



COLA 400: SYLLABUS

Course ID: COLA 400 CRM: 70983

Summer 2015

Course ID: COLA 400: Career Planning in the Liberal Arts

Academic Requirements Fulfilled: 2 credits, cr/F

Term Start and End Dates: May 26 - June 26, 2015

Instructor: Krystal Hicks **Email:** Krystal.Hicks@ unh.edu **Phone:** 603-862-5086

COURSE OVERVIEW

- This course will prepare College of Liberal Arts (COLA) students for post-graduation options from employment to graduate/professional school, although the emphasis is will be on employment.
 - The course will build student competence and confidence in job/internship hunting, interviewing, and networking in their field.
 - Students will research careers, identified as of-interest, and see how the skills and competencies gained from their Liberal Arts major translate into those potential careers.
 - Students will prepare an effective marketing plan, including a resume/curriculum vitae, portfolio/personal statement, and cover letter as well as networking strategies that will be useful whether seeking direct employment or graduate school admission.
 - Students will learn responsible and effective use of social media such as LinkedIn for employment research and marketing.
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TEXTBOOKS

- There are no text books required for this course. Any readings or links will be provided for you in the Daily Learning Modules. General information on the UNH Career Center can be found at www.unh.edu/uacc.
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COURSE DESCRIPTION

This course will provide an exploration of career paths and the strategies to market the skills and competencies associated with liberal arts majors.

Learning Objectives:

Upon completion of this course students will

- Identify skills, values, passions, and motivators, and determine if and when graduate school is something to consider.
- Be introduced to advisors in the Career Center and will schedule a time to talk to one of them during the course for a general overview of their plans, expectations, concerns, etc. related to employment
- Discuss the process and value of informational interviewing and identify someone they will be performing an information interview with.

Learning Outcomes:

Upon completion of this course, students will:

- Be able to identify employers and job opportunities that exist for Liberal Arts majors
- Have a better sense of options in regards to graduate or professional school along with more information regarding employers who offer tuition benefits
- Have a working resume and/or CV along with resources for creating cover letters

- Know how to identify appropriate job search tools and will know where to look for positions in their field
- The knowledge of on campus and off campus resources that can assist them in their post-UNH plans

COURSE STRUCTURE

Blackboard is the learning management tool we use for this course. The course is online and asynchronous and organized by DAY considering the shortened nature of the summer schedule. The overall course navigation looks like:

[TOUR OF OUR ONLINE CLASSROOM](#)

COURSE SCHEDULE

(This is a very broad overview of daily assignments. Please see **Daily Learning Modules** section in Blackboard for daily assignments in much more detail. In the event something below does not match your Daily Learning Module content, you are encouraged to notify the instructor and go by what is in the **Daily Learning Module**.)

Day	Date	For today:	Assignment Due by 11:59pm	Points
Beginning Week 1: Intro and Discussing the Liberal Arts Degrees				
Tues	May 26	Watch "Intro to Course" video (2 min). Read: The Case for a Liberal Arts Education Discussion Board (DB) Post + 3 Responses "About Me" post. Answer Qs regarding why you chose your major, and what your post-UNH action plan looks like as of now. Respond to 3 peers.	Wednesday	-
Wed	May 27	Read: Overcoming Your Major Identity Crisis Read: Why Transitioning from Having a Major to Having a Job is so Tough for Today's Graduates Read: Why Businesses Prefer a Liberal Arts Education DB Post (5pts) + Responses (5pts): Discussion based on readings.	Thursday	10
Thurs	May 28	Watch: LinkedIn/Networking video Read: How to use LinkedIn article Read: 5 things you can do right now to prepare yourself... Assignment: Create a LinkedIn profile and connect with me by Friday. (Connect with classmates over the weekend to build your network.)	Friday	5
Fri	May 29	Use today for questions/calls/meetings. Work on LinkedIn profile.		
Beginning Week 2: Exploring Your Options				
Mon	June 1	Watch: Video on Informational Interviews Assignment: Reflection Paper: Search for UNH alumni in LinkedIn and submit 1 page reflection paper on LinkedIn usage. Identify Informational Interview subjects you plan to reach out to. Begin reaching out.	Tuesday	10
Tues	June 2	Watch: How to research liberal arts employers Check out: Career Profile videos in "Resources Tab" Reminder: Continue reaching out to people for informational interviews.	Thursday	-
Wed	June 3	Listen: Grad school v. Work Check out: Post-college road map (infographic) Check out: Loan calculator, budget calculator Read: The Career Success Debate: Grad School or Work? DB Post: Grad school vs. job plans	Thursday	5
Thurs	June 4	DB Responses: Continue responding to peers	Friday	5
Fri	June 5	Use today for questions/calls		

Beginning Week 3: Job Hunting + Being Competitive				
Mon	June 8	Watch: Daily details video Watch: Job Search Video Watch: Wildcat Careers video Read: Job hunting: From no clue... to no problem For tomorrow: Use the links discussed to find a position or internship you'd like to actually apply to. You will use this as your example job to create your resume and cover letter for.	Tonight	-
Tues	June 9	Read: Want the job? Think like a recruiter...not a job hunter Read: Your degree is only one piece of the employability puzzle DB Post (5pts) + Responses (5pts): Discuss yesterday's and today's articles and the job search process. Respond to 3 peers.	Wednesday	10
Wed	June 10	Assignment: Reflection Paper: Mid-way check point- How are you feeling? How competitive would you say you are for the jobs you're looking at? What are you planning on applying for? Extra Credit Opportunity: "Errors on a resume" scavenger hunt	Thursday	10
Thurs	June 11	Watch: Resume + Cover Letter Video Watch: Career Guide Video Read: Cover letter article and resume article Assignment (10pts): Create and submit resume(5pts) and cover letter (5pts) drafts	Friday	10
Fri	June 12	Continue working on materials. Use this time to meet, call, etc.		
Beginning Week 4: Marketing Yourself - Networking and Interviewing				
Mon	June 15	Watch: How to network video Watch: 30-second pitch video DB Post (5pts) + Responses (5pts): Discuss marketing yourself and provide a 30-second pitch script	Tuesday	10
Tues	June 16	Continue responding to peers' posts	Tonight	
Wed	June 17	Watch: Interview prep video and how to use "Perfect Interview" Read: Interviewing Tips Assignment (10pts): Complete a "Perfect Interview" DB Post (5pts) + Responses (5pts): Discuss your perfect interview process; questions?	Thursday	20
Thurs	June 18	Continue responding to peers discussion board posts	Tonight	-
Fri	June 19	Meeting day/call with any questions		
Beginning Week 5: Finalizing Your Marketing Plan (The Final)				
Mon	June 22	Work on: final resume and cover letter- these are due Thursday. DB Post: Post your final reflection on this course's content, discussing what your action plan looks like. Please feel free to add any additional questions/concerns you still have. What was your biggest take-away from this course?	Tonight	5
Tues	June 23	DB Responses: Continue responding to peers' DB posts.	Tonight	5
Wed	June 24	Work on: Final Paper: 2 pages; Where are you now with your post UNH plan? If still here for longer, how are you planning on spending your last semesters before graduation? What are you applying to? (15pts)	Friday	
Thurs	June 25	Due: Final resume (15pts) and final cover letter (15pts). Due by 11:59pm.	Tonight	30
Fri	June 26	Due: Finalize and submit final paper. Due by 11:59pm.	Tonight	15

GRADING

Item	% of Grade	Requirements
Discussion Board Posts & Participation	40%	You have 6 graded discussion board posts. Total: 60 points (30 points for <u>your posts</u> and 30 points for your <u>responses</u>).
Assignments	30%	You have 5 graded assignments. Total: 45 points.
Final Marketing Plan	30%	Your final includes 3 pieces: a final paper (15pts), resume (15pts) and cover letter (15 pts). Total: 45 points.
TOTAL	100%	Overall Total: 150 points

Assignments/Reflection Papers:

The reflection papers and some assignments are worth 10 points each. Simply double the above scale or see the rubric attached to the assignment in question.

Grading the Final:

Your final (which makes up 30% of your overall grade) is composed of your resume (15 pts), your cover letter (15 pts), and your final reflection paper discussing your action plan for after college (15). There will be rubrics attached to each.

Rubrics:

Rubrics will be attached to every assignment and discussion board post that is graded, so you can always see how points will be scored for that assignment. This is an example of one that is used for discussion board responses:

Points Scale	0 Points: Did not complete	1 Point: Incomplete/ Needs improvement	2 Points: Task complete, but Looking for more depth	3 Points: Task Complete; Satisfactory	4 Points: Task Complete; Very Good	5 Points: Task Complete; Excellent
Quality of Post	No response provided to the post within allotted timeframe	Response does not accurately address the prompt; rambling and/or without consistency	Response provides obvious information without further analysis of the concept; lacks depth of knowledge or reasoning	Response provides most of the content required, but does not require further analysis of the subject	Response provides most of the content required by prompt, and attempts to stimulate further thought and discussion	Response goes beyond simply answering the prompt; attempts to stimulate further thought and discussion

LATE POLICY

Due to the fact that we only have 5 weeks, handing in late work will lose you points. (Plus, this course is meant to prep you for the real world and deadlines are a very real part of that.)

Late Policy for: Assignments/Reflection Papers

- These are due by 11:59pm EST (Eastern Standard Time) the night of the due date. Your submissions are time stamped. Submissions time stamped for later than 11:59pm will lose 2 points, and an additional 2 points will be lost per every 24-hour period it is late.

Late Policy for: Discussion Board Posts

- Your post (not your peer responses, but your post) is due by 11:59pm EST the night it is due. Again, your submissions are time stamped. Submissions time stamped for later than 11:59pm will lose 2 points, and an additional 2 points will be lost per every 24-hour period it is late.
 - Your peer responses (at least 3 required per discussion board assignment) are sometimes due the same day as your post, and other times are due the next day in order to give you more time to respond. (Deadlines are clearly indicated in daily learning module for each day). If you submit fewer than 3 peer responses or late responses, you will lose a point for each (Example: If you only respond to 2 peers instead of 3, you'll lose 1 point.) This is all considered part of your "participation" grade.
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CLASS PARTICIPATION

Daily participation is expected and some assignments will have things due by midnight of that day. For discussion board postings, the participation will be graded based on the following criteria and values. Review this carefully.

Quality of postings

Below are desired attributes for a posting. *See rubric above for actual point-scale explanations.*

- Ability to synthesize the main concepts from instructor, course content, external resources and class community.
- Use of proper grammar. No texting language!
- Ideas are organized, persuasive and elevate the overall dialogue.
- Opinions are substantiated.
- Demonstration of critical or creative thinking.
- Evidence of preparation.

Number of postings

Please complete your discussion post FIRST and then provide responses to at least three different peers per discussion board assignment. Since this is a shortened course, I am fine with you posting all your submission in the same day if necessary, but if responses are not substantial, or seem like you didn't read the content, you will have participation points docked. A good rule of thumb is to post early in the day/week after you have reviewed the related materials and reading. Allow others to respond and then post again after the dialogue has developed.

Etiquette

- Divergent opinions- Academic debate and differences are embraced in higher education and the forums in this course. Be mindful and respectful of how you articulate a difference or divergent opinion.
 - 'I agree' statements- Unsubstantiated 'I agree' posts will not count to final participation grade without articulated rationale to support opinion.
 - Off-topic postings- Discussions occasional veer off-topic. This is normal. These posts will not count and students are asked to stay on-topic.
 - Long responses- Grades will be influenced by an ability to demonstrate an understanding of the topic or question and on one's ability to be concise.
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STUDENT TO INSTRUCTOR COMMUNICATION EXPECTATIONS

I will be active in the Bb class area daily, Monday through Friday. I login mostly in the evening, but am accessible via email and phone throughout the day. If you post a question for me in the discussion board questions area, anticipate a response within 24-hours or sooner. If you post late on Friday or anytime over the weekend, I might not respond until Monday morning depending on where I am. I have left many Fridays in this course open for calls or meetings. (optional)

How to Reach Me

Questions related to assignments or learning should first be asked, if possible, in the respective discussion board "Questions" forum. That way, if other students have the same questions, they can chime in (or if they have answers,

they can help). The use of email is reserved for questions of a private nature. You may also email or call to schedule a brief phone or in-person appointment to discuss where you're at in the course.

My contact information is as follows:

Email: krystal.hicks@unh.edu

Phone (Office): 603-862-5086

UNH office hours: On campus (Hood House): M-F, 8AM -4:30PM

Technical Requirements and Technical Support

See website listings for current recommendations and requirements related to this course -

<http://unh.edu/eunh/technical-requirements> Technical assistance related to Blackboard is available at

<http://unh.edu/eunh/student-resources>

University Disability Accommodations

The University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you must register with Disability Services for Students (DSS). Contact DSS at (603) 862-2607 or disability.office@unh.edu. If you have received Accommodation Letters for this course from DSS, please provide me with that information privately in my office so that we can review those accommodations.

Academic Honesty and Plagiarism

Students are required to abide by the UNH Academic Honesty policy located in the [Student Rights, Rules, and Responsibilities Handbook](#).

As your instructor, I proactively monitor academic integrity through regular use of tools like [SafeAssign](#) and a diversified assessment approach. All work submitted to SafeAssign become a part of a UNH proprietary database. This is actively used to identify future intellectual property theft. Plagiarism of any type may be grounds for receiving an "F" in an assignment or an "F" in the overall course. Plagiarism is defined as "the unattributed use of the ideas, evidence, or words of another person, or the conveying the false impression that the arguments and writing in a paper are your own." (UNH Academic Honesty Policy, 09.3) Incidents are reported to the school dean and may be grounds for further action. If you have questions about proper citation refer to your department's writing guidelines. You can contact me at any time on this issue. Additional resources are located below:

<http://libraryguides.unh.edu/unhmcitingsources>

<http://www.library.unh.edu/reference/citation.shtml>

Note: This syllabus is subject to change. Students will be promptly notified of any changes.