

## UC 100.9 Career Readiness: Navigating College to Career

Ohio Wesleyan University

Fall Semester 2022

Course Syllabus

0.25 units

### Course description

The challenge of figuring out one's career plan can be daunting! Even if you know your post-college goals, the process of securing an opportunity and reaching these goals is not always clear. This career course offers a well-paved roadmap to success that will challenge students to answer the question, "What do I want to do in the first 18-36 months post college and how do I get there?" Charting this path includes getting comfortable with change, identifying a professional brand, articulating career competencies, targeting a resume, determining graduate school options, embracing networking, and so much more. One key ingredient is having the RIGHT person by your side. As part of this course, students are strategically connected with an Alumni Mentor who will offer relevant ideas, advice, and suggestions.

This course's structure centers on Career Readiness and the NACE Career Competencies. Each lecture offers actionable tools based on these competencies. If you are eager to increase your chance of success in your post-graduation goals, embrace change, and weave a plan together – this course is for you!

### Instructors:

**Leigh Mascolino** ([lemascolin@owu.edu](mailto:lemascolin@owu.edu)) – Director of Career Connection

**Mindy Agin** ([mbagin@owu.edu](mailto:mbagin@owu.edu)) – Assistant Director of Career Planning & Exploration

**Class Time & Location:** Tuesdays | 3-3:50PM | R.W. Corns, Room 203

### I. Course Objectives

- Help students articulate strengths, transferrable skills, and career competencies - gained from a liberal arts degree and hands-on experiences
- Expand student awareness of how to embrace change, navigate failures, and build confidence
- Refine students' understanding of career related resources, networking, and personal branding

*Throughout the course, students will:*

- Connect with an Alumni Mentor to gain relevant ideas, advice, and suggestions for moving forward in a career or graduate school path
- Develop & articulate competencies sought by employers including: effective communication, networking, professional branding, collaboration, global/diversity awareness, critical thinking, taking initiative & leading, technology, and navigating career opportunities
- Create an effective LinkedIn profile and optimize the platform for opportunities & networking
- Develop goals for strategic and meaningful decision making 18-36 months post-OWU
- Target resume and career documents to the job/opportunity/graduate program
- Strengthen in-person and virtual interviewing and networking skills
- Understand what graduate programs and employers seek, and the art of negotiation

## Career Readiness Competencies (Developed by NACE)

- **Career & Self-Development** — Develop oneself through continual professional learning, awareness of one’s strengths/weaknesses, navigation of career opportunities, and networking.
- **Communication** — Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.
- **Critical Thinking** — Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- **Equity & Inclusion** — Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.
- **Leadership** — Recognize and capitalize on personal and team strengths to achieve goals.
- **Professionalism** — Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- **Teamwork** — Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- **Technology** — Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

## II. Required Texts

Miscellaneous readings will be shared and made readily available to students.

## III. Attendance

Attendance and active participation in lectures is expected. Students will receive points by arriving to class on time and actively participating in class activities. For each class missed, 1% will be deducted from the student’s total grade UNLESS the student contacts the instructor with a valid reason. There will be the option for students to make up class activities or attend career meetings/events for points.

## IV: Late Assignments

To receive full credit, assignments must be turned in by the indicated class session. Any assignment turned in late will have a grade penalty. Reduction in grade penalties can only be waived if the delay in submission of the assignment is **due to documented circumstances beyond the student’s control**.

## V. Course Grading

Course Assignments	Possible Points
Attendance and Participation (survey on Career Competencies)	15
Job or Grad/Prof School Application	20
Career Fair/Networking Event Attendance & Reflection	10
Alumni Mentor Meetings & Reflection Paper	25
Career Readiness Reflection Paper	15
1:1 Resume Review with Instructor	5
Speed Mock Interviewing Event	5
Attend a Career Connection Event	5
<i>Extra Credit: Complete LinkedIn Profile</i>	<i>+3</i>
<b>Total</b>	<b>100</b>

## **Summary of Assignments and Course Topics**

### **Attendance and Participation**

Students will be expected to attend each class lecture and participate actively in hands-on activities. This grade item also includes a pre & post survey on the Career Competencies.

### **Job or Grad/Prof School Application**

This assignment presents a unique opportunity for students to get feedback on a job application OR a graduate or professional school application. Students will turn in 3 documents: (1) An updated resume, (2) the position or program details, and (3) a cover letter OR a personal statement.

### **Career Fair/Networking Event Attendance & Reflection**

Students will attend the Fall OWU Career & Grad School Fair (or another networking/career event if they cannot attend), and will be asked to submit a reflection on their experience.

### **Alumni Mentor Meetings & Reflection Paper**

Career Connection will pair students with an Alumni Mentor. Students will complete the following:

- At least 2 meetings throughout the semester
- A 1-2 page double-spaced reflection paper
- A thank you note to the Alumni Mentor (cc: Mindy and Leigh)

### **Career Readiness Reflection Paper**

At the end of the course, students will write a reflection paper that encompasses their learnings from the course and includes a discussion on Career Competencies, Personal Brand, Elevator Pitch, and Navigating Change. This paper will ask students to reflect on specific examples that portray their skill development (similar to answering behavioral questions in an interview) and will allow students to articulate their promise of value for future career endeavors. The paper will conclude with 3 well defined goals that will bring students forward in their professional goals.

### **Speed Mock Interviewing Event**

Students will participate in the Speed Mock Interviewing event on October 26<sup>th</sup> or coordinate an individual mock interview with a member of the Career Connection team if schedules do not align.

### **1:1 Resume Review with Instructor**

Students will meet with Leigh or Mindy in Career Connection to discuss their resume and details for the Job/Grad School application.

### **Attend a Career Connection Event**

We cancelled a class session to give students time to attend a workshop of their choice (Grad School Prep or Career Specific) and the full list is on [Handshake](#).

### **Extra Credit - LinkedIn Profile with Professional Brand**

We encourage students to develop their professional online portfolio through LinkedIn!

## VI. Course Schedule

Week	Class Topic	Notes	Due Today
Week 1 Aug 30	<b>Understanding Career Competencies</b>	<ul style="list-style-type: none"> <li>– Review Syllabus, Assignments, and General Career Connection Resources</li> <li>– Alumni Mentor Discussion</li> <li>– Career Readiness Competencies</li> </ul>	<u>PARTICIPATION</u> <i>Pre-Competency Assessment</i>
Week 2 Sept 6	<b>Owning Your Strengths</b>	<ul style="list-style-type: none"> <li>– OWU Strengths Assessment</li> <li>– Connecting Strengths with Competencies</li> <li>– Creating Your Promise of Value</li> </ul>	<u>PARTICIPATION</u> <i>Complete Strengths Assessment</i>
Week 3 Sept 13	<b>Showcasing Your Unique Brand</b>	<ul style="list-style-type: none"> <li>– Employer Mindset</li> <li>– Elevator Pitch</li> <li>– Networking at a Career Fair</li> </ul>	
Week 4 Sept 20	<b>Embracing Change</b>	<ul style="list-style-type: none"> <li>– Discuss Fear of Change (Who Moved My Cheese)</li> <li>– Strategies for Embracing Change &amp; Failure</li> </ul>	<u>PARTICIPATION</u> <i>Complete reading of Who Moved My Cheese</i>
Week 5 Sept 27	<b>Networking with Confidence</b>	<ul style="list-style-type: none"> <li>– Personal Branding</li> <li>– Showcasing Your Authentic Self</li> <li>– LinkedIn &amp; Informational Interviews</li> </ul>	<b>DUE:</b> <b>Career &amp; Grad School Fair Reflection</b>
Week 6 Oct 4	<b>Being True to Yourself</b>	<ul style="list-style-type: none"> <li>– Imposter Syndrome</li> <li>– Self-Compassion, Vulnerability &amp; Courage</li> </ul>	<b>DUE:</b> <b>Career Advising Appointment with Leigh or Mindy</b>  <u>PARTICIPATION</u> <i>Watch Brene Brown Video</i>
Week 7 Oct 11	<b>NO CLASS!</b>	<i>Attend a Career Workshop!</i>	<b>DUE:</b> <b>Job or Grad/Prof School Application</b>
Week 8 Oct 18	<b>Meet Your Career Mentor!</b>	<ul style="list-style-type: none"> <li>– Mentor/Mentee Meet &amp; Greet</li> <li>– Career Competency Overview</li> </ul>	<u>PARTICIPATION</u> <i>Read Article on Mentorship</i>

Week 9 Oct 25	<b>Handling Difficult Conversations</b>	<ul style="list-style-type: none"> <li>– Negotiating Salaries</li> <li>– Evaluating Opportunities</li> <li>– Ethics &amp; Best Practices</li> </ul>	<u>PARTICIPATION</u> <i>Read Article on Negotiation</i>
Week 10 Nov 1	<b>Thinking Like an Employer</b>	<ul style="list-style-type: none"> <li>– Mock Hiring Committee Simulation!</li> </ul>	<b>DUE:</b> <b>Mock Interview Event (Or Individual Mock Interview)</b>  <u>PARTICIPATION</u> <i>Read Hiring Committee Details</i>
Week 11 Nov 8	<b>Embracing Diversity</b>	<ul style="list-style-type: none"> <li>– Guest Presenter</li> </ul>	<b>DUE:</b> <b>Attend a Career Connection Event</b>
Week 12 Nov 15	<b>Engaging on a Team</b>	<ul style="list-style-type: none"> <li>– Group Project with Ashley from City Year!</li> </ul>	<u>PARTICIPATION</u> <i>Read Article on Teamwork and Leadership</i>
Week 13 Nov 29	<b>Defining Your Leadership Style</b>	<ul style="list-style-type: none"> <li>– Panel of Alumni</li> </ul>	<b>DUE:</b> <b>Alumni Mentor Meetings &amp; Reflection</b>
Week 14 Dec 6	<b>Paving The Way Forward</b>	<ul style="list-style-type: none"> <li>– Jeopardy Game!</li> <li>– Career Goals &amp; Charting a Path Forward</li> <li>– Mentor Debrief</li> </ul>	<b>DUE:</b> <b>Career Readiness Reflection Paper</b>  <u>PARTICIPATION</u> <i>Post-Competency Assessment</i>
Exam Week			<b>DUE:</b> <b>LinkedIn Extra Credit</b>