

**Sample Syllabus**  
**General Studies 297: Career Exploration for Transfer Students**  
**Typically offered in Autumn Quarter**

As first year transfer students, you are entering the University of Washington with a unique combination of experiences and strengths. This hybrid online and in-person course will help first year transfer students navigate the job and internship search process while learning to talk about their skills, connect academic interests with career pathways, and begin cultivating a network.

**Learning Outcomes--Students will be able to:**

- Identify personal strengths and build connections between major, academic experiences, and future career pathways.
- Develop written and verbal communication skills to market themselves in professional settings.
- Understand the value of building connections and community through in-person and online networking.
- Confidently talk about skills, interests, and past experiences, and set academic and professional goals for the future.

**Course Expectations:**

GEN ST 297 is a two-credit course, graded credit/no-credit (CR/NC). This course is experiential in nature and your success depends on your genuine effort, completion and quality of assignments, active participation in online discussion and in-person discussion, and participation in one on-campus small group coaching session or career event. To receive credit, you must earn a minimum of 80% in the coursework or 320 points. Late work will be accepted up to one week after the due date for full credit, two weeks late for half credit. No late work will be accepted after two weeks.

**Students will:**

- View weekly online career lectures and videos and read articles.
- Participate in online discussion forums.
- Attend four in-person class sessions and participate fully in activities.

**Grading:**

In this course, there is a possibility of a total of 400 points. Points will be divided as follows:

- Online and in-person discussion participation: 50 points
- Group assignment participation: 50 points
- Career-Self Assessment: 10
- 16 Personalities and Dependable Strengths Experiences: 20 points
- Career Story Worksheet: 20 points
- STAR Stories: 20 points
- Career Research Report: 20 points

- Major Story Worksheet: 20 points
- Resume draft: 20 points
- Cover letter draft: 20 points
- LinkedIn profile: 20 points
- Handshake profile: 20 points
- SMART goals: 20 points
- Career conversation and reflection: 30 points
- Networking event, follow-up, and reflection: 30 points
- Participation in one on-campus or online small group coaching session, mock interview, or career event: 20 points
- Final tailored resume and cover letter for a job: 20 points

Total: 400 points, 320 minimum needed to receive credit for the class

**Tips for Being Successful in This Class:**

Engage fully in online discussions and group assignments. Ask a lot of questions. Plan ahead and follow assignment directions carefully. Be yourself and if you need help in any way, ask for it. Keep an open mind about your future options, your abilities, and your potential. Be respectful of your classmates, instructor, and guests.

**Classroom Community Expectation**

In this class, we will share and discuss our backgrounds and identities as well as our futures, goals, and dreams. Everyone is expected to listen to their classmates and respect each other. As your instructor, I recognize the complexities in the intersections between identities, backgrounds, values and career development, and I am committed to supporting students from all backgrounds and perspectives.

**Course Canvas Site**

All course materials and announcements will be posted on the course Canvas site. All assignments must be submitted via canvas by 9:30am the following Tuesday.

**Schedule**

<b>Week</b>	<b>Module Opens</b>	<b>Topics</b>	<b>Reading and Assignments Due by 9:30am the following Tuesday</b>
<b>Week 1</b>	9/25	Introductions, Overview, Taking Stock of Where You Are	Welcome video; Sign-in to Handshake; 16Personalities Reflection and Strengths experiences
<b>Week 2: In person</b>	10/1	Values, Interests, Personality, and Strengths	Self-Assessment; Career Story worksheet; Group assignment #1: Meet the Team; Group Assignment #2: Dependable Strengths

<b>Week 3: In person</b>	10/8	Major to Career and Telling Your Story	Your Major, Your Career video; Group Assignment #3: Major and Career Pathways
<b>Week 4</b>	10/15	Networking Through Social Media	LinkedIn Guide; Complete Handshake profile; Draft of LinkedIn.
<b>Week 5</b>	10/22	Exploring Interests and Career Pathways	Career Research Report; Group assignment #4: Passion, Happenstance, and Career Decisions
<b>Week 6</b>	10/29	Networking In Person	Networking guide; career conversation video; Career Conversation Part 1
<b>Week 7</b>	11/5	Resumes and Cover Letters	Resume Guide; Draft of resume; Group assignment #5: Peer Resume Review
<b>Week 8</b>	11/12	Gaining Experience and Finding a Job	Draft of Cover Letter; Your Questions Answered; Gaining Experience video
<b>Week 9</b>	11/19	Interviewing and STAR Stories	STAR stories assignment; Group assignment #6: Practice Interviewing
<b>Week 10: In person</b>	11/26	Career Conversation presentations	Career Conversation reflection
<b>Week 11: In person</b>	12/3	Finding Opportunities and Setting Goals for Your Time at UW	Networking reflection; SMART goal assignment.
<b>Finals Week</b>			Final drafts of resumes and cover letters due; Course evaluation.

### Access & Accommodations

Your experience in this class is important to me, and it is the policy of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. To request academic accommodations due to a disability or temporary health condition, please contact Disability Resources for Students (DRS) in 011 Mary Gates Hall, uwdrs@uw.edu, (206) 543-8924 (voice) or (206) 543-8925 (TTY). If you have a letter from DRS indicating that you have a disability which requires academic accommodations, please present the letter to me so we can discuss the

accommodations you might need in this class. Academic Integrity: Students have the responsibility to know and observe UW's Student Conduct Code and section on Academic Responsibility:

(<http://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>)

### **Religious Accommodations**

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at Religious Accommodations Policy

(<https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>).

Accommodations must be requested within the first two weeks of this course using the Religious Accommodations Request form

(<https://registrar.washington.edu/students/religious-accommodations-request/>)