Faculty Instructor: Brandi Derouen (pronounced: Derwin)
Pronouns: She/Her/Hers
Office: Rusk Building, 3rd Floor
Office Phone: (936) 468-3305
Email: derouenb@sfasu.edu
Office Hours: By appointment. While I am typically in the office between 8 a.m. – 5 p.m., I often have other student appointments or meetings. Check with me ahead of time to ensure I will be available.
Department: Center for Career and Professional Development

I. **Course Description**
This course is designed to further prepare you to enter the job market and get hands-on experience through different types of opportunities. In this practicum, students will learn through job shadowing, site visits, and/or other experiences to better prepare for internships and full-time jobs post-graduation. In addition, students will polish their professional skills and documents and solidify career and major decisions.

This career development practicum helps students:
1. Identify a specific career/field to pursue for post-graduation employment and create a specific action plan to achieve such goals.
2. Gain exposure to real-world experiences through hands-on activities with professionals.
3. Polish professional skills and resources such as interviewing, résumés, cover letters, networking, and etiquette.
4. Set career and professional goals, assess self-progress, and seek feedback to further their professional knowledge.
5. Articulate thinking about career and work-life integration to enhance future professional planning.

II. **Intended Learning Outcomes and Objectives**
Upon completion of SFA 250, the student will understand the following areas and how they affect their academic and career success:
1. Continue to develop career exploration and major/minor area of study exploration and set specific career goals for the short and long term; Develop a detailed action plan based on the analysis and application of college knowledge, personal strengths, and career goals.
2. Experience and evaluate practical, hands-on experience through site visits, job shadowing, and/or additional opportunities with professionals.
3. Clearly understand and demonstrate how to translate hands-on experience into specific transferable skills learned in practical experiences.
4. Master professional communication skills including written, oral, and visual communication types and understand how communication affects and contributes to professional development.
5. Utilize practical experience and knowledge to think critically, reflect, and make decisions on career paths and future goals.
6. Increase knowledge and comfort levels about the entire professional process—from job preparation in college to accepting jobs and career advancement.

III. Class Readings and Materials
There is no assigned textbook for this course. Electronic online sites such as Jobs4Jacks, O*Net, What Can I Do With This Major, and the Occupational Outlook Handbook as well as various related articles will be used extensively in this course.

Students might want to maintain a folder for this course, preferably the one used from SFA110 – remember to keep your items in there from last semester as this might help you in this course.

IV. Class Rules
Following these rules will help maximize the SFA 250 experience for you and your classmates and are nonnegotiable.
• Attend every class – this class will only meet face-to-face a handful of times, so being present on the dates outlined in this syllabus is vital for your success in this course.
• Read the assigned material and submit all required work on or before the day it is due. No late work is accepted.
• Participate in individual and group activities and discussions.
• Treat everyone in the class with respect and courtesy.
• All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience.
• Cell phones and other electronic devices should be turned off and put away during class time unless otherwise instructed. This includes laptops unless otherwise instructed by professor.
• No visible headphones in class.
• All emails to the instructor must include an appropriate subject line, a greeting, correct grammar, and a signature at the end that includes your name and campus ID number. Emails that do not include these will not be responded to.

V. Communication
Please check your SFA email account regularly as this is the official email for SFA. D2L will be the official tool used in your SFA 250 class for communicating important reminders, announcements, and further assignment directions. Please do NOT use the email function on D2L. Email the professor at derouenb@sfasu.edu.

All assignments and announcements will be posted in D2L. You will be responsible for checking this system regularly and be prepared for all assignments listed, even if they are not announced in class.
All questions about the course must be asked in class or via email. GroupMe and text messages related to course assignments will not receive a response.

VI. Course Assignments and Activities
This course is designed as a practicum, meaning most work will be done outside of the classroom and submitted via D2L. All schedules, activities, instructions, and information will be posted in D2L under CONTENT. Consider it similar to an online course. We will meet as a full class, small groups and individually throughout the semester – see timeline for meeting dates, etc.

The course will have three modules. The open dates for modules are below. ALL assignments within the modules are due by the deadline, but there are limited deadlines throughout each module. This allows you to work with your schedule. However, it is STRONGLY recommended to not wait until the last minute as module activities will require in-depth experience, reflection, and outside activities.

1. Module 1:
   a. OPENS: August 25 at 12:00 AM
   b. DUE: September 30 at 11:59 PM

2. Module 2:
   a. OPENS: October 1 at 12:00 AM
   b. DUE: October 31 at 11:59 PM

3. Module 3:
   a. OPENS: November 1 at 12:00 AM
   b. DUE: December 9 at 11:59 PM

Per the schedule, we will not have any activities during finals week. You are also free to work ahead within each module and complete activities well before the due date.

There will be a variety of activities each module. Each week, student will complete a discussion post based upon a prompt provided by instructor. The student will also provide feedback to two peers on their responses to help facilitate discussion and build quality responses. Activities will be assigned different amounts of points.

Once again, please do not wait until the end of the module to complete your activities. Some of them will require additional work, sequential activities, or activities that build on each other and waiting until the end of the month could lead to missed deadlines. The course is designed for you to work on this class approximately 3-5 hours/week.
There is a total of 1000 points available to be earned, as SFA 250 is a graded course counting as one-hour credit. The grading system is as follows:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>1000 - 900</td>
<td>A</td>
</tr>
<tr>
<td>899 - 800</td>
<td>B</td>
</tr>
<tr>
<td>799 - 700</td>
<td>C</td>
</tr>
<tr>
<td>699 – 600</td>
<td>D</td>
</tr>
<tr>
<td>599 points &amp; below</td>
<td>F</td>
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</tbody>
</table>

**Class Participation**

- Class attendance and participation: Attendance will be at the beginning of each class meeting. Therefore, please plan to attend all sessions. For every unexcused absence you incur or for every class meeting you are late to, a deduction of points will be taken from the possible 100 points to be earned. Students will be considered late as of 5 minutes past the start of class.
- More than three unexcused absences will result in a ZERO for class attendance and participation
- Excused absences will be evaluated on a case by case basis by the instructor. All requests for excused absences must be emailed 24 hours in advance unless there are extenuating circumstances.
- Having headphones on in class, being on your cell phone without authorization, sleeping, and other disruptive activities will result in an unexcused absence and the student will be asked to leave the class
- You can track any absences in D2L in the Gradebook.
- Class participation is more than simply showing up every day. Be active and engage in activities and discussion on a regular basis.
- Be engaged with the group. Speak up in class with questions and/or meaningful comments
- Demonstrate knowledge of material in response to questions and in-class activities
- Participate appropriate in class discussion and group activities

**Assignments**

The format requirement for all papers (except for the introduction discussion) will be outlined in D2L regarding page length, 1” margins on all sides, Times New Roman 12-point font, and double spaced. Points will be deducted for not following the formatting requirements. Specific formatting requirements will be announced for each assignment.

- **Elevator Pitch (45 points):** Each student will complete an elevator speech in professionally selling themselves to a prospective employer in highlighting their ability to be successful within their career field of interest. This assignment will be done as a discussion post via D2L (See D2L for instructions)
• **168 Hour Activity** (10 points): Please complete the 168 hour worksheet (See D2L for instructions)

• **Professional Résumé** (100 points): Each student will update their professional résumé based on one-on-one instructor feedback.

• **Job Shadow** (80 points – 40 points each): Each student will be required to visit with two professionals in a field of their interest to gauge an understanding of a specific career field. (See D2L for more instructions)

• **Handshake Profile** (55 points): Through CCPD, each student will update their profile for potential employers through Handshake. (See D2L for instructions)

• **Weekly Discussion Posts via D2L** (120 points): Each week, students will participate in a weekly discussion post that involves a prompt provided by professor via D2L. 15 points for using STAR Method, 2.5 points for each response to your peers (must respond to 2 peers).

• **Interview Bowl** (140 points): Each student will participate an “Interview Bowl” each face-to-face class meeting. (See D2L for instructions)

• **Employer Site Visits** (75 points): Throughout the semester, each student will be required attend 3 local employer site visits (as a class). We will discuss as a class the 3 employers in which we will visit. As a group, you will conduct a short presentation about the company before we visit the location. Please see D2L for more information.

• **Cover Letters** (50 points – 25 points each): Each student will create two cover letters, one written toward an internship position and one written toward the professional position in which they plan to pursue post-graduation. (See D2L for instructions)

• **Career Expo Attendance** (50 points): Student will attend at least one career expo hosted during the fall 2019 semester. A reflection paper will be submitted via D2L. Please see D2L for more information.

• **Internship/Job Search Strategy Paper** (50 points): Using WCIDWTM, outline general job search strategies for the area in which you plan to pursue. Please see D2L for more information.

• **Volunteer Experience** (25 points): Student will volunteer at least one time during the semester and write a reflection piece to reflect on transferable skills learned. Please see D2L for more information.

• **Etiquette Dinner** (100 points): Student will attend an etiquette dinner (as a class) and write a reflection paper on their experience.

*All assignments will have further instruction in D2L under CONTENT.*

**VII. General Student Policies**
The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

1. **Student Academic Dishonesty**
   Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the
components of academic integrity in their instruction, and course syllabi are
required to provide information about penalties for cheating and plagiarism, as
well as the appeal process.

2. Definition of Academic Dishonesty
   Academic dishonesty includes both cheating and plagiarism. Cheating
   includes, but is not limited to:
   • using or attempting to use unauthorized materials on any class
     assignment or exam;
   • falsifying or inventing of any information, including citations, on an
     assignment;
   • helping or attempting to help other student(s) in an act of cheating or
     plagiarism

   Plagiarism is presenting the words or ideas of another person as if they were
   one’s own. Examples of plagiarism include, but are not limited to:
   • submitting an assignment as one's own work when it is at least partly
     the work of another person;
   • submitting a work that has been purchased or otherwise obtained from
     the Internet or another source;
   • incorporating the words or ideas of an author into one's paper or
     presentation without giving the author credit.
   • Please read the complete policy at http://www.sfasu.edu/policies/4.1-
     student-academic-dishonesty.pdf

3. Withheld Grades Semester Grades Policy (5.5)
   At the discretion of the instructor of record and with the approval of the
   academic unit head, a grade of WH will be assigned only if the student cannot
   complete the course work because of unavoidable circumstances. Students
   must complete the work within one calendar year from the end of the semester
   in which they receive a WH, or the grade automatically becomes an F, except
   as allowed through policy [i.e., Active Military Service (6.14)]. If students
   register for the same course in future semesters, the WH
   will automatically
   become an F and will be counted as a repeated course for the purpose of
   computing the grade point average.

4. Students with Disabilities
   To obtain disability related accommodations, alternate formats and/or
   auxiliary aids, students with disabilities must contact the Office of Disability
   Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-
   1004 (TDD) as early as possible in the semester. Once verified, ODS will
   notify the course instructor and outline the accommodation and/or auxiliary
   aids to be provided. Failure to request services in a timely manner may delay
   your accommodations. For additional information, go to
   http://www.sfasu.edu/disabilityservices/
5. **Acceptable Student Behavior**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.
# Fall 2019 Tentative Class Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Agenda Items</th>
<th>What’s Due Monday by 11:59 p.m.?</th>
</tr>
</thead>
</table>
| 1    | Aug. 2     | **IN CLASS:**  
Class Overview: Structure  
Goals for SFA 250  
Group assignments for employer on-site presentations  
Résumé updates via Handshake – D2L  
168 Hour Activity for the semester - D2L  
Elevator Pitch Discussion Post: Introduce yourself using your Elevator Pitch | 9/2:  
☐ Elevator Pitch Discussion Post  
☐ 168 Hour Activity |
| 2    | Sept. 3    | **ONLINE:**  
Update résumé (we will go back and forth multiple times)  
Revisit You…CONTENT module  
Consider attending Career Expo | 9/9:  
☐ Discussion Post 1 |
|      | Sept. 10   | **IN CLASS:**  
InterviewBowl x2  
Update résumé based on feedback provided by instructor - Bring your technology  
Company Presentation 1  
Set the date/complete your first job shadow experience | 9/16: |
| 4    | Sept. 17   | **ONLINE:**  
Continue to update résumé – it's due on the 23rd  
Consider attending Career Expo | 9/23:  
☐ Discussion Post 2  
☐ Professional, updated résumé |
| 5    | Sept. 24   | **IN CLASS:**  
Company Site Visit 1  
Meet at SFA at 4, leave promptly at 4:05 p.m. for destination.  
Complete site visit one reflection.  
Consider attending Career Expo | 9/30: |
<table>
<thead>
<tr>
<th>D2L Module</th>
<th>2</th>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
</table>
|            | 6 | Oct. 1 | **IN CLASS:** InterviewBowl x2  
Handshake demonstration – solid profile - Bring your technology  
What Employers are looking for…  
Company Presentation 2  
Consider attending Career Expo |
|            | 7 | Oct. 8 | **ONLINE:** Update Handshake Profile  
Consider attending Career Expo |
|            | 8 | Oct. 15| **IN CLASS:** Company Site Visit 2  
Meet at SFA at 4, leave promptly at 4:05 p.m. for destination.  
Complete site visit one reflection. |
|            | 9 | Oct. 22| **ONLINE:** Set the date/complete your second job shadow experience  
Volunteer – find location and experience it!  
Consider attending Career Expo |
|            | 10| Oct. 29| **IN CLASS:**  
InterviewBowl x2  
Company Presentation 3  
Cover Letter Activity  
Strategy – Job and Internship Search |

**Dates:**  
- 10/7: |
- 10/14:  
  - Discussion Post 3  
  - Updated Handshake Profile Due  
- 10/21: |
- 10/28:  
  - Discussion Post 4  
- 11/4:  
  - Career Expo Reflection Due
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Nov. 5</td>
<td>IN CLASS: Company Site Visit 3</td>
<td>11/11: □ Cover Letters Due - Internship - Job</td>
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<tr>
<td></td>
<td>Meet at SFA at 4, leave promptly at 4:05 p.m. for destination.</td>
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</tr>
<tr>
<td></td>
<td>Complete site visit one reflection.</td>
<td></td>
</tr>
<tr>
<td>12 Nov. 12</td>
<td>IN CLASS: Etiquette Dinner – meet promptly at 4 p.m.</td>
<td>11/18: □ Etiquette Dinner Reflection</td>
</tr>
<tr>
<td>13 Nov. 19</td>
<td>ONLINE: <em>Volunteer if you haven’t already</em> <em>Job Shadow if you haven’t already</em></td>
<td>11/22: □ Discussion Post 5 □ Employer Site Visit Reflection Paragraphs Due - Location 1 - Location 2 - Location 3</td>
</tr>
<tr>
<td>14 Nov. 26</td>
<td><em>Thanksgiving Break</em></td>
<td></td>
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<tr>
<td>15 Dec. 3</td>
<td>IN CLASS: InterviewBowl x1</td>
<td>12/9: □ Job Shadow Reflection Papers Due - #1 - #2</td>
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<td></td>
<td>Transferable Skills Activity</td>
<td>□ Job Search Strategy Paper Due</td>
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<tr>
<td></td>
<td>Discuss Career Development Guide and plans for next semester</td>
<td>□ Volunteer Reflection Paper Due</td>
</tr>
<tr>
<td>16 Dec. 9-13</td>
<td>FINALS WEEK: GOOD LUCK</td>
<td></td>
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</table>

*Instructor reserves the right to change course calendar at her discretion*

Student’s Responsibility & Time Requirements: The student should come to class prepared to discuss the assigned readings. Class assignments and worksheets activities average at a minimum 2 hours of work each week to prepare outside of classroom hours.