Course Description
This course is designed to prepare you to enter the professional job market for internships, graduate school, 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.

Student Learning Outcomes
Upon completion of SFAS 1110, the student will understand of the following areas and how they relate to their academic and career success:

- Initiate career exploration and major/minor are 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 college culture.
Class Materials
There is no assigned book with this course, however students will be accessing several online platforms and websites concerning career and personal development. Students will also utilize D2L Brightspace for course materials and modules. Access to a computer and internet will be needed.

D2L Brightspace Course: SFAS 1110 – 002 Career Readiness

Class Expectations
All students, instructors, presenters, etc. are expected to:
• Treat every person with respect & understanding
• Use professional and appropriate language and actions to others and self
• Be active listeners
• Create a safe space where others can express ideas, be vulnerable, feel heard, have open & respectful conversations/disagreements and build connections to others
• Participate in class activities and discussions
• Not be on your phones or wear headphones unless instructed to or necessary for accommodations
• Complete your own work and assignments and submit all assignments on or before the due date. No late work will be accepted.
• Be respectful of all SFA property and the property of others
• Remember you represent SFA in all actions. Represent the Lumberjacks well.
• Communicate to the instructor if there are any questions, concerns or issues concerning the course or course content
• Follow other classroom rules and instructions

All writing assignments should be prepared and completed by you the student. According to the National Association of Colleges and Employers and the American Association of Colleges and Universities, developing strong competencies in the areas of communication and critical thinking prepare you for the competitive work force. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism. The only exception to the use of AI-generated content is if the instructor explicitly states it is to be used for an assignment. When submitting work, you will be responsible for any inaccurate or otherwise unethical content submitted, regardless of whether it originally comes from you or an AI tool.

Attendance and participation in class meeting times is mandatory and attendance will be taken. Participation in online content (Brightspace D2L), reflection discussions, modules, etc. is also expected.

Participation includes, but is not limited to, attending class in person, engaging in class and small group discussion, contributing with your small groups, answering questions in class and online, completing any “exit ticket” or reflection activities in class, paying attention and actively listening to speakers, and other participation requirements.
Communication
Communication is key!! If you have any questions, concerns, issues, emergency situations, etc. that arise (especially those that will impact your class participation), please communicate that to your instructor. Let the instructor know as soon as possible so there is time to accommodate your situation. If you aren’t communicating what is going on, then I am not able to assist you.

Email is the preferred form of communication (april.place@sfasu.edu), but you are welcome to call my office if needed (936-468-3305). I typically only check my email/phone Monday-Friday, 8am-5pm so remember this if you have any late-night questions about an assignment due soon. I do not typically check the Brightspace email system; please do NOT use that if you need to get in contact with me.

I will communicate to you through your Jacks Email and Brightspace. Students are expected to check their Jacks email address daily for any class announcements and changes.

If you ever have an issue with submitting an assignment in D2L, then email the instructor immediately and attach the assignment due in the email.

Grading Policy
There are 800 points available to be earned, as SFAS 1110 is a graded course. The grading system is as follows:

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>800 – 720</td>
<td>A</td>
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<tr>
<td>719 – 640</td>
<td>B</td>
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<tr>
<td>639 – 560</td>
<td>C</td>
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<tr>
<td>559 – 480</td>
<td>D</td>
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<tr>
<td>479 Points or Fewer</td>
<td>F</td>
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</table>

CLASS ATTENDANCE & PARTICIPATION – 150 points (total)
See the notes under student expectations concerning attendance and participation. Additionally:

- Students will be considered late 5 minutes after class time starts, unless extenuating circumstances. Partial credit can still be given at the discretion of the instructor.
- Having headphones in during class, being on your cell phone without authorization, sleeping, and other disruptive behavior will result in an unexcused absence and the student will be asked to leave the class.
- 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.

ASSIGNMENTS– 650 points (total)
Details of each assignment will be given in class and listed in the Brightspace D2L modules. Below is a general overview of each assignment and tentative deadlines.
Success Coach Meetings – 100 Points
Part of professional development is building your network, and it is important that you work to build strong and beneficial relationships with people in your environment. All students are required to meet with their success coach once a month. You will need to have your success coach fill out the meeting completion form. You should receive an email copy of that form. Convert that form to a PDF and submit that in D2L under Dropbox for that specific month. Proof of each monthly meeting is due to the Dropbox by 11:59pm on the last day of each month.

If you need to change your GJ Success Coach Assignment, please contact Harley Hampton (GJ Coordinator at Harley.Hampton@sfasu.edu) ASAP with your justification. She must be contacted no later than Friday, January 26th for this request to be considered.

Success Coach Meetings Required:
- January: 25 points; due January 31st
- February: 25 points; due February 29th
- March: 25 points; due March 31st
- April: 25 points; due April 30th (This meeting will include a mock interview)

Introduction Meme – 5 points
Provide a meme (found or created) that best describes you. Include 1-2 sentences as to why this meme represents you so the instructor can get to know you better. Due January 22nd.

My Professional Map – 30 points
Per instructions given in class, you will draft a career map to be submitted at the start of the semester. This same map will be updated and revised at the end of the semester.
- My Map, Draft 1: 15 points; due January 25th by 9am.
- May Map, Draft 2: 15 points; due April 11th

Career Competency Self Evaluation – 15 points
Complete this worksheet to review what career competency skills you have and areas you’d like to grow in. Due January 30th.

Focus2 Assessment & Reflection – 50 points
Complete the Focus2 assessments using the online resource. After it is completed, you will be asked to respond to a reflection post in Brightspace D2L.
- Complete all 5 Focus2 Assessments – 35 points; due February 5th
- Focus2 Reflection Post – 15 points; due February 5th

Resume – 100 points
By the end of the semester, you will have created an up-to-date, professional resume. There are different requirements and deadlines associated with this assignment.
- Resume Draft #1 – Peer Review (15 points): Update and bring a printed copy of your current resume to class on February 22nd, February 27th and February 29th to participate in the peer review process.
- Resume Draft to CCPD (15 points): Submit an edited and up-to-date resume to the Center for Career & Professional Development (CCPD) for their staff to review. You must submit this to their office using the online Document Critique Request Form (sfasu.edu/ccpd). This is due no later than 11:59pm on March 5th.
• **Final Resume Draft** (70 points): After you receive the edits from the CCPD, then you need to make their suggested changes to your resume. Submit your final, updated resume AND a copy of the CCPD edited resume sheet (to compare if edits were made) to the Dropbox. This is due April 16th by 11:59pm. It is recommended and encouraged that you resubmit your edits to the CCPD again before final submission to create as clean of a copy as possible.

**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 a two-three-page, double spaced paper. You will need to include the date/time, professional’s name, career/job title, and where they work. More detailed instructions will be given in Brightspace D2L and in class. There are a few different deadlines and requirements associated with this assignment:

- Informational Interviewee List – 5 points; due by February 15th
- Proof of Informational Interview Completed (thank you email) – 10 points; due March 21st
- Final paper – 85 points; due April 4th

**Elevator Pitch – 50 points**
This is an opportunity to practice conversations, how to introduce yourself, and begin the networking and job search process. This assignment will include a written and video component for practice. The video will be submitted online to the Center for Career & Professional Development (CCPD) using Interviewing.com and the CCPD’s online critique request form.

- Written Elevator Pitch – 15 points; due February 6th at the end of class
- Video Elevator Pitch Submitted to the CCPD – 35 points; due February 8th by 11:59pm.

**All Majors Career Fair Attendance – 40 points**
It is important to experience a Career Fair and networking events, so you know better what to expect when it comes time to search for full-time work or internships. You are expected to attend the All Majors Career Fair on Wednesday, February 21, between 1-3:30pm in the Grand Ballroom, 2nd floor of the Baker Pattillo Student Center (BPSC). You must check in at the Student Check-In Table (bring your student ID) and be professionally dressed. You will have to talk with at least 3 different recruiting companies, get the career fair handout from your instructor at the fair, answer the questions on the handout, and submit online by February 23rd. If you have class during the 1-3:30pm time that date, email the instructor in advance for alternative options.

- Attend the All Majors Career Fair, February 21st – 20 points
- Submit Career Fair Reflection Paper, due February 23rd – 20 points

**Handshake Profile Review – 30 points**
Create and/or update your Handshake profile page and submit it for review to the Center for Career & Professional Development (CCPD) using their online critique request form (sfasu.edu/ccpd). This is due by March 19th.

**Interview Practice Worksheet – 30 points**
Complete a worksheet answering common interview questions to be used for class activities and future interviews. Due by March 25th.
Career Research & Presentation – 100 points
Each student will be required to research their desired career or a career of interest. Students will then prepare a PowerPoint presentation with at least two references to share with the class their chosen career. Presentations will be given in class, and each should last about 5 minutes in duration. Professional dress is required. In addition, each student will create an infographic that highlights key points about the career selected.

Presentations will be during class from April 18th through May 2nd. Attendance is required for all students, even after your presentation date.
- Infographic – 25 points; due the day of assigned presentation
- Research & Presentation – 75 points; due last week of class (assigned presentation date)

Extra Credit Opportunities (Spring 2024):
- Attend the Involvement Fair scheduled for Thursday, January 25th from 4-6pm on campus. Bring back at least 3 flyers from 3 different student organizations that you spoke to that evening.
- Attend a student organization informational session. You must show proof of attendance (picture of you with the organizational name and leader in the same picture) and it cannot be an organization you are already involved in.
- Attend one of the CCPD’s Workshops:
  - Resume Workshop: February 7th at 5pm in BPSC Tiered Classroom
  - Career Fair Prep Workshop: February 13th at 5pm in the BPSC Tiered Classroom
- Complete the CCPD’s Lumberjacks Grow Program
  - Application deadline is January 31st
## Tentative Class Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Class Topic</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>January 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Welcome &amp; Introduction</td>
<td></td>
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<tr>
<td>T</td>
<td>January 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td><strong>KNOW YOUR STORY</strong>&lt;br&gt;What do I want to be when I grow up?</td>
<td>Introduction Meme Due 1.22.24 by 11:59pm</td>
</tr>
<tr>
<td>R</td>
<td>January 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Career Competencies &amp; Transferable Skills</td>
<td>My Professional Map Due 1.25.24 by 9am</td>
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<tr>
<td>T</td>
<td>January 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Transferable Skills - Campus Engagement:&lt;br&gt;Guest speaker Lacey Folsom <strong>(Submit Reflection using QR code for attendance credit)</strong></td>
<td>Career Competency Self Evaluation due by 1.30.24 by 11:59pm&lt;br&gt;Success Coach Meeting – January Due by 1.31.24</td>
</tr>
<tr>
<td>R</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Career Research Tools (Focus2)</td>
<td>Focus2 Survey &amp; Reflection due by 2.5.24 by 11:59pm</td>
</tr>
<tr>
<td>T</td>
<td>February 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td><strong>TELL YOUR STORY</strong>&lt;br&gt;Elevator Pitch Workshop</td>
<td>Written Elevator Pitch due at end of class</td>
</tr>
<tr>
<td>R</td>
<td>February 8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>NO CLASS MEETING – work on submitting your elevator pitch to the CCPD</td>
<td>Elevator Pitch due to CCPD by 2.8.24 by 11:59pm</td>
</tr>
<tr>
<td>T</td>
<td>February 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Professional Dress</td>
<td></td>
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<tr>
<td>R</td>
<td>February 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Career Fairs</td>
<td>Informational Interviewee List due by 2.15.24 by 11:59pm</td>
</tr>
<tr>
<td>T</td>
<td>February 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Networking</td>
<td>Bring a printed copy of your resume to next class (2.22.24)</td>
</tr>
<tr>
<td>W</td>
<td>February 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>All Majors Career Fair&lt;br&gt;• Attendance is required&lt;br&gt;• 1-3:30pm&lt;br&gt;• Grand Ballroom, BPSC&lt;br&gt;• Professional Dress &amp; Student ID Required</td>
<td>Collect the Career Fair Reflection paper from Instructor at the Career Fair. Submit completed reflection paper by 2.23.24 by 11:59pm.</td>
</tr>
<tr>
<td>R</td>
<td>February 22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Resume Workshop I</td>
<td>Bring printed copy of your resume to class (5pts)</td>
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<tr>
<td>T</td>
<td>February 27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Resume Workshop II &amp; Guest Speakers</td>
<td>Bring printed copy of your updated resume to class (5pts)</td>
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<tr>
<td>R</td>
<td>February 29&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Resume Workshop II: Peer Review</td>
<td>Bring printed copy of your updated resume to class (5pts)&lt;br&gt;Success Coach Meeting - February Due by 2.29.24 by 11:59pm.</td>
</tr>
<tr>
<td>T</td>
<td>March 5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Professional Profiles</td>
<td>Resume due to CCPD by 3.5.24 by 11:59pm</td>
</tr>
<tr>
<td>R</td>
<td>March 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td><strong>GETTING A JOB</strong>&lt;br&gt;Job Application Process Review</td>
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*Schedule continued on next page...*
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<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event/Assignment</th>
<th>Details</th>
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<tbody>
<tr>
<td>T</td>
<td>March 12th</td>
<td>NO CLASS – Spring Break</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>March 14th</td>
<td>NO CLASS – Spring Break</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>March 19th</td>
<td>Interview Workshop I</td>
<td>Handshake Profile Due to CCPD by 3.19.24 by 11:59pm</td>
</tr>
<tr>
<td>R</td>
<td>March 21st</td>
<td>NO CLASS – work on Interview Practice Worksheet</td>
<td>Proof of Informational Interview completion (thank you email) due by 3.21.24 at 11:59pm</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Interview Practice Worksheet due 3.25.24 by 11:59pm</td>
</tr>
<tr>
<td>T</td>
<td>March 26th</td>
<td>Interview Workshop II</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>March 28th</td>
<td>NO CLASS – Easter Holiday</td>
<td>Success Coach Meeting - March Due 3.31.24 by 11:59pm</td>
</tr>
<tr>
<td>T</td>
<td>April 2nd</td>
<td>Interview Workshop III</td>
<td></td>
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<tr>
<td>R</td>
<td>April 4th</td>
<td>Professionalism</td>
<td>Informational Interview Paper due 4.4.24 by 11:59pm</td>
</tr>
<tr>
<td>T</td>
<td>April 9th</td>
<td>Professionalism II</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>April 11th</td>
<td>“Adulting”</td>
<td>My Professional Map Part II due 4.11.24 by</td>
</tr>
<tr>
<td>T</td>
<td>April 16th</td>
<td>“Adulting” Student Panel</td>
<td>Final Resume due 4.16.24 by 11:59pm</td>
</tr>
<tr>
<td>R</td>
<td>April 18th</td>
<td>Career Research Presentations</td>
<td>Presentation and Job Infographic due at time of presentation for each student.</td>
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<tr>
<td>T</td>
<td>April 23rd</td>
<td>Career Research Presentations</td>
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<tr>
<td>R</td>
<td>April 25th</td>
<td>Career Research Presentations</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>April 30th</td>
<td>Career Research Presentations</td>
<td>Success Coach Meeting - April Due 4.30.24 by 11:59pm</td>
</tr>
<tr>
<td>R</td>
<td>May 2nd</td>
<td>Career Research Presentations</td>
<td>Last Day of Class (No final)</td>
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</tbody>
</table>
SFA Policies & Notes

Attendance Policy
SFA’s attendance and absence policy will be followed and can be found here: [https://www.sfasu.edu/docs/hops/04-110.pdf](https://www.sfasu.edu/docs/hops/04-110.pdf). As a general note, please email your instructor if you are missing class for any reason, as soon as you can.

- **Helpful Resources & Policies for Students:**
  - Institutional absences require a proof of approval at least five business days prior to any anticipated absence.
    - Institutional Absences Policy: [https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences#faculty-staff](https://www.sfasu.edu/deanofstudents/student-resources/institutional-absences#faculty-staff)
  - Submit a Faculty Notification Request if missing class: [https://www.sfasu.edu/thehub/sos/notification-request](https://www.sfasu.edu/thehub/sos/notification-request)

Covid Policy
SFA’s updated Covid policy can be found here: [https://www.sfasu.edu/covid19](https://www.sfasu.edu/covid19)
If you have tested positive for Covid-19 and/or suspect you have Covid, please do not attend class. Communicate with your instructor the situation and she will work with you concerning class participation and assignments.

Academic Integrity (4.1)
The Code of Student Conduct and Academic Integrity 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. For additional information, go to [https://www.sfasu.edu/docs/hops/04-106.pdf](https://www.sfasu.edu/docs/hops/04-106.pdf).
Withheld Grades Semester Grades Policy (HOP policy 02-206)
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/docs/hops/02-206.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 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)
sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
sfasu.edu/humanservices/clinics-labs/counseling-clinic
936.468.1041

The Health and Wellness Hub “The Hub
Location: corner of E. College and Raguet St.
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