

PROFESSIONAL DEVELOPMENT

IDH4905 | Fall 2016

COURSE OBJECTIVES

Develop professional & transferable skills
Locate resources on-campus and in the community
Identify opportunities for personal growth & engagement
Engage with an advisor, student leaders & other Honors students

EXPECTATIONS

- attend all class sessions, on-time
- actively contribute to discussions
- attend the out-of-class activity
- submit assignments on time, no late assignments accepted
- treat all class members with respect and courtesy

REQUIRED READING

articles and videos will be provided through the course website in Canvas



GRADES

93-100 (A); 90-92 (A-); 87-89 (B+); 83-86 (B); 80-82 (B-); 77-79 (C+); 73-76 (C); 70-72 (C-); 67-69 (D+); 63-66 (D); 60-62 (D-); 59-0 (E); Incomplete (I) will not be issued.

ASSIGNMENTS

Attendance & Participation | 24 points (3 points each class) | Due: Every Wednesday
Attendance is mandatory. Excused absences can be found in Canvas.

Group Adventure Project | 10 points | Due: Dates based on group
Take the class mascot beyond the borders of campus. Your group will give a 10 minutes presentation on your adventure. Presentations should include location, what you did, cost, hours, thoughts, and pictures of the entire group and mascot.

Discussion Posts | 20 points (5 points each) | Due: September 4, September 18, October 2, October 16
After each of the 4 modules for this course, you will be asked to submit a discussion post. Discussion topics will be provided in canvas at the start of each new module.

Extra-Credit Instructor Meeting | 2 (extra) points | Due: September 28
Get to know your instructors outside of the classroom. Email Kristy to schedule your meeting.

P² (PERSONAL | PROFESSIONAL)

Opportunity | 10 points | Due: August 31
Search the web for an opportunity (leadership position, internship, job) that you want, now or in the future. Provide the link, and your thoughts about this opportunity in a 1-page reflection paper. The reflection must describe why you are interested in this opportunity and the steps you need to make it a reality; it should not be a list of the job duties/responsibilities.

Pitch | 12 points | Due: September 7
Draft, practice, and record your elevator pitch. Your pitch should speak to why you are the perfect fit for a leadership position in an Honors organization (real or one you create). Provide a 1-paragraph critique of your pitch

D² (DEVELOPMENT | DECISION MAKING)

Resume | 12 points | Due: September 28
Bring a draft resume to class on 9/21. After class on 9/21, you will be expected to revise your resume and bring 3 copies to class on 9/28. You will be evaluated on how effectively you followed the recommendations provided in class.

Interview | 12 points | Due: October 5
Conduct an interview with a faculty member (not a TA) or a professional in an industry you are considering and write a 1-page reflection paper. You must provide documentation of your interaction (interview request email, follow-up thank you, etc.) using the professional communication skills you developed in class. Sample questions are provided in Canvas.

COURSE SCHEDULE

P²

PERSONAL

AUGUST 24

Introductions | Course Overview | Goal Setting

AUGUST 31

Exploring Interests | Sharing Resources

SEPTEMBER 7

Networking

SEPTEMBER 14

Professional Communication | Workplace Etiquette

D²

DEVELOPMENT

SEPTEMBER 21

Linked In | Resumes

SEPTEMBER 28

Interviewing

OCTOBER 5

Finding Opportunities

OCTOBER 12

Course Wrap-up | Field Trip

DECISION MAKING

ASSIGNMENT TIMELINE

