

UNIVERSITY OF RHODE ISLAND - UNIVERSITY FOR ACADEMIC SUCCESS
 CENTER FOR CAREER AND EXPERIENTIAL EDUCATION
ITR 300 Career & Professional Development

Instructor: Audra Lavoie

Zoom Room: <https://uri-edu.zoom.us/my/audrarilyan>

Mode: Synchronous Classroom, Monday -Thursday, 12pm-4:30pm Chafee 251

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COURSE SCHEDULE

Day	Guest	Topics	Assignment Due
1/6 Campus	Open Doors, and RI State Internship Program	<ul style="list-style-type: none"> • Introductions and Connecting to class • Develop Elevator Pitch • Professionalism and Career Competencies 	Student Interest Form Discussion Post
1/7 Scituate	RI State Police	<ul style="list-style-type: none"> • Job Search • Cover letters 	Job & Internship Search Module Worksheet Elevator Pitch
1/8 Narragansett	Narragansett Police Department	<ul style="list-style-type: none"> • Tour US District Courts • Major to Career exploration • Employment skills - goal setting, time management, review growth mindset 	TypeFocus Work Environment Worksheet Cover letter
1/9 Providence	Dorcas International Institute of RI	<ul style="list-style-type: none"> • Resettlement process and legal support • Work in advocacy and with vulnerable populations • Interviewing STAR method 	Resume
1/13 Cranston	RI Emergency Management Agency	<ul style="list-style-type: none"> • Resumes and ATS 	Competencies worksheet Discussion Post
1/14 Campus	URI Crime Lab	<ul style="list-style-type: none"> • Crime lab tour • LinkedIn and Networking 	Interviewing video
1/15 Providence	US Courthouse, Providence, RI	<ul style="list-style-type: none"> • Tour of Courthouse, connect with US Marshals, US Probation, and legal specialists 	LinkedIn assignment
1/16 Campus	URI	<ul style="list-style-type: none"> • Self Reflection and Self Assessments - career, personality, values • Interviewing and Thank you Notes • Leveraging AI in career 	Resume resubmit Finals due by midnight