Instructor:	Lisa Kuosmanen
Email:	LKuosmanen@uri.edu
Office Phone:	(401) 874-5119
Office:	127 Roosevelt Hall
Office Hours:	All virtual: By appointment (schedule in Starfish)
Class Meetings:	All online in Brightspace site

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 based on the course schedule. Reference the Course Schedule and see each week's instructions. Each student will meet twice with the instructor, to be scheduled at a mutually beneficial time.

Course Credit and Expectations: Students will earn 3-credits for completing course requirements as outlined on this syllabus. The course is taught online, so the reading, video and writing assignments will represent timewise what would normally be expected of a student in regular classroom setting. Since this is a J Term class that operates in a condensed time frame, please know weekly content and assignments will be significant.

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 (LKuosmanen@uri.edu). I will respond to all email ideally within 1-2 business days. 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 <u>true</u> 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:
- Apply psychological theories to explain how resources and networks influence professional outcomes through course assignments. Focused skills include analytical thinking, conducting industry research, learning to take initiative, interpersonal communication, reflection, public speaking, and self-assessment.
- Develop effective career tools including a resume, cover letter, LinkedIn profile, networking action plan, elevator pitch, and job/internship search plan.
- Identify personal strengths, limitations, interests, and professional values as they relate to career exploration and decision making and justify action plans.
- Conduct a mock interview to develop and practice interview skills.
- Integrate terms generated through self-assessment and course material to effectively use Handshake and job resources to locate internships and jobs.
- Facilitate the understanding of how important it is to pay attention to the details, since that's what can help you get hired! I will add two bonus points to the final grade of each student that emails me at LKuosmanen@uri.edu with the text – My attention to detail, work ethic, and/or networking skills will help me demonstrate my professionalism and the value that I will bring to an employer.
- Establish effective social media presence and professional network via LinkedIn.
- Develop 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.).
- *Original Discussion Post Forums* - Well written and complete answers. Minimum length is one page, 12-point Arial or Calibri font, double spaced.
- *Peer Posts* - opportunities to give and receive constructive feedback from peers. You are required to make one original post to the Discussion Forums and respond to two peers.

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:
Original Online Discussion Post Forums (10% / 5% each): These posts represent your attendance/participation and are critical to this course. Minimum length is one page using 12-point Calibri or Arial font with double spacing. For each post, you are expected to respond to the provided prompts with a complete and thoughtful response.

Professional Module Worksheets (15% / 5% 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%
- Networking Module Worksheet (Networking Action Plan): 5%
- Job & Internship Search Worksheet: 5%

Resume (10%) and Cover Letter (10%): 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%): 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%)*:** You will create and maintain a LinkedIn profile/account. We will discuss the importance of your online image 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*).

***Mock Interview (5%)*:** To apply what you learn through course content and resources, you will meet with the instructor to conduct a mock interview. The interview will take place via Zoom and you will specifically be asked behavioral-based questions in order to practice providing answers that utilize the STAR Method.

***Meetings with Instructor (10% / 5% each)*:** During these meetings you will connect with the instructor to ask questions, review critical content related to your own career development, and conduct a mock interview.

***Final Reflection Assignment (25%)*:** 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, interviewing, mentorship, and career tools (refined resume, cover letter, informational interview, 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	

URI Policies/Resources:
ACCOMMODATIONS AND SERVICES: Any student with a documented disability is encouraged to contact their professor early in the semester to work out reasonable accommodations to support your success in your courses. Students should also contact Disability Services for Students, Office of Student Life, 330 Memorial Union, 401-874-2098, https://web.uri.edu/disability/home/accommodations/.

CLASS ATTENDANCE: Please review the "Class Day/Time" and "Course Credit and Expectations" sections. In the event of an emergency that prevents you from logging in and contributing to class, contact the instructor.

ASSIGNMENTS: All assignments are expected to be completed, on-time and typed. Contact the instructor if you are unable to submit assignments as scheduled.

ACADEMIC ENHANCEMENT CENTER: To obtain additional support, students can connect with the Academic Enhancement Center (AEC) in Roosevelt Hall. Additional information can be found at https://web.uri.edu/aec/ or by calling (401) 874-2367.

WRITING CENTER: The Writing Center is for "all writers, all disciplines, at all levels, and all stages of writing." If an instructor suggests that you go to the Writing Center, it is not a punishment, and does not mean that you are a terrible writer. It means the instructor wants you to receive more individualized attention to your writing than s/he is able to provide, given the constraints of the class. Additional information can be found at: https://web.uri.edu/aec/writing/.

ACADEMIC DISHONESTY: All submitted work must be your own. If you consult other sources (class readings, articles or books from the library, articles available through internet databases, or websites) these MUST be properly documented, or you will be charged with plagiarism and will receive a 0 for the assignment. In some cases, this may result in a failure of the course as well. In addition, the charge of academic dishonesty will go on your record in the Office of Student Life. For more information, consult the URI Academic Honesty Procedures: https://web.uri.edu/studentconduct/academic-honesty-procedures/.

ANTI-BIAS: Each member of the University community has the responsibility to foster an environment of acceptance, mutual respect and understanding. If you are a target or a witness of a bias incident, you are encouraged to contact the URI Bias Response Team https://web.uri.edu/brt/ where you will find people and resources to help.

HOLIDAYS: It is the policy of the University of Rhode Island to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. Students desiring to observe a holiday of special importance must provide written notification to each instructor.

COVID-19 SUPPORT AND INFORMATION: If you have challenges related to COVID-19 that will affect your participation or success in this course, contact your instructor at LKuosmanen@uri.edu to discuss a phone call or video meeting. If you would like to access resources to support your mental, physical, and/or emotional health during this unprecedented time, visit the URI Counseling Center website at: https://web.uri.edu/counseling/during-covid-19/.

The University is committed to delivering its educational mission while protecting the health and safety of our students. At this uncertain time, those concerns include minimizing the potential spread of COVID-19 within our community. While the university has worked this summer to create a healthy learning environment for all, it is up to all of us to ensure our campus stays that way.

As members of the URI community, students are required to comply with standards of conduct and take precautions to keep themselves and others safe. Students are required to comply with Rhode Island state laws, including the Rhode Island Executive Orders related to health and safety, ordinances, regulations, and guidance adopted by the University as it relates to public health crises, such as COVID-19.

An addendum on policies and guidelines concerning your obligations during this crisis has recently been integrated into the Student Handbook. These obligations include:
- Wearing of face masks by all community members when on a URI campus in the presence of others
- Maintaining physical distancing of at least six feet at all times
- Following state rules on the number of individuals allowed in a group gathering
- Completing a daily health self-assessment also available through the Rhody Connect app before coming to campus
- Submitting to COVID-19 testing as the University monitors the health of our community
- Following the University's quarantine and isolation requirements

If you answer yes to any of the questions on the daily health assessment, do not go to an in-person class. YOU MUST STAY HOME/IN YOUR ROOM and notify URI Health Services via phone at 401-874-2246 immediately.

If you are already on campus and start to feel ill, you need to remove yourself from the public and notify URI Health Services via phone immediately at 401-874-2246 and go home/back to your room and self-isolate while you await direction from Health Services.

Course Schedule and Deadlines (subject to change):

Date	Objectives	Assignment(s)
WEEK 1		
Day 1: Monday, January 3	• Articulate three career development goals you would like to achieve from this class • Introduce yourself! • Learn about the concept of Growth Mindset	Due by: 8:00 PM on Jan. 4 Online Discussion Post and (2) Peer Posts
Day 2: Tuesday, January 4	• Identify models of career development and apply to self	Due by: 8:00 PM on Jan. 5 Online discussion post and (2) Peer Posts
Day 3: Wednesday, January 5	• Define self-assessment and its usefulness • Take the TypeFocus personality assessment • Complete the Work Environment TypeFocus module and worksheet • Use assessment results to identify your four-letter personality code and how your personality relates to occupations • Explore resources used for career research	Due by: 8:00 PM on Jan. 6 Work Environment TypeFocus Module Worksheet
Day 4: Thursday, January 6	• Create your own unique resume based on guidelines, resources, and samples • Make sure you refer to the Writing the Resume module accessed via uri.edu/career (link in Brightspace content)	Due by: 8:00 PM on Jan. 9 Resume
Day 5: Friday, January 7	• Understand the importance and key elements of a cover letter • Create a cover letter customized for specific opportunity • Make sure you refer to the Writing the Cover Letter module accessed via uri.edu/career (link in Brightspace content)	Due by: 4:00 PM on Jan. 7 First meeting with instructor Due by: 8:00 PM on Jan. 9 Cover Letter and Related Job Description
WEEK 2		
Day 6: Monday, January 10	• Define networking and understand how it is useful to you in your career development • Identify current and potential network contacts • Create a customized Networking Action Plan • Develop and perform your Elevator Pitch via video submission	Due by: 8:00 PM on Jan. 11 Networking Module Worksheet: Networking Action Plan Due by: 8:00 PM on Jan. 11 Elevator Pitch Video

Day 7: Tuesday, January 11	• Understand the importance of LinkedIn and an effective profile • Create or refine your LinkedIn profile to achieve All-Star status • Learn how to effectively leverage LinkedIn to benefit your career development	Due by: 8:00 PM on Jan. 12 All-Star LinkedIn Profile
Day 8: Wednesday, January 12	• Identify ways to prepare for an entry level position while at URI • Identify job search strategies you will use to secure an internship or job in your desired field • Learn about the concept of the Hidden Job Market (accessed by networking)	Due by: 8:00 PM on Jan. 13 Job & Internship Search Module and Worksheet
Day 9: Thursday, January 13	• Identify types of interviewing • Understand how to prepare for an interview • Learn about interviewing best practices and watch-outs • Effectively answer sample interview questions • Complete a mock interview	**Due by: 4:00 PM on Jan. 14** **Second meeting with instructor** (includes mock interview) *Prior to mock interview, send instructor a sample job description that you want to use for the interview
Day 10: Friday, January 14	• Compile and submit Final Reflection Assignment	**Final Reflection Assignment Due by 8:00 PM on Friday,** **January 14**

ITR 300 Final Project Guidelines
Final Reflection Assignment

The purpose of this reflection assignment is to have you reflect on major components of career development that were touched upon within this course. You will specifically mention areas of career development where you feel you developed the most growth and how that contributes to your career goals moving forward.

Introduction (Elevator Pitch)   _____ 2 pts
- Include all 4 components as indicated on Elevator Pitch Quick Tip Sheet
- This will serve as your "introduction" to your paper

1st Area of Learning (7-9 Sentences)   _____ 4 pts
- Select one assignment and complete the following:
    a) Explain the assignment details and purpose (2-3 sentences)
    b) Explain what you learned from the assignment and how it contributes to your career goal
       moving forward (5-6 sentences)

2nd Area of Learning (7-9 Sentences)   _____ 4 pts
- Select one assignment and complete the following:
    a) Explain the assignment details and purpose (2-3 sentences)
    b) Explain what you learned from the assignment and how it contributes to your career goal
       moving forward (5-6 sentences)

3rd Area of Learning (7-9 Sentences)   _____ 4 pts
- Select one assignment and complete the following:
    a) Explain the assignment details and purpose (2-3 sentences)
    b) Explain what you learned from the assignment and how it contributes to your career goal
       moving forward (5-6 sentences)

Mock Interview Reflection (5-7 Sentences)   _____ 4 pts
- Indicate the most valuable lesson that you gained from the mock interview (2-3 sentences)
- Explain the actionable steps you will take to improve your interview skills (3-4 sentences)

Your Next Steps (7-9 Sentences)   _____ 5 pts
- Explain two specific action steps that you will be taking to move forward with your career goals.
- Connect how what you learned in this class relates to those steps. Reference specific resources or
  assignments or documents that you will be using to assist you with these two specific action steps.

Grammar & Professionalism   _____ 2 pts
- Formal and professional writing style. No grammatical errors.

Total Points/Comments   **_____ 25 pts**

Linked in Rubric

Complete (All Star) LinkedIn profiles are 40x more likely to receive opportunities through LinkedIn than those with incomplete profiles and they tend to rank higher in LinkedIn and Google search results. This means you will have the opportunity to connect with more professionals and truly experience the networking benefits of LinkedIn[1]. It will also help you to develop your online presence and professional brand.

For this assignment, you are required to create or update your LinkedIn profile using the criteria below. Point Values:

[_] **2 pt** = Account Created   *LinkedIn account is created*
[_] **4 pts** = Basic Profile - Incomplete   *3 or more sections completed at All Star Level*
[_] **6 pts** = Basic Profile - Complete   *5 or more sections completed at All Star Level*
[_] **8 pts** = All Star Profile - Incomplete   *8 or more sections completed at All Star Level*
[_] **10 pts** = All Star Profile - Complete   *All sections completed at All Star Level*

Profile Sections	Basic Level	All Star Level
LinkedIn URL	❑ Not customized (assigned by LinkedIn)	❑ Customized
Photo	❑ Selfie or cropped photo from personal life	❑ Professional profile picture

Headline	❑ Generic headline such as "Student at URI"	❑ Engaging Headline that:
		  ○ Reflects personal brand
		  ○ Summarizes ambition
		  ○ Catches attention

About (formerly Summary section)	❑ Limited Summary
	  ○ Does not express interest or tie in past experience(s)
	  ○ Does express ambition or goals
	  ○ Not professionally written
		❑ Summary briefly (1-3 paragraphs):
		  ○ Describes previous relevant experience or connects background and skills
		  ○ Conveys direction/ambition/passion
		  ○ Spells out goals or accomplishments
		  ○ Uses professional but personal voice
		  ○ Contains keywords relevant to industry

Connections	❑ <50 connections with professionals	❑ 50+ connections with professionals in your field
Experience	❑ <2 experiences listed ❑ Descriptions lack detail, are unclear, and/or do not include accomplishments ❑ Typos or errors are present	❑ 2+ experiences listed ❑ Descriptions are clear and concise and encapsulate skills, duties and accomplishments ❑ No typos or errors

Education	❑ Incomplete education history	❑ Complete education history listed, including
		  ○ University level Institution(s)
		  ○ Graduation Date(s)
		  ○ Degree(s)
		  ○ Study Abroad, if applicable

Skills & Expertise	❑ <5 skills listed ❑ Skills not endorsed	❑ 5+ relevant skills identified ❑ Skills endorsed by appropriate connections

Accomplishments & Volunteer Experience	❑ <2 accomplishments added	❑ 2+ relevant accomplishments added:
		  ○ Relevant courses
		  ○ Honors/Awards
		  ○ Projects/Publications
		  ○ Languages
		  ○ Certifications
		  ○ Volunteer Experience
		  ○ Organizations

Interests (Following)	❑ Member of relevant and irrelevant groups ❑ Not following companies / Influencers	❑ Connected to groups, companies and thought leaders or Influencers in your field
Overall Competencies of Profile	❑ The profile provides some information, but does not provide an accurate portrait of your direction or experience	❑ The profile demonstrates an in-depth understanding by providing completeness in all relevant fields

Adapted from 'LinkedIn Profile Effectiveness' from Manhattan College Career Services

[1] Cooper, B., & Naatus, M.K. (2014). Linkedin As A Learning Tool In Business Education. American Journal of Business Education. 7(4), 299-306