University of Rhode Island – University College for Academic Success
Center for Career and Experiential Education
ITR 300 Career Planning: Concepts and Skills, Section 0007
Winter J-Term 2023 Syllabus

Instructor: Brandon Sousa
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Office Hours/Meetings: Schedule via Starfish. Email for additional availability.

COURSE DESCRIPTION & RATIONALE

This section of ITR300 will use the framework of CliftonStrengths as it pertains to students self-awareness, career exploration, and professional development.

- **Self-Awareness:** Students will identify and reflect on personal CliftonStrengths, career interests, and professional values.
- **Career Exploration:** Students will explore career options using CliftonStrengths, online career resources, and LinkedIn as career exploration tools.
- **Professional Development:** Students will develop their "professional toolbox" which includes a resume, cover letter, LinkedIn profile, networking action plan, and interviewing approach that culminates to create their professional brand.

TECHNOLOGY REQUIREMENTS

You will need access to a computer with speakers or headphones and a reliable internet connection to access this course on Brightspace. If you have any technical problems please contact the Helpdesk (http://web.uri.edu/cma/help-desk-hours). This class does not require any high-level programming or software knowledge. 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.

- If you need access to a computer see the following resources below.
- **Kingston Campus:** Campus Library or contact the Center for Career & Experiential Education to utilize one of our rooms in Roosevelt Hall.
- **Providence Campus**: Computer Room, first floor.
- URI Laptop Loaner Program   https://uri.libguides.com/circulation/loan

CLASS DAYS/TIMES

This is a fully online asynchronous class. This means that we do not meet in person nor do we meet at a specific time online via video chat. The Brightspace page is considered the classroom, through which all class communication will occur and course information and assignments will be posted and submitted. The overview of the course schedule for opening of lesson plans and due dates for assignments is as follows:

All lesson plans are available on the start of the year, January 1st. This is done intentionally for students who may have additional obligations and may need to access content ahead of time. Otherwise, simply follow the schedule below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1-1 - 1-3 / Week 1 Part 1 **Due 9pm Tues.**			1-4 - 1-6 / Week 1 Part 2 **Due 9pm Fri.**		
1-8 - 1-10 / Week 2 Part 1 **Due 9pm Tues.**			1-11 - 1-13 / Week 2 Part 2 **Due 9pm Fri.**		
1-15 - 1-17 / Week 3 Part 1 **Due 9pm Tues.**			1-18 - 1-20 / Week 3 Part 3 **Due 9pm Fri.**		

COURSE CREDITS & EXPECTATIONS

Students will earn 3-credits for completing course requirements as outlined on this syllabus. In order to be successful in this completely online class, you will need to be fully engaged with this course at minimum 2 hours per day listed above.

FRAGMENT OUT YOUR ENGAGEMENT WITH THIS CLASS

Create a Google calendar reminder to remember to log into Brightspace. Do not try to complete each week's responsibilities within one sitting. Your attention and focus will be strained towards the end of that one large session which will greatly affect the quality of your work. It will also be near to impossible to complete all work in one sitting due to the amount of mental energy it takes. This work is very reflection based and requires you to be fully present which may require you to take frequent breaks.

CONTACTING YOUR INSTRUCTOR

Email is the best way to contact me (brandon_sousa@uri.edu). I will respond to all emails within 24 hours. 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
- Identify the CliftonStrengths ideology and individual Top 5 Strengths.
- Apply top 5 CliftonStrengths to prior experiences and future career plans.
- Develop a networking action plan for identification of current network contacts and missing pieces of network.
- Create a professional LinkedIn accounts and online presence.
- Identify and apply knowledge of how to effectively navigate the interview process.
- Assess perspectives from peers and instructors through participation in online discussion forums and one-on-one sessions.
- Identify knowledge of effective internship and job search strategies.

KEY VOCABULARY
- *Content* – articles, videos and presentations that introduce you to some of the essential concepts related to career and professional development
- *Assignments* – materials that you create and submit (e.g., resume, LinkedIn profile)
- *Original Discussion Posts* – Well written and complete answers that address all elements of the questions being posed. It is expected that a significant amount of thought and effort is placed in these posts to demonstrate ability to critically think and reflect on the prompt at hand.
- *Peer Response Posts*– opportunities to give and receive constructive feedback from peers and professionals. You are required to make one original post to the Discussion Forums and respond to two peers.

COURSE MATERIALS & RESOURCES
All course materials and resources will be provided to you in each lesson plan. There are no additional costs for you to participate in this course. This includes access to the CliftonStrengths Assessment which is normally a $20 fee, however, the Center for Career and Experiential Education is covering that fee for you.

ASSIGNMENTS & GRADING POLICY
To simplify the grading for this class so that you can easily calculate your grade at any point in the semester 1% = 1 point. There is a total of 100 points = 100% for this class. Late work is accepted in this class but please do not abuse this policy: it is intended for those who are in need of a few hours or maybe even an extra day. Remember, we only have 14 full days of class together so abiding by the deadlines provided is your best pathway towards success in this class.

Assignments:

1. *Syllabus Quiz*   *2%*
2. *Strengths First Impression Worksheet*   *5%*
3. *Strength Reflection Sheets (5)*   *15%*
4. *One-on-One Session OR Alternative Reflection*   *5%*
5. *Strengths to Career Packet*   *5%*
6. *Networking Action Plan*   *5%*
7. *LinkedIn Profile*   *5%*
8. *LinkedIn Connection Requests*   *5%*
9. *Resume*   *5%*
10. *Cover Letter*   *5%*
11. *Mock Interview*   *10%*
12. *Final Reflection Assignment*   *15%*

Discussion & Participation

13. *Online Discussion Post Forums*   *18%*
    a. There are a total of 3 discussion posts spread throughout the entirety of the semester. For each post, you are expected to respond to the provided prompts with a complete and thoughtful response (4 points). You are then expected to provide feedback to at least 2 of your peers' posts (2 points, 1 point for each response).

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. The Learning Online website offers information on registering: http://web.uri.edu/learningonline/disability-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 attending or logging in and contributing to class please contact me.

ASSIGNMENTS: All assignments are expected to be completed, on-time. As mentioned in the "Learning in Unprecedented Times" section of the syllabus, I understand that we are in "unprecedented times" and that things sometimes happen. . If you need an extension on an assignment, please just inform me ahead of time. Additionally, all assignments must be submitted via either PDF or Microsoft Word. I will not accept Pages, Google Docs links, or any other format for submission.

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 paper. 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. If you have any doubt about what constitutes plagiarism, visit the following website: http://gervaseprograms.georgetown.edu/hc/plagiarism.html, the URI Student Handbook, and UNIVERSITY MANUAL sections on Plagiarism and Cheating at http://www.uri.edu/facsen/8.20-8.27.html - cheating.

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 www.uri.edu/student_life/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.

Please see below for the full course schedule and integrate this course schedule into whatever form of calendar/time management strategy that you use so that you can be successful in participating fully in the work associated with this course.

COURSE SCHEDULE & DEADLINES

Date	Objectives	Discussion Post Due	Peer Posts Due	Assignments Due
Week 1 Part 1 Sun. 1/1 - Tues. 1/3 <u>Due Tuesday 9pm</u>	Introduction to the Course Format Introduction to CliftonStrengths Reflecting on Your Top 5 Strengths	Week 1 Discussion Post	N/A	1) Syllabus Quiz 2) Complete CliftonStrengths Assessment & Upload Strengths Insight & Action Planning Guide 3) Strengths First Impression Reflection 4) Strengths Reflection Sheet #1 5) Strengths Reflection Sheet #2 6) Sign-up for one-on-one session via Starfish or complete Alternative Reflection Assignment
Week 1 Part 2 Weds. 1/4 - Fri. 1/6 <u>Due Friday 9pm</u>	Reflecting on Top 5 CliftonStrengths Exploring Career Pathways Connecting Top 5 CliftonStrengths to Career Pathways	N/A	Week 1 Peer Responses Due	1) Strength Reflection Sheet #3 2) Strength Reflection Sheet #4 3) Strength Reflection Sheet #5 4) Strengths to Career Packet 5) Attend One-on-One Session

Week 2 Part 1 Sun. 1/8 - Tues. 1/10 <u>Due by Tues. 9pm</u>	Networking & LinkedIn	Week 2 Discussion Post	N/A	1) Networking Action Plan 2) LinkedIn Profile
Week 2 Part 2 Weds. 1/11 - Fri 1/13 <u>Due by Fri. 9pm</u>	Networking on LinkedIn Exploring Internships, Jobs, or Graduate School	N/A	Week 2 Peer Responses Due	1) LinkedIn Connection Requests Assignment 2) Internship/Job/Grad Opportunity Link
Week 3 Part 1 Sun. 1/15 - Tues. 1/17 <u>Due by Tues. 9pm</u>	Resume & Cover Letter Preparing for Mock Interview	Week 3 Discussion Post	N/A	1) Resume 2) Cover Letter 3) Sign-up for Mock Interview via Starfish
Week 3 Part 2 Weds. 1/18 - 1/20 <u>Due by Fri. 9pm</u>	Mock Interview Final Reflection Closing Out the Course Logistics	N/A	Week 3 Peer Responses Due	1) Participate in Mock Interview 2) Final Reflection Assignment 3) Complete IDEA Survey