

Foundations of Career Management

Syllabus for GRAD T580

Spring Term 2020-2021

Instructor	Email	Office Location	Office Hours
Lauren Apgar	laa74@drexel.edu	Career Development Center, 3201 Arch St Ste 250, Philadelphia, PA 19104	By appointment - please contact me via email

Note: Email is the best way to contact me. This syllabus is subject to change, and I will notify students of changes by email.

I. COURSE DESCRIPTION

What are employers really looking for? Dive into the world of best practices in terms of interviewing strategies, resume content design and common workplace etiquette in Foundations of Career Management. Additionally, this course will examine alternate resources for future career management and job search.

II. COURSE PURPOSE

The purpose of this course is to give students the tools necessary for career planning and a successful workplace experience.

III. COURSE LEARNING OUTCOMES

As a result of completing this course, students will have learned the following:

- The function of a resume and best practices for formatting and constructing the document
- How to de-construct interview questions and answer them appropriately
- What resources are available in a job search
- How values, interest, skills and personality fit into career development
- Standard workplace etiquette

IV. DREXEL STUDENT LEARNING PRIORITIES (DSLPL):

In support of the Drexel Student Learning Priorities (DSLPL), the goals of Foundations of Career Management are to:

- Prepare for a successful job search
- Demonstrate knowledge of Handshake and LinkedIn
- Produce a relevant and targeted resume that effectively demonstrates skills and strengths
- Understand and demonstrate appropriate modes of professional communication

V. COURSE REQUIREMENTS

You must complete the following assignments to pass the course:

- Introduction Survey
- TypeFocus Assignment
- Resume
- Created Handshake Account
- Created LinkedIn Account
- Job Description Assignment
- Big Interview Submission

You will find links to all these assignments on the Blackboard (Bb) Learn site.

Note: *There will be one introductory synchronous session during the first week of the course, and another one midway through the course. You will join these synchronous sessions using [Zoom](#), a video conferencing application. Additional details are on the Bb Learn course site.*

VI. GRADING

Students need 62 or more points to pass this course.

Assignment	Points
The TypeFocus	15
CoverLetter	15
Big Interview Submission	23
Resume	23
Created Handshake Account	8
Created LinkedIn Account	8

Range (points)	Grade
62 - 100	Pass
below 62	Fail

VII. Course Technology

The Drexel Learning Management System (LMS)

You will access your course materials, submit assignments, and communicate with your professor and classmates via the Drexel LMS—Blackboard (Bb) Learn. To access your course site:

1. Go to <https://learn.dcollege.net/>
2. Click “Sign in with Drexel Connect.”
3. Enter your username and password on the “Drexel Connect” login page.
4. Click “Connect” to access Bb Learn.
5. Locate your course using the list or tile view.
6. Click the link to enter the course.
7. Use the menu links to navigate the course and access the various course components and tools.

Note: *The first time you access the course, go to the Start Here page using the link on the menu. Complete this section before starting any of the weekly learning activities.*

Software, Equipment, and Technology

You will need a computer with the following specifications:

- Windows 7 or newer operating system; Mac OS X or higher
- Minimum of 8 GB of Random-Access Memory (RAM)
- Broadband Internet with stable and reliable connection
- Microphone or headset with microphone
- Web Camera (built-in or attached) 640x480 minimum resolution

Note: *You will use other applications or tools to complete assignments. You will find details on the Bb Learn course site.*

VIII. Course Requirements and Other Details

Definition of Week/Course Pace

The instructional week starts on Monday at 8:00am ET and ends on Sunday at 11:59 pm.

Time

Please note that this class operates in US Eastern Time. If you are in another time zone, please note this and adjust your schedule accordingly.

Estimated Workload

Please note that all these activities and assignments have been designed to help facilitate your reflection and synthesis of your career aspirations and the time needed can vary from person to person. At most, we can guesstimate that this course will require 1-2 hours a week.

Grade Results

Your instructor will post grades in Bb Learn and provide feedback with your graded assignments or via email. Turnaround time on grades may vary, please contact your instructor if you have questions.

Late or Missed Coursework

Coursework is due at the end of each instructional week (Sundays at 11:59 PM EST). Your instructor will determine if students can submit late or missed work.

Attendance and Discussion Board Etiquette

Attendance will be tracked in Drexel Learn. For an online class this means that assignments are handed in on time. Attendance also means thoughtful engagement on discussion boards to further generate student driven learning and inquiry. When posting on the discussion boards, be mindful of tone and messaging when communicating with others. This will be a respectful space for an honest exchange of thoughts, ideas, and dialogue that enhances everyone's learning. Any speech straying from that will not be tolerated or accepted.

Technology Problems

If you encounter problems with Blackboard Learn or cannot access assignments, contact the Instructional Technology Group at 215-895-1224. You can also email them at itg@drexel.edu. Technical support is available 24/7. When reporting a technical problem, please let the instructor know as well.

Privacy

During this course you will use [applications from several different vendors](#), including some that are specific to this course. A link to the privacy policies for these course-specific applications will appear in the Bb Learn course site. Please be aware of their privacy policies and talk to your instructor if you are uncomfortable with any of them.

Key Academic Policies

[Academic Integrity, Plagiarism, Dishonesty and Cheating Policy](#)

[Student with Disability Statement](#)

Any student with a documented disability and needing accommodations is encouraged to contact the instructor as soon as possible (preferably within the first week of class). All discussions will remain confidential.

[Course Add/Drop Policy](#)

[Course Withdrawal Policy](#)

COURSE OUTLINE & SCHEDULE

Week	Date	Topic	Assignments	Due Date
1		Tell Me About Yourself What do employers want to hear about when you describe yourself? Why does it matter?	1. Introductory VoiceThread 2. Wk 1 Interview Answer 3. SCDC Quiz	
2		What's Important to You? Learn about the importance of identifying and articulating pieces of your personality, goals and skills to employers.	1. Wk 2 Interview Answer 2. Wiki Post 3. TypeFocus Assignment	
3		The Beginnings of the Marketing Document Why is a resume a marketing document?	1. Wk 3 Interview Answer	
4 + 5		Sell Your Skills Learn the difference between transferable and technical skills, and what to do if you don't have experience.	1. Complete and submit resume to instructor. 2. Wk 4 and 5 Interview Answer	
6		Effective Communication Learn importance of written and verbal communication in the workplace. Write effective cover letters.	1. Set up Handshake and LinkedIn accounts 2. Wk 6 Interview Answer 3. Submit cover letter	
7		Networking What is it, and why is it important?	1. Wk 7 Interview Answer 2. Wiki Post	
8		The Memorable Interview Explore the facets of strong storytelling and other interviewing strategies.	1. Wk 8 Interview Answer	
9		Interview Practice	Complete Big Interview Assignment	
10		Job Search Websites and Social Media What makes a LinkedIn profile strong?		

Course Change Policy: Your instructor may make course changes during term at her or his discretion. Your instructor will communicate any changes via course announcements or email.