I. Course Description
This course is designed to prepare you to enter the professional job market for internships and/or full-time jobs after graduation. In the class, students will learn about career paths that might best suit their interests, strengths, personalities, preferences and values; become more familiar with the world of work and various fields and industries; learn about transferable skills to enhance their marketability and academic experiences; and develop an individual career action plan to reach their goals.

The course will assist students with:
1. Identifying the large variety of careers in which various majors can find satisfying employment;
2. Recognizing how course and major selection relates to employment possibilities in particular fields
3. Understanding how activities outside of the classroom can prepare students for their desired careers and future plans
4. Utilizing resources available on and off campus that can assist with career selection, job placement, and career advancement.

II. Intended Learning Outcomes and Objectives
Upon completion of SFAS 1110, the student will understand the following areas and how they relate to their academic and career success:
- Initiate career exploration and major/minor area of study exploration in developing an action plan for college completion based on the analysis and application of college knowledge, personal strengths, and career goals.
- Evaluate the meaning of experiences in service/experiential learning, leadership and civic responsibility and identify resources for such opportunities.
- Clearly understand how your academic choices and co-curricular involvement relate to gaining transferable skills that are applicable in your career options.
- Create effective communications in written, oral, and visual representations, and analyze your interpretation of ideas expressed by others
- Learn structured decision-making skills to help you choose a potential major, minor or career.
- Analyze academic skills (e.g. reading, writing, note taking and test taking) and employ critical thinking and problem-solving strategies for success in the college culture.

III. Class Readings and Materials
There is no assigned textbook for this course. Electronic online sites such as Handshake, Focus 2 Career, What Can I Do With This Major (WCIDWTM), and Candid Career as well as various related
articles will be used extensively in this course.
IV. Course Assignments and Activities

There are a total of 800 points available to be earned, as SFAS 1110 is a graded course counting as one-hour credit. The grading system is as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>800 - 720</td>
<td>A</td>
</tr>
<tr>
<td>719 - 640</td>
<td>B</td>
</tr>
<tr>
<td>639 - 560</td>
<td>C</td>
</tr>
<tr>
<td>559 - 480</td>
<td>D</td>
</tr>
<tr>
<td>479 points &amp; below</td>
<td>F</td>
</tr>
</tbody>
</table>

Class attendance and participation (150 points):

Attendance will be recorded 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 five points will be taken from the possible 150 points to be earned. Students will be considered late as of 5 minutes past the start of class.

- Excused absences will be evaluated on a case-by-case basis by the instructor. All notifications 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.
- In the event of online class meetings, cameras must be turned on. Your sound will be automatically muted. This is considered a professional courtesy. You can unmute yourself when appropriate, e.g. asking a relevant question or providing meaningful comments.
- You can track any absences in D2L in the Gradebook.

Class participation is more than simply showing up every day. Be active by engaging 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 appropriately in class discussion and group activities

Assignments (650 points):

The format requirement for all papers will be at least one FULL page minimum in 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.

Focus 2 Career Assessments (100 points): Each student will complete the Focus 2 Career Assessments to determine their interests, skills, and values to better understand how various majors and careers align with those areas. Students will complete the 5 assessments online and attend a class assessment interpretation through the Center for Career and Professional Development (CCPD).

Elevator Pitch (50 points): A person’s ability to sell their knowledge, skills, and experiences plays a pivotal role in their ability to land a career. Oftentimes, you only have thirty seconds to make a
memorable impression on an employer. Therefore, each student will complete an elevator pitch professionally selling themselves to a prospective employer in highlighting their ability to be successful within their career field of interest.

- You will write an elevator pitch and submit it to D2L. (25 points)
- This assignment will also be practiced online using Interviewing.Com (See D2L for instructions) (25 points)

**Handshake Profile (50 points):** Through CCPD, each student will complete a profile for potential employers through Handshake. (See D2L for instructions)

**All Majors Career Fair (100 points):** Each student will attend the All Majors Career Fair on Wednesday, October 18, (between 1:00 - 4:00 pm) and write a brief reflection on their experience.

**Professional Résumé (100 points):** Each student will develop a professional résumé and improve it throughout the course of the semester through initial creation and review in class, online critique provided by the CCPD, and instructor feedback.

- CCPD Draft (50 points)
- Final Draft (50 points)

**Virtual Mock Interview (50 points):** Each student will engage in a practice virtual interview to develop one’s interviewing skills and understanding of the professional interview process. This assignment will be done online using Interviewing.com.

**Informational Interview (100 points):** Each student will be required to visit with one professional in a field of their interest to gain an understanding of a specific career field. Proof of your professional chat/visit will be in the form of a two to three-page double spaced paper. You will need to include the date/time, professional’s name and career/job title.

**Career Research Project (100 points):** Near the end of the semester, each student will be required to research their desired career or a career of interest. Students will be required to prepare a PowerPoint presentation with at least two references to share with the class on the career that they chose. Presentations will be given in class and each should last between 5-7 minutes in duration. Professional dress is required.

V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Agenda Items</th>
<th>What’s Due Sunday by 11:59 p.m.?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/29</td>
<td>Review syllabus and schedule. Discuss: What is career development? How to explore and importance of SFAS 1110.</td>
<td>☐ Results from Focus 2 Career Assessments Uploaded to D2L</td>
</tr>
<tr>
<td></td>
<td>8/31</td>
<td>Introduction to the Center for Career &amp; Professional Development and the resources offered; discuss first</td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Agenda Items</td>
<td>What’s Due Sunday by 11:59 p.m.?</td>
</tr>
<tr>
<td>------</td>
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<td>------------------------------------------------------------------------------</td>
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<td></td>
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<td></td>
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<tr>
<td>2</td>
<td>9/5</td>
<td>Resumes and Eulogies – Establishing Priorities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/7</td>
<td>Exploring careers: Major, meaning, money, and motivation What Can I Do With This Major?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9/12</td>
<td>Professional Speak: What is it and how to do it – A Language informed by Employer Desired Competencies</td>
<td>Typed Elevator Pitch uploaded to D2L</td>
</tr>
<tr>
<td></td>
<td>9/14</td>
<td>Employable skills: What are employers looking for in an employee? Employable Skills Discussion</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>9/19</td>
<td>Personal Branding: Digital spaces – Social Media, Handshake, and Google</td>
<td>Handshake Profile Critique Request Due to CCPD –</td>
</tr>
<tr>
<td></td>
<td>9/21</td>
<td>The Power of Networking, i.e. Relationship Building Preparing for an Informational Interview</td>
<td>Upload CCPD feedback to D2L once received (5-7 business days).</td>
</tr>
<tr>
<td>5</td>
<td>9/26</td>
<td>Navigating a Career Fair + A Field Trip</td>
<td>Elevator Pitch recorded on Interviewing.com Due</td>
</tr>
<tr>
<td></td>
<td>9/28</td>
<td>Discussion Board: Give and Take</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>10/3</td>
<td>Résumé Workshop: What is a résumé &amp; why is it important?</td>
<td>Professional Resume: CCPD Draft Due - submit résumé to CCPD for critique.</td>
</tr>
<tr>
<td></td>
<td>10/5</td>
<td>Attend: All Majors Career Fair – Grand Ballroom, 1:00-4:00pm</td>
<td>Reflection on All Major Career Fair Uploaded to D2L</td>
</tr>
<tr>
<td>7</td>
<td>10/10</td>
<td>Looking back briefly before looking ahead.</td>
<td></td>
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<tr>
<td></td>
<td>10/12</td>
<td>Cover Letter Workshop: Breathing a little life into your candidacy.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>10/17</td>
<td>Interviewing: Preparing for an Intentional Career Conversation</td>
<td>Professional Resume: Final Draft - Make suggested edits based on CCPD feedback and upload updated draft to D2L along with your feedback from CCPD.</td>
</tr>
<tr>
<td></td>
<td>10/19</td>
<td>How to Mock Interview on Interviewing.com</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10/24</td>
<td>The Pitch, the Papers, and the Person:</td>
<td>Interviewing.com Mock Interview</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Agenda Items</td>
<td>What’s Due Sunday by 11:59 p.m.?</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>10/26</td>
<td>Reviewing the application and interviewing process</td>
<td>Due to CCPD</td>
</tr>
<tr>
<td></td>
<td>10/31</td>
<td>The More Immediate Career Goals: Internships, Graduate School, or Both Career Research Details</td>
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<tr>
<td></td>
<td>11/2</td>
<td>What is your job, and is it your work?</td>
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<tr>
<td>11</td>
<td>11/7</td>
<td>Finances: Budgeting, saving, and building credit</td>
<td></td>
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<tr>
<td></td>
<td>11/9</td>
<td>Valuable resources to prepare for and find success on the journey.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>11/14</td>
<td>To Persist: Staying the Course (even amid challenges)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/16</td>
<td>The end is in sight, AMA.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>11/20-11/24</td>
<td><strong>NO CLASS</strong> HAPPY THANKSGIVING</td>
<td>☐ Career Research Presentation Due - Upload to D2L</td>
</tr>
<tr>
<td>14</td>
<td>11/28</td>
<td>Career Research Presentations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/30</td>
<td>Career Research Presentations</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>12/5</td>
<td>Career Research Presentations</td>
<td></td>
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<tr>
<td></td>
<td>12/7</td>
<td>Career Research Presentations</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>12/11-12/15</td>
<td>No Class - FINALS WEEK</td>
<td></td>
</tr>
</tbody>
</table>

VI. General Student Policies

The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

Attendance Policy

Class attendance is mandatory and will be recorded during each class meeting. Therefore, please plan to attend all sessions. For every absence you incur, a deduction of 2 points will be taken from your final grade.
**Academic Integrity**

The [Code of Student Conduct and Academic Integrity](https://www.sfasu.edu/policies/course-grades-5.5.pdf) outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one's self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one's own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**Withheld Grades Semester Grades Policy (5.5)**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework 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. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

**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 promptly may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)
Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby) www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E, College and Raguet St.
www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry • Wellness Coaching
- Alcohol and Other Drug Education

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

VI. Other Resources
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 SFAS 1110 class for communicating important reminders, announcements, and further assignment directions. Please do NOT use the email function on D2L. Email the professor at lprichardson@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.
**Class Rules**

Following these rules will help maximize the SFAS 1110 experience for you and your classmates and are non-negotiable.

- Attend every class. Being present at each class meeting 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. Late work will receive deductions.
- 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 put away during class time unless otherwise instructed. This includes laptops unless otherwise instructed by professor.
- No 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.**
- If you read this, email me using the formatting described above and receive an extra 10 points.