



SYLLABUS

ENR/1500

Career Development & Success

Spring 2022 (First Session)

1 credit hour

In-Person: M 11:30 – 1:30 KH 370

COURSE OVERVIEW

Instructors

Lucia Hadella, SENR Career Development Coordinator

Email: hadella.1@osu.edu

Office hours: by appointment - 614-292-2265; go.osu.edu/senrcareeradvising

Co-instructor: Kristi Welker, SENR Academic Advisor

Email: welker.127@osu.edu

Office hours: by appointment - 614-292-2265; go.osu.edu/senracademicadvising

Prerequisites

Enrollment in SENR or Instructor Permission.

Course description

ENR 1500 is a one credit course designed to give students an early start on the process of career planning and development. This course will help students explore their strengths, skills, and growth areas in preparation for networking opportunities, career fairs, internships, and other professional experiences. Students will understand the process of seeking and gaining employment while interacting with professionals in their field of interest.

Course learning outcomes

By the end of this course, students should successfully be able to:

- **Assess** and develop professional goals and strengths
- **Explore** career fields, including breadth of options, and the job search process
- **Strategize** for specific job-related experiences, skills, or certifications to improve career opportunities
- **Develop** skills and materials such as interview skills, public speaking, networking, professionalism, salary negotiation, résumés, cover letters.
- **Connect** with professionals in intended career path

HOW THIS COURSE WORKS

Mode of delivery: This course is an in-person course. It takes place during the first session of Spring semester, from 1/10/22 – 2/21/22 on Mondays from 11:30 AM – 1:30 PM in Kottman Hall 370.

Pace of online activities: This course is divided into **weekly modules** that are released ahead of each class session. Modules will link to upcoming assignments and provide resources relevant to the week's topic to compliment weekly live sessions.

Credit hours and work expectations: This is a **1-credit-hour course** taking place during the second session of Fall semester. According to Ohio State policy (go.osu.edu/credithours), students should expect around 2 hours per week of time spent on direct instruction (instructor content and Carmen activities, for example) in addition to 4 hours of homework (reading and assignment preparation, for example) to receive a grade of (C) average.

Attendance and participation requirements: Attendance is essential to student success in this course. Students are expected to attend all class sessions and participate in in-class discussions and partner and group activities. Students are responsible for information and changes to the class plan that may be shared during class sessions, such as any changes to the syllabus, information presented and discussed, announcements, and materials distributed in class.

- **Other participation**, such as attending two networking opportunities and attending the Environmental & Sustainability Career Fair, will be graded as assignments related to those activities and are not considered part of the attendance grade. For Spring 2022 live, virtual events will be allowed for the networking requirement, though in-person events are also strongly encouraged for a successful networking experience.
- **Excused absences:** Excused absences include illnesses with doctors' notes, accommodations set up through the Office of Disability Services, serious family emergencies, or other situations discussed with the instructors and approved at the instructors' discretion. To learn more about receiving a "statement of support for academic flexibility" due to isolation or quarantine, [go here](#).
 - **Special Statement:** The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's [request process](#), managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

COURSE MATERIALS AND TECHNOLOGIES

Course Materials

- There are no textbooks for this class. Course materials and links will be provided on <https://carmen.osu.edu>

Course technology

Technology support

For help with your password, university email, Carmen, or any other technology issues, questions, or requests, contact the Ohio State IT Service Desk. Standard support hours are available at ocio.osu.edu/help/hours, and support for urgent issues is available 24/7.

- **Self-Service and Chat support:** ocio.osu.edu/help
- **Phone:** 614-688-4357(HELP)
- **Email:** servicedesk@osu.edu
- **TDD:** 614-688-8743

Technology skills needed for this course

- Basic computer and web-browsing skills
- Navigating Carmen (go.osu.edu/canvasstudent)
- Navigating Handshake (handshake.osu.edu)
- CarmenZoom virtual meetings (go.osu.edu/zoom-meetings)

Required software

- Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

Carmen access

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions (go.osu.edu/add-device).
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Download the Duo Mobile application (go.osu.edu/install-duo) to all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357(HELP) and IT support staff will work out a solution with you.

GRADING AND STAFF RESPONSE

How your grade is calculated

| ASSIGNMENT CATEGORY | POINTS |
|------------------------------|--------|
| Participation and Attendance | 10 |

| | |
|---|------------|
| Initial Career Reflection | 5 |
| Career Fair Attendance | 10 |
| Career Podcast Micro-Presentation | 5 |
| Résumé Review Meeting | 5 |
| Master and General 1-Page Résumé | 10 |
| Tailored Résumé and Cover Letter | 10 |
| Virtual Profiles | 5 |
| Strengths Exploration | 5 |
| Professional Networking Reflection I | 5 |
| Professional Networking Reflection II | 5 |
| 2-Year Career Strategy | 10 |
| Mock Interview and Finalized Tailored Résumé and Cover Letter | 15 |
| Total | 100 |

Descriptions of major course assignments

DESCRIPTION OF ASSIGNMENTS

A note about papers: All papers are to be single-spaced or 1.5-spaced, and in 12-point Times New Roman font, and one-inch margins. All must be submitted as either Microsoft Word documents or PDF files. **NO documents in “.pages” format will be accepted**, as they cannot be opened by your instructors; please convert them to/save them as “.doc” or “.docx” files or PDFs before submitting them! Page expectations/limits will be stated in assignment description.

- **10pts, Participation and Attendance**

- Similar to other University courses, attendance is expected. Therefore, students are responsible for knowing any changes to the syllabus, for all information presented and discussed in class, for announcements made in class, for materials distributed in class, and for classroom exercises and assignments. Each unexcused absence will result in the decrease of one letter grade in the course (-10 pts). Excused absences include illnesses with doctor's notes, accommodations set up through the Office of Disability Services, serious family emergencies, or other situations discussed with the instructors.

- **5pts, Strengths Assessments**

- The 16 Personalities assessment is a ~30 minute assessment that uses theory from the Meyers-Briggs Type Indicator (<https://www.16personalities.com/>). Students will be prompted to complete the free version of the assessment prior to attending class. Budget 45 minutes of uninterrupted time to take the assessment. It cannot be restarted. Students should come to class ready to reflect on their results through a combination of writing and peer-to-peer conversation.
- **5pts, Initial Career Reflection**
 - In the first part of the reflection, students will reflect on their professional development experience thus far, including past and current jobs, volunteer work, clubs and organizations, leadership positions, and other ways that they have started to build skills and explore their interests and goals. Completed as a survey.
- **10pts, Career Fair Attendance**
 - The Environmental & Sustainability Career Fair takes place on Wednesday, February 16th, 2-5 PM EST at the Ohio Union. We will have class activities and assignments leading up to the Career Fair intended to prepare you for the event, and it is expected that you will attend. In order to receive credit for this assignment, you must swipe your BuckID at the entrance to the event. We will cross-check your attendance within the Handshake system. **If you cannot attend the career fair, contact the course instructor as soon as possible before the event to arrange an alternative.**
- **5pts, Career Podcast Micro-Presentation**
 - A list of suggested podcasts pertaining to careers and topics in environment and natural resources will be provided. Choose one episode to listen to in its entirety. Prepare a 2-minute “micro-presentation” about the episode and its application to your career development journey. You will present in a small group during class.
- **5pts, Résumé Review Meeting**
 - This meeting falls after the in-class résumé session and before the master and general résumés are due. Students will schedule a résumé review meeting through the CFAES Career Development Office. During the 15-minute meeting, we will review changes made to the student’s résumé following the in-class peer review and offer additional feedback and guidance. This is to help ensure that students strengthen their résumé as much as possible before the Career Fair. The résumé draft used for this appointment should reflect the concepts discussed during the in-class résumé session.
- **10pts, Master & 1-Page General Résumé**
 - Students will be prompted to update/create a “master résumé” that is not necessarily tailored to a particular position, but that captures their skills and experiences and provides a foundation for a tailored résumé. If this résumé is longer than 1 page, students must also create a general 1-page résumé that could be attached to a LinkedIn or Handshake profile. These documents should incorporate best practices discussed in class, as well as feedback from the peer review session and the career advising meeting with a career advisor.
- **10pts, Tailored Résumé and Cover Letter**
 - Students will choose a job/internship for which they wish to apply. The instructor will provide a few possible positions to choose, but students can choose others if they wish. Students must use strategies discussed in class to tailor their résumé and cover letter to that specific position. This will require that they thoroughly

- read and revisit the position description and conduct additional research about the company/ organization.
- **5pts, Virtual Profiles**
 - Students will learn the fundamentals of creating a robust and effective virtual profile on platforms such as Handshake and LinkedIn. Students will then be asked to create and update their own virtual profiles and take steps to begin enhancing their professional networks. Checklists will be provided for students to complete. Students will demonstrate they have achieved the assignment's objectives by taking screenshots, as directed, of various part of their profiles and submitting these screenshots to the assignment window on Carmen/Canvas.
 - **10pts, Professional Networking Reflections (5pts each)**
 - Moving forward, we will likely see a mixture of in-person and virtual networking events, so it is useful to become adept at navigating both settings. These opportunities can provide important interactions and the opportunity to practice professional communications. Students will be required to choose at least two networking opportunities to actively attend during the 7-week course. Students can find networking opportunities in the "Events" and "Career Fairs" sections of Handshake, on professional associations' websites, in the SENR newsletter, and elsewhere. 1500 course instructors will announce events via Carmen as much as possible. After each event, students must complete a reflection assignment describing their experience and setting goals for future professional networking situations. Conducting an informational interview will also be accepted as a networking "event" and a separate assignment description provided for that option.
 - **10pts, 2-Year Career Strategy**
 - Students will produce a 2-Year Career Strategy by the end of the course that bolsters their "big picture" career aspirations with specific, actionable goals. They will detail their strategies for achieving those goals, which may include pursuing relevant trainings and certificates, seeking internships with specific organizations, taking classes that will enhance their communication skills, and more. This assignment should be 2-4 pages in length, or the equivalent amount of work if another format is chosen. (More information provided in class.)
 - **15pts, Final: Mock Interview, Finalized Tailored Résumé and Cover Letter**
 - The final for the course will be a mock interview. Students will schedule a 1-hour time slot during final exam times to "interview" for the position they targeted with their tailored résumé and cover letter. The second portion of the interview will be a debrief between the student and the instructor about the interview, their résumé and cover letter, and their 2-Year Career Strategy. Students should be on time for their scheduled interview, dressed in business-professional attire. More information on the mock interview will be provided in class. Students may choose between a virtual or in-person interview for Autumn 2021 semester.

Late assignments

Students may submit assignments within two weeks after their due date (unless otherwise stated), but they will incur a penalty. Assignments submitted 1-7 days late will receive a 10% deduction. Assignments submitted 8-14 days late will receive a 20% deduction. Assignments submitted beyond 14 days will receive 0 points. Students should submit late work to the

assignment's drop-box on Carmen. Extensions for assignments may be available upon request and within reason, but the extension should be requested *before* the assignment due date.

Grading scale

| | | | | | |
|---------|----|---------|----|---------|----|
| 93-100 | A | 80-82.5 | B- | 67-69.5 | D+ |
| 90-92.5 | A- | 77-79.5 | C+ | 63-66.5 | D |
| 87-89.5 | B+ | 73-76.5 | C | < 63 | E |
| 83-86.5 | B | 70-72.5 | C- | | |

Instructor feedback and response time

I am providing the following list to give you an idea of my intended availability throughout the course. (Remember that you can call **614-688-4357(HELP)** at any time if you have a technical problem.)

- **Note on staff teaching:** My position as SENR Career Development Coordinator is a 40 hr/week position, Monday – Friday. You should not expect me to respond to emails in the evening/ at night, over the weekend, or on holidays observed by OSU. During the 8-5, M-F workday, however, I prioritize student emails as much as possible.
- **Grading and feedback:** For large weekly assignments, you can generally expect feedback within **7 days**.
- **Email:** I will reply to emails within **24 hours on school days**. **Emails should be sent to Hadella.1@osu.edu and NOT via Carmen messages.**

OTHER COURSE POLICIES

Discussion and communication guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style:** In this class, as with all your classes, you should remember to write using good grammar, spelling, and punctuation. This course deals with the practical work of career development and does not require a strongly academic tone in your writing. A conversational tone is acceptable so long as it is clear and organized.
- **Tone and civility:** Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. If you have questions or concerns about topics that come up in class (from students, instructors, etc.) I hope you feel free to raise your concerns with one of the instructors so that we can address them.
- **Citing your sources:** It will not usually be necessary to cite sources in this class unless indicated in the assignment description.

Communication Policy

The primary contact for this course is Lucia Hadella. Please contact Lucia at Hadella.1@osu.edu. You may schedule an appointment with Lucia through email or by calling 614-292-2265.

Professionalism is important in any class setting, and it will be particularly emphasized in this course, since we are practicing for a career / workplace setting. Students are expected to be proactive and timely, looking ahead in the course and seeking help at least 72 hours before assignments are due. The instructors for this course adhere to regular business hours 8 am – 5 pm Monday-Friday and will respond to emails within one business day unless otherwise

announced. Students are welcome to send emails over the weekend but should not expect a response until the following business day. Prioritization may not be the case for emails containing questions that are answered in the course syllabus or in other course content that is published on Carmen. Those emails may be de-prioritized and the students expected to review the syllabus and Carmen content.

If last-minute situations do arise, students should still contact instructors to discuss their options. However, students should not expect an immediate response or the provision of last-minute accommodations and may still be subject to late penalties and other deductions.

Ohio State's academic integrity policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the university's *Code of Student Conduct* (studentconduct.osu.edu), and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the university's *Code of Student Conduct* and this syllabus may constitute "Academic Misconduct."

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the university or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the university's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend that you review the *Code of Student Conduct* and, specifically, the sections dealing with academic misconduct.

If I suspect that a student has committed academic misconduct in this course, I am obligated by university rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the university's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the university.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact me.

Other sources of information on academic misconduct (integrity) to which you can refer include:

- Committee on Academic Misconduct web page (go.osu.edu/coam)
- Ten Suggestions for Preserving Academic Integrity (go.osu.edu/ten-suggestions)
- Eight Cardinal Rules of Academic Integrity (go.osu.edu/cardinal-rules)

Copyright for instructional materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Statement on Title IX

All students and employees at Ohio State have the right to work and learn in an environment free from harassment and discrimination based on sex or gender, and the university can arrange interim measures, provide support resources, and explain investigation options, including referral to confidential resources.

If you or someone you know has been harassed or discriminated against based on your sex or gender, including sexual harassment, sexual assault, relationship violence, stalking, or sexual exploitation, you may find information about your rights and options at titleix.osu.edu or by contacting the Ohio State Title IX Coordinator at titleix@osu.edu. Title IX is part of the Office of Institutional Equity (OIE) at Ohio State, which responds to all bias-motivated incidents of harassment and discrimination, such as race, religion, national origin and disability. For more information on OIE, visit equity.osu.edu or email equity@osu.edu.

Commitment to a diverse and inclusive learning environment

The Ohio State University affirms the importance and value of diversity of people and ideas. We believe in creating equitable research opportunities for all students and to providing programs and curricula that allow our students to understand critical societal challenges from diverse perspectives and aspire to use research to promote sustainable solutions for all. We are committed to maintaining an inclusive community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among all members; and encourages each individual to strive to reach their own potential. The Ohio State University does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment.

To learn more about diversity, equity, and inclusion and for opportunities to get involved, please visit:

- <https://odi.osu.edu/>
- <https://odi.osu.edu/racial-justice-resources>
- <https://odi.osu.edu/focus-on-racial-justice>
- <http://mcc.osu.edu/>

Your mental health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. No matter where you are engaged in distance learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand resources are available at go.osu.edu/ccsondemand. You can reach an on-call counselor when CCS is closed at 614-292-5766, and 24-hour emergency help is also available through the 24/7 National Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org. The Ohio State Wellness app is also a great resource available at go.osu.edu/wellnessapp.

ACCESSIBILITY ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Requesting accommodations

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slids@osu.edu; 614-292-3307; 098 Baker Hall, 113 W. 12th Avenue.

Accessibility of course technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations with your instructor.

- Canvas accessibility (go.osu.edu/canvas-accessibility)
- Streaming audio and video
- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)
- Collaborative course tools

COURSE SCHEDULE

Refer to the Carmen course for up-to-date assignment due dates.

| Week | Class Session | Topic | Due |
|------|--------------------------|--|--|
| 1 | January 10 th | Course introduction & review of policies Résumé Best Practices Register for Environmental & Sustainability Career Fair and EPN Breakfast Program | <i>Initial Career Reflection due Friday, Jan. 14th</i> <i>Schedule resume review appointment with Chelsea Ratell or Caitlin Conrad between Jan. 12th – Jan. 21st</i> |
| 2 | January 17 th | HOLIDAY – NO CLASS | <i>Professional Networking Reflection I due Friday, Jan. 21st</i> |
| | January 18 th | Environmental Professionals Network Breakfast Program 7:30 – 9:30 AM (Attendance Encouraged) | |
| 3 | January 24 th | Professional headshots (first ~15 mins of class) Writing cover letters and tailoring your résumé Job Searching | <i>Master and General 1-page Resume due Sunday, Jan. 23rd</i> |

| | | | |
|-----------------------|--|--|--|
| | | | <i>Remember to dress up for your professional headshot (in class Jan. 24th)</i> |
| 4 | January 31 st | Career Fair prep Your online presence Introduction to Networking and guest visit from Cecil Okotah (EPN) | <i>Virtual Profiles due Friday, Feb. 4th</i> <i>“16-Personalities” assessment due Sunday, Feb. 6th</i> |
| 5 | February 7 th | Strengths – Debrief and explore Interview basics and strategies: Introduction to the STAR Method Incorporating strengths into interview questions - In-class practice and worksheet (submit at end of class) | <i>Strengths Exploration Activity – Due in Class 2/7</i> <i>Tailored Resume and Cover Letter due Friday, Feb. 11th</i> |
| 6 | February 14 th | Happenstance & long-term career planning & life planning, shit sandwiches Introduce 2-Year Career Strategy Assignment Partial Working Session – Conduct a mini mock interview with Lucia, Kristi, or CFAES career team during class. Use rest of class to catch up on assignments. | <i>Professional Networking Reflection II due Friday, Feb. 18th</i> <i>Schedule your mock interview for final exam (can only schedule if Tailored Resume & Cover Letter submitted!)</i> |
| | February 15 th | Environmental Professionals Network Breakfast Program 7:30 – 9:30 AM (Attendance Encouraged) | |
| | February 16 th | Environmental & Sustainability In-Person Career Fair 2-5 PM (Attendance Required) | |
| 7 | February 21 st | Career Podcasts Micro-presentations – due to be presented in class 2/21 Legal rights in the hiring process Workplace environment, authenticity | <i>Career Podcast Micro-Presentation submission due Sunday, Feb. 20th</i> <i>2-Year Career Strategy Due Sunday, Feb. 20th</i> |
| Final Mock Interviews | Feb. 22 nd – 24 th | Show up for your scheduled 1-hour mock interview and debrief | <i>Mock interview & Final Meeting</i> |