UNIV 2100: Second Year Seminar

Students will explore career options based on their chosen career field, skills, and interests and research a selected occupation and job market for field. Students will also learn marketing strategies to present themselves effectively through networking and interviewing and job search strategies. Services offered by Career Development Services will be utilized to aid in the understanding of web based and other resources that assist with developing their competitive edge in the job market.
UNIV 2100: Second Year Seminar
SYLLABUS | Semester
Days | Time | Building and Room

COURSE INFORMATION:

Instructor: Instructor
Office: Office Address
Office Hours: List day and time - One hour per credit hour per week required
Phone: Phone
Email: username@auburn.edu

REQUIRED TEXTS AND MATERIALS:

2007-2008 Career Guide by Auburn University Career Development Services
Job Choices (51st Ed.) by National Association of Colleges and Employers

COURSE DESCRIPTION:

Students will explore career options based on their chosen career field, skills, and interests and research a selected occupation and job market for field. Students will also learn marketing strategies to present themselves effectively through networking and interviewing and job search strategies. Services offered by Career Development Services will be utilized to aid in the understanding of web based and other resources that assist with developing their competitive edge in the job market.

LEARNING OUTCOMES:

1. Explore career directions based on their major and/or minor, skills, and interests
2. Research selected occupation and the job market for that career choice
3. Learn to aggressively market themselves through networking and other job search tactics
4. Enhance self-confidence by developing job search skills including resume writing, interviewing, and business etiquette
5. Learn to utilize websites and other resources to develop their competitive edge in the job market

COURSE REQUIREMENTS:

- Readings as assigned
- Exams
- Assessments
- e-Journals (Blackboard)

Updated 3/13/2008
UNIV 2100 – Second Year Seminar

**ATTENDANCE POLICY:**

Attendance is taken at the beginning of each class period. The student is expected to attend all classes, except in the case of a University-approved excused absence (e.g. medical cause, or other emergency as detailed in the *Tiger Cub*). In the case of a University-excused absence, all assignments will be due at the beginning of the next class attended. **ONE UNEXCUSED ABSENCE WILL BE ALLOWED. EACH ADDITIONAL ABSENCE MAY RESULT IN A LETTER GRADE REDUCTION (from the final grade) PER ABSENCE. Each instance of tardiness may count as one-half of an unexcused absence.**

**STUDENTS WITH DISABILITIES:**

Any student needing special accommodations should inform the instructors and/or The Program for Students with Disabilities (1244 Haley Center - phone: 334.844.2096) as soon as possible.

**ACADEMIC HONESTY:**

Auburn University expects students to pursue their academic work with honesty and integrity. The Academic Honesty Code is outlined in the *Tiger Cub* and contains a list of those actions that are considered cheating and the possible consequences they carry. Violations of the Academic Honesty Code will NOT be tolerated in this course.

**GRADING POLICY:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points Each</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>e-Journal</td>
<td>14 entries @ 15 pts. ea.</td>
<td>52.5</td>
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<tr>
<td>Assessments</td>
<td>3 assessments @ 30 pts. ea.</td>
<td>22.5</td>
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<tr>
<td>Exam #1</td>
<td>50 pts.</td>
<td>12.5</td>
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<tr>
<td>Exam #2</td>
<td>50 pts.</td>
<td>12.5</td>
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</tbody>
</table>

**Final Grade**

- **A** 89.5% to 100% of total points
- **B** 79.5% to 89.4% of total points
- **C** 69.5% to 79.4% of total points
- **D** 59.5% to 69.4% of total points
- **F** 59.4% or fewer of total points

**E-JOURNAL POLICIES:**

You will complete 14 (fourteen) e-Journal entries. **Each entry must be submitted BEFORE 12:00pm on its respective date due.** E-Journal submissions are to be posted online in Blackboard, and are electronically time-stamped upon receipt. No late submissions will be accepted.
**Each submission must be no shorter than 500 words in length,** and must fully address the assigned topic and/or question(s). There are no specific formatting requirements for the e-Journal submissions. Quoting or borrowing from other sources is **strongly** discouraged; if you do, however, do so sparingly and cite the source appropriately. Submissions will receive full credit provided that they meet the criteria above. Failure to meet any one or more of the above criteria will result in a grade of 0 (zero) for the assignment.

You are encouraged to be candid in your e-Journal entries, but it is requested that you refrain from the use of inappropriate or offensive content or language in your submissions. A warning will be issued for the first offense, and subsequent offenses will result in a grade of 0 (zero) for each offending submission.

**CLASS PARTICIPATION POLICIES:**

Learning cannot take place if the learner is not present. Therefore, the student must come to class on time and be prepared to contribute to the classroom learning experience. It is important to recognize that one should share his/her thoughts and ideas in a thoughtful and respectful way. In order for this to be a positive learning experience for everyone, it is imperative that everyone arrives with an open mind and prepared to engage in classroom discussions and group activities.

Reading assignments may occasionally be made from the course textbook or other ancillary media. If such an assignment is made, it is expected that the student will be prepared to discuss the reading assignment in class.

**EXAMS AND QUIZZES:**

Two exams will be given in this class. Exams will cover assigned readings, class discussions, and guest presentations, and are cumulative in nature.

**LATE ASSIGNMENTS, MAKE-UP ASSIGNMENTS AND EXAMS, AND EXTRA CREDIT POLICIES:**

Late work will be evaluated according to the policies established in this syllabus for the particular assignment. Arrangements for make-up assignments and exams must be made in advance unless due to emergency, and will be subject to the policies as outlined in the *Tiger Cub* and this syllabus. No make-up work will be accepted for unexcused absences.

**EXTRA CREDIT:**

Two opportunities for extra credit exist in this course:

1. **You may choose **ONE** of the following:**
   a. Attend the Internship and Summer Job Fair (10 – 3 Foy Student Union), collect information and write a short summary of the experience. Place in Bonus Points section of notebook.
b. Register in TRL and printout the welcome e-mail from Karen Allen. Place in Bonus Points section of notebook.

The instructor reserves the right to modify the syllabus at any time during the course of the semester. If a change is made, appropriate notice will be given in class.
### SCHEDULE

**Days | Time | Building and Room**

Revised 13 March 2008

<table>
<thead>
<tr>
<th>Day #</th>
<th>Date</th>
<th>Class Topics/Due Dates</th>
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</thead>
</table>
| 1     | Month Day| Introductions, Syllabus, Blackboard, e-Journal Policies  
**Assigned Reading:** JC 10 – 11 & study CDS Handbook p.5 |
| 2     | Month Day| Job search process and strategic planning  
DUE IN CLASS: e-Journal 1; Read JC 12-17 |
| 3     | Month Day| Discuss job market articles in class  
DUE IN CLASS: Strong Interest Inventory Assessment |
| 4     | Month Day| Work Values  
DUE TODAY: Type Focus Assessment |
| 5     | Month Day| Strong Interest Inventory Interpretation  
DUE IN CLASS: DISCOVER Assessment |
| 6     | Month Day| Type Focus Interpretation  
DUE IN CLASS: e-Journal 2 |
| 7     | Month Day| Temperaments  
| 8     | Month Day| Resume Writing  
DUE IN CLASS: e-Journal 4 |
| 9     | Month Day| Advanced Resume Writing/Resumes critiqued  
DUE IN CLASS: e-Journal 5 |
| 10    | Month Day| Dressing for Success |
| 11    | Month Day| Exam 1 |
| 12    | Month Day| Researching Career Expo employers/Career fair strategies  
DUE IN CLASS: e-Journal 6 |
| 13    | Month Day| One Minute Script Practice/Thank You Letters  
DUE IN CLASS: CDS Handbook p. 4 |
| 14    | Month Day| Introduction to the Tiger Recruiting Link (TRL) |
| 15    | Month Day| CAREER EXPO (3 – 7 AU & Dixon Conference Center) No class  
DUE IN CLASS: e-Journal 7 |
| 16    | Month Day| Career Research  
DUE IN CLASS: e-Journal 8 |
| 17    | Month Day| Informational Interview  
DUE IN CLASS: e-Journal 9 |
| 18    | Month Day| Networking  
DUE IN CLASS: e-Journal 10 |
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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity</th>
<th>Due In Class</th>
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<tbody>
<tr>
<td>19</td>
<td>Month</td>
<td>Finding Job Leads</td>
<td>DUE IN CLASS: Read CDS Handbook 42-47 and JC 30-36</td>
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<td>Day</td>
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<td>20</td>
<td>Month</td>
<td>Cover Letters</td>
<td>DUE IN CLASS: e-Journal 11, Read CDS Handbook 42-47 and JC 30-36</td>
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<td>Day</td>
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<td>21</td>
<td>Month</td>
<td>Career Portfolios</td>
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<td></td>
<td>Day</td>
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<tr>
<td>22</td>
<td>Month</td>
<td>Job Search Strategies</td>
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<td>Day</td>
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<td>23</td>
<td>Month</td>
<td>Career Search Articles Discussion</td>
<td>DUE IN CLASS: e-Journal 12</td>
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<td>24</td>
<td>Month</td>
<td>Interviewing</td>
<td>DUE IN CLASS: Read JC 50 – 51 &amp; CDS Handbook 48 - 56</td>
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<td>25</td>
<td>Month</td>
<td>Interviewing Questions (legal &amp; questionable)</td>
<td>DUE IN CLASS: e-Journal 13</td>
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<td>26</td>
<td>Month</td>
<td>Negotiating Offers</td>
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<tr>
<td>27</td>
<td>Month</td>
<td>Understanding Benefits</td>
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<tr>
<td>28</td>
<td>Month</td>
<td>Is Grad School in your future?</td>
<td>DUE IN CLASS: e-Journal 14, Read JC 46 – 49</td>
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<td></td>
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<td>29</td>
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<td>Exam # 2</td>
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<td>30</td>
<td>Month</td>
<td>Resume &amp; Cover Letter Contest/Class Evaluations</td>
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