

Co-Op Prep Course Syllabus Fall 2015 Independent Study

Instructor

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Office Hours: Monday-Friday, 8am-4:30pm, other times by appointment

Description:

This course considers the skills a student needs to prepare for a career in business-related disciplines. Whether students are preparing for an internship, a co-op, or their first full-time job after graduation, certain skills are necessary as you locate, apply, interview, and negotiate for a position. This course considers building a strong career toolkit including exploring areas of various industries, resume/cover letter preparation, job/internship search preparation, interview skills, salary negotiation, social media and professional etiquette in the workplace. In addition, we consider specific special topics as related to the nature of the future co-op experience.

Course Goals:

Upon completion of this course, a successful student will be able to:

- Communicate effectively about their technical and non-technical skillsets with employers.
- Use their career toolkit (resume, cover letter, self-assessment instruments) to begin building a strong professional network that will enhance their ability to make solid career decisions and conduct a successful internship search.
- To feel comfortable interacting with others in a professional work environment consisting of peers (other co-ops), co-workers and supervisors.

Course Policies:

- **Absences:** Your attendance is expected at each class meeting, but I understand that students occasionally get sick, have obligations outside Moravian College, and even oversleep. If you do miss class, please send me an email explaining your absence -- preferably before the class session. Regardless of your reason for missing class, you are responsible for the contents of reading assignments, handouts, class activities, and class email.
- **Academic Honesty:** You are *encouraged* to discuss the material and work with others.

- **Disabilities:** Students who wish to request accommodations in this class for a disability should contact the Assistant Director of Academic and Disability Support in the Academic Support Center, Monocacy Hall, lower level, or by calling 610-861-1401. Accommodations cannot be provided until authorization is received from the Academic Support Center.

Course Grades:

This course is offered on a pass/no credit basis based on how many of the assignments (below) you complete. To pass the course, you must complete all the assignments marked **required** and at least 3 points of other assignments.

Assignments

Required:

- (1 point) Professional Materials (resume, cover letter)
- (1 point) Mock Interview (online using InterviewStream)
- (1 point) Informational interview with industry professional
- (1 point) StrengthsQuest
- (1 point) LinkedIn Profile
- (1 point) Work/Core Values Exercise
- (1 point) Final analysis paper

Optional:

- (1 point) Upload resume on Hound Hire Link
- (1 point) Complete LinkedIn account and join Moravian College and career-related groups
- (1 point) Career Center Individual Career Advising Appointment
- (1 point) StrengthsQuest follow-up exercise
- (1 point) complete MBTI free assessment

Other optional and/or required assignments may be added during the course as determined necessary.

Topics We Will Cover

- Introduction to course
- Completion of StrengthsQuest and exercises
- Relating your course of study to a career
- Job/industry trends
- Building a career toolkit-overview of resumes/cover letters-marketing your experiences to employers
- Professional vs. social networking
- Introduction to informational interviewing

- Building a professional network
- Internship/Job Searching
- Interviewing
- Relationship building in the search and at work
- Expectations of interns/co-ops at work
- Building a professional reputation
- Your actual job vs. what you signed up for
- Other duties as assigned
- Handling stress at work
- Bumps in the road and navigating through using your support system at Moravian College and at work.
- Networking in your industry-leveraging your internship into full-time work
- Putting it all together!

The details of this syllabus and schedule are subject to change based on our progress through the material.