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.

\( P^2 \) (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. You 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

\( D^2 \) (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

### PERSONAL
- **AUGUST 24**: Introductions | Course Overview | Goal Setting
- **AUGUST 31**: Exploring Interests | Sharing Resources
- **SEPTEMBER 7**: Networking
- **SEPTEMBER 14**: Professional Communication | Workplace Etiquette

### PROFESSIONAL
- **SEPTEMBER 21**: Linked In | Resumes
- **SEPTEMBER 28**: Interviewing

### DEVELOPMENT
- **SEPTEMBER 21**: Finding Opportunities
- **OCTOBER 5**: Course Wrap-up | Field Trip
- **OCTOBER 12**: Finding Opportunities