ORIN 152- Section XXX| Learning Career Skills

Course Objective:

To inform students of the various experiential learning opportunities available to them and to provide resources to identify the extra-curricular activities that best meet the needs of their individual career planning and readiness. Students will be introduced to the advantages of developing an effective resume and associated career documents and the importance of beginning to define their career goals.

Instructors:

STAFF Career Development Specialist

Office Hours:

Virtual phone or video appointments. Email instructor to schedule an appointment.

Email Policy:

Communicate by contacting instructor at staff@mail.wvu.edu. Every effort is made to answer the messages within 24 hours during the work week (Monday thru Friday). A notification will be sent if there is a need for an extended time away.

Expected Learning Outcomes

Upon successful completion of this course, students will be able to:
1. Identify available on and off campus resources such as professional organizations, student services, study abroad and service-learning opportunities that provide assistance building a career plan to become career ready
2. Recognize the importance of building, maintaining and growing an effective network and learn to communicate professionally verbally and in print
3. Distinguish the difference between personal and professional network and assess ways in which networking can aid the job search process
4. Demonstrate an understanding of the purpose of interviewing, basics techniques, and various interview types
5. Determine experiential learning opportunities and strategic summer jobs as they relate to students' pathway, interest, and career plan
6. Develop a basic understanding of creating a professional image through building resume, cover letter, and effective social media presence
7. Recognize the importance of creating an intentional career plan and devise a plan in order to make strategic future career decisions

Course Expectations / Assignment Policy

Access the class on e-Campus: Students are expected to log in at least once a week to review the syllabus, plan for class, submit assignments, and utilize resources. Every attempt will be made to grade projects and assignments within ten days of due date.

Syllabus Change and Revision Statement

The instructor reserves the right to change and/or modify the course syllabus at any time during the semester. Students will be notified of any changes and/or modifications.

Required Work

All assignments/projects/quizzes are expected to be completed before the due date. Lateness will not be accepted unless prior approval is given by instructor. This is not a self-directed course.

Required Textbooks

No Required Textbook
Students are required to complete all content in each Module instead of purchasing a textbook

Academic Policies and Syllabus Statements

Students must review these documents at https://tlcommons.wvu.edu/syllabus-policies-and-statements Technical/e-Campus Access Issues

Students can contact the WVU Office of Information Technology Services (ITS) through email at itshelp@mail.wvu.edu , and/or phone at 304-293-4444 or 877-327-9260. Messages are accepted by phone. See the ITS web page for more information at http://it.wvu.edu

Assignments & Submission Requirements

- All assignments are due on XX by 11:59PM of due date listed.
- All assignments/projects/quizzes are expected to be completed before the due date. Late assignments will not be accepted, unless prior approval is given by instructor. This is not a self-directed course
- All assignments must be typed and submitted in the e-Campus submission box (Use Microsoft Word or PDF versions only). Documents submitted as Apple Pages file format will not be accepted.
- Assignments must be double spaced and in Times New Roman with 12 pt. font size.
- Students have the option of working on assignments and quizzes ahead of due dates.

Grading Policy

A: All assignments completed and turned in on time and demonstrate outstanding comprehension.
B: All assignments completed, two assignments late, and all others on time. Show good comprehension of the material.
C: All assignments completed, three assignments late, and all others on time. Show adequate comprehension.
D: All assignments completed, four assignments late, and all others on time. Demonstrate poor comprehension.

Grading Scale / Assignments

A	180-200
B	179-160
C	159-140
D	139-120
F	less than 119

Syllabus Quiz (20 points)	20
Discussion Post: Introduction Forum	5
Handshake (10 points), LinkedIn Quiz (8 points), and LinkedIn Assignment (12 points)	30
What Can I Do with This Major Worksheet (10 points) and Experiential Learning Reflection (10 points)	20
Job/Internship Search Quiz (10 points)	10
Resume Quiz (15 points) and Build a Resume Assignment (20 points)	35
Networking, Career Fair Success, and Professional Image Paper (20 points)	20
Elevator Pitch Video (20 points) and One Stop Shop (20 points)	40
Interviewing Quiz (10 points)	10
Career Plan Worksheet (20 points)	20
Total Points	200

COURSE SCHEDULE

Module 1	Handshake and LinkedIn
	Assignments Due XXXXXXX by 11:59 PM

- Read Module 1 Content
- Take Syllabus Quiz
- Complete Discussion Post (Introduction Forum)
- Complete Handshake Assignment
- Take LinkedIn Quiz
- Complete LinkedIn Assignment

Module 2	Experiential Learning and What Can I Do with This Major
	<mark>Assignments Due XXXXXXX by 11:59 PM</mark>

- Read Module 2 Content
- Complete What Can I Do with This Major Worksheet ☐ Write Experiential Learning Reflection

Module 3	Job/Internship Search Process
	<mark>Assignments Due XXXXXXX by 11:59 PM</mark>

- Read Module 3 Content
- Take Job/Internship Search Quiz

Module 4	Resume
	<mark>Assignments Due XXXXXXX by 11:59 PM</mark>

- Read Module 4 Content
- Take Resume Quiz
- Complete "Build a Resume" Assignment

Module 5	Networking
	<mark>Assignments Due XXXXXXX by 11:59 PM</mark>

- Read Module 5 Content
- Write Networking, Career Fair Success, and Professional Image Paper

Module 6	Elevator Pitch and Career One Stop
	<mark>Assignments Due XXXXXXX by 11:59 PM</mark>

- Read Module 6 Content
- Record the Elevator Pitch Video
- Complete One Stop Shop Assignment

Module 7	Job/Internship Interviews
	<mark>Assignments Due XXXXXXX by 11:59 PM</mark>

- Read Module 7 Content
- Take Interviewing Quiz

Module 8	Career Plan
	<mark>Assignments Due XXXXXXX by 11:59 PM</mark>

- Read Module 8 Content
- Complete Career Plan Worksheet