they relate to career exploration and decision making and justify action plans.
4. Integrate terms generated through self-assessment, career path research, and course material to effectively use Handshake and job resources to locate internships and jobs.
5. Establish effective social media presence and professional network via LinkedIn.
6. Develop an individual *Final Reflection Assignment* that reflects your key learnings based on course content and assignments. Content can relate to career development theory, self-assessment, job search strategies, networking, interviewing, and career tools (refined resume, cover letter, LinkedIn profile) developed throughout the course as they relate to your field of interest.

#### Key Vocabulary:

- **Content** - articles, videos and presentations that introduce you to some of the essential concepts and career information related to the professional development, recruitment and selection process
- **Assignments** - materials that you create and submit (e.g., resume, LinkedIn profile, etc.)
- **Discussion Post Forums** - Well written and complete answers

#### Course Materials and Resources:

All required reading, viewing and learning assessments are provided for you free of additional charge within the class on Brightspace and through university resources.

#### Assignments and Grading Policy:

**Online Discussion Post Forums (3 posts, 10 points each):** These posts represent your attendance/participation and are critical to this course. For each post, you are expected to respond to the provided prompts with a complete and thoughtful response.

**Professional Module Worksheets (5 points each):** Throughout the semester you will be completing professional development modules, all of which have worksheets associated with them. These module worksheets demonstrate your work of processing through the modules. The module worksheet point distribution is as follows:

- TypeFocus Work Environment Module Worksheet: 5 pts
- Networking Module Worksheet (Networking Action Plan): 5 pts
- Job & Internship Search Worksheet: 5 pts

**Resume (10 points) and Cover Letter (10 points):** Important outcomes of this course are for you to create a polished and professional resume and cover letter, as well as an understanding of the role these and other professional documents play in the job search process.

**Elevator Pitch (5 points):** You will develop an Elevator Pitch (30-60 second commercial) that you can use in a variety of situations to introduce yourself, your skills, and career goals. The Elevator Pitch should be in the form of a video.

**All-Star LinkedIn Profile (10 points):** You will create and maintain a LinkedIn profile/account. We will discuss the importance of your online image in class and how employers are using these images to make hiring decisions. Each student will strive to develop the major components of their profile to reach an All-Star Status (see *LinkedIn Rubric*).

**Final Reflection Assignment (20 points):** The Final Reflection Assignment will reflect your key learnings based on course content and assignments. Content can relate to career development theory, self-assessment, job search strategies, networking, and career tools (refined resume, cover letter, LinkedIn profile) developed throughout the course as they relate to your field of interest.

#### Final Grades:

A 93-100	A- 90-92	B+ 87-89	B 83-86	B- 80-82	C+ 77-79
C 73-76	C- 70-72	D+ 67-69	D 60-66	F <60	

### **Late Assignments:**

Late assignments may earn up to half the total credit amount. Discussions posts will not be accepted late and will receive a zero (0).

**If you need an extension**, email me with the assignment/s you are missing and a proposed date to hand it in.

### **Academic Honesty:**

Students are expected to be honest in all academic work. A student's name on any written material shall be regarded as assurance that the work is the student's own. Work should be stated in the student's own words and properly attributed to its source. Students have an obligation to know how to quote, paraphrase, summarize, cite and reference the work of others with integrity. Academic dishonesty of any kind will result in an "F" in ITR 300. The following are examples of academic dishonesty:

- Using material, directly or paraphrasing, from published sources without appropriate citation
- Claiming disproportionate credit for work not done independently
- Unauthorized use of another's work, including the work of your internship supervisor and co-workers
- Fabricating or falsifying facts, data or references
- Facilitating or aiding another's academic dishonesty; Preparing work for another student
- Submitting the same work for more than one course without prior approval from the instructors

### **Academic Enhancement Center (AEC)**

Located in Roosevelt Hall, the AEC offers free face to face and web-based services to undergraduate students seeking academic support. Peer tutoring is available for STEM-related courses through drop-in centers and small group tutoring. The Writing Center offers peer tutoring focused on supporting undergraduate writers at any stage of a writing assignment. The UCS160 course and academic skills consultations offer students strategies and activities aimed at improving their studying and test-taking skills. Complete details about each of these programs, up-to-date schedules, contact information and self-service study resources are all available on the AEC website, [web.uri.edu/aec](http://web.uri.edu/aec).

### **Laptop Rentals**

Laptops are available for short-term use through the URI Library. All URI students are able to renew the laptop monthly. Visit the [URI Library website](#) for more details.

### **Brightspace Classroom**

Brightspace is considered the classroom, through which all learning will occur, and course information and assignments will be posted and submitted. **Each lesson opens at 8AM, assignments and discussions posts are due the following day at 8PM.** You will need to log into Brightspace **daily** to complete the lesson, activities, and assignments by the weekly due dates. You should check personal email often for individual communication from your internship instructor, as well as checking your Brightspace Gradebook (Grades) and feedback on assignments.

### **Confidentiality Statement**

**Information shared in this class is CONFIDENTIAL and under no circumstances is it to be shared with outside sources.**

Additionally, you do not have permission to provide access to this Brightspace site to any groups or individuals outside this class. We will work together to make this a safe and comfortable environment to share experiences, express concern, seek guidance and support, and provide each other with thoughtful feedback.

### **Disability, Access and Inclusion (DAI)**

(Formerly Disability Services for Students DSS) Your access in this course is important. Please send me your Disability, Access and Inclusion (DAI) accommodation letter early in the semester so that we have adequate time to discuss and arrange your approved academic accommodations. If you have not yet established services through DSS, please contact them to engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom. DSS can be reached by calling:

401-874-2098, visiting: [web.uri.edu/disability](http://web.uri.edu/disability), or emailing: [dai@etal.uri.edu](mailto:dai@etal.uri.edu). We are available to meet with students enrolled in Kingston as well as Providence courses.

### Anti-Bias Statement

We respect the rights and dignity of each individual and group. We reject prejudice and intolerance, and we work to understand differences. We believe that equity and inclusion are critical components for campus community members to thrive. If you are a target or a witness of a bias incident, you are encouraged to submit a report to the URI Bias Response Team at [www.uri.edu/brt](http://www.uri.edu/brt). There you will also find people and resources to help.

### J-TERM COURSE SCHEDULE

<p><b>Day 1   Monday January 3</b> Career Theory and Growth Mindset</p>	<p><b><u>Assignments Due Monday January 3 (by 8PM):</u></b></p> <ol style="list-style-type: none"> <li>1. Introduction-Career Models-Growth Mindset Discussion Post</li> <li>2. Thoroughly read through the syllabus</li> </ol>
<p><b>Day 2   Tuesday January 4</b> Self-Assessment and Career Research</p>	<p><b><u>Assignments Due Tuesday January 4 (by 8PM):</u></b></p> <ol style="list-style-type: none"> <li>1. TypeFocus Work Environment Worksheet</li> <li>2. <b>OPTIONAL:</b> Attend Office Hours 11AM - 12PM with questions: <a href="https://uri-edu.zoom.us/my/ashleyfoley">https://uri-edu.zoom.us/my/ashleyfoley</a></li> </ol>
<p><b>Day 3   Wednesday January 5</b> Resume and Cover Letter</p>	<p><b><u>Assignments Due Wednesday January 5 (by 8PM):</u></b></p> <ol style="list-style-type: none"> <li>1. Resume</li> <li>2. Cover Letter</li> </ol>
<p><b>Day 4   Thursday January 6</b> LinkedIn</p>	<p><b><u>Assignments Due Thursday January 6 (by 8PM):</u></b></p> <ol style="list-style-type: none"> <li>1. LinkedIn Profile</li> <li>2. <b>OPTIONAL:</b> Attend Office Hours 11AM - 12PM with questions: <a href="https://uri-edu.zoom.us/my/ashleyfoley">https://uri-edu.zoom.us/my/ashleyfoley</a></li> </ol>
<p><b>Day 5   Friday January 7</b> Care at the Workplace</p>	<p><b><u>Assignments Due Friday January 7 (by 8PM):</u></b></p> <ol style="list-style-type: none"> <li>1. Care at Work Discussion Post</li> </ol>
<p><b>Day 6   Monday January 10</b> Networking and Elevator Pitch</p>	<p><b><u>Assignments Due Monday January 10 (by 8PM):</u></b></p> <ol style="list-style-type: none"> <li>1. Networking Action Plan</li> <li>2. Elevator Pitch</li> </ol>
<p><b>Day 7   Tuesday January 11</b> Interviewing</p>	<p><b><u>Assignments Due Tuesday January 11 (by 8PM):</u></b></p> <ol style="list-style-type: none"> <li>1. Interviewing Discussion Post</li> <li>2. <b>OPTIONAL:</b> Attend Office Hours 11AM - 12PM with questions: <a href="https://uri-edu.zoom.us/my/ashleyfoley">https://uri-edu.zoom.us/my/ashleyfoley</a></li> </ol>
<p><b>Day 8   Wednesday January 12</b> Job &amp; Internship Search</p>	<p><b><u>Assignments Due Wednesday January 12 (by 8PM):</u></b></p> <ol style="list-style-type: none"> <li>1. Job and Internship Search Worksheet</li> </ol>
<p><b>Day 9   Thursday January 13</b> Final Reflection</p>	<p><b>OPTIONAL:</b> Attend Office Hours 11AM - 12PM with questions: <a href="https://uri-edu.zoom.us/my/ashleyfoley">https://uri-edu.zoom.us/my/ashleyfoley</a></p>
<p><b>Day 10   Friday January 14</b> Submit Final Reflection</p>	<p><b><u>Assignments Due Friday January 14 (by 8PM):</u></b></p> <ol style="list-style-type: none"> <li>1. Final Reflection Assignment</li> </ol>