

**English 376: Professional Development**

**Tu 2:00 – 3:15PM (specific dates)**

**Professor A. Mossman**

**SPRING 2015**

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**Office Hours Macomb – Tu 12:30-1:45pm, W 11:45am-1:00pm**

**Office Hours QC – Th 12:00-1:30pm**

*Please read this syllabus carefully. It is our contract to be followed for this class.*

**Course Goals**

In English 376, we'll be working on preparing you to set and achieve your post-bachelor's degree goals. What do you want to do next? What skills and experience do you need? Where and how do you start? How do you find good opportunities? What can you do to make yourself competitive for them? What resources are available to help you? What can you be doing now? What have you already done that will help and how do you present your experience and preparation? We'll address these and other questions throughout the semester.

**Course Goals:**

- Articulate your short- and long-term professional goals and priorities
- Know where to look for professionalization resources as well as graduate school, internship, and career opportunities
- Have a realistic sense of your strengths and skill sets and a plan for further development
- Be able to match your strengths and skill sets to opportunities, and convince others of your potential for success
- Build a portfolio of your experience, skills, and strengths that matches your goals
- Use social media to help you with networking and opportunity searches
- Create a network of support—resources and mentors—who can help you achieve these goals

**Required and Recommended Texts and Resources**

*Required:*

Coplin, Bill. *10 Things Employers Want You to Learn in College*. Berkeley, CA: Ten Speed Press, 2012.  
Additional required readings available on Western Online.

*Recommended:*

A flash drive where you frequently back up your work (in addition to your WIU P drive)

**Assignments**

<b>Assignment</b>	<b>Points</b>	<b>Percent of Grade</b>
Career Fair Report	5	5%
Professional Development Session Notes	5	5%
Interview Report	15	15%
LinkedIn and Leatherneck Link Profiles	5	5%
PowerPoint Presentation	10	10%
Professional Portfolio	50	50%
Class Participation	10	10%

## Grading & Evaluation

Qualitative	4.0 scale	Letter Grade	Total Pts.
outstanding effort and/or achievement relative to level necessary to meet requirements and expectations; problems v. minor or nonexistent	4.00	A	95-100
	3.67	A-	90-94
strong effort and/or achievement relative to the level necessary to meet requirements and expectations; problems few	3.33	B +	87-89
	3.00	B	83-86
	2.67	B-	80-82
effort and/or achievement meets most requirements and expectations, but serious problems exist	2.33	C +	77-79
	2.00	C	73-76
	1.67	C-	70-72
effort and/or achievement worth credit even though fails to meet all requirements and expectations; serious problems	1.33	D+	67-69
	1.00	D	63-66
	0.67	D-	60-62
a good faith effort was not made (academic dishonesty, poor attendance and participation, failure to hand in all paper assignments completely)	0.00	F	<60

## Course Policies

### Academic Integrity

**Responsible academic conduct is required in this and all other Western Illinois University courses. Plagiarism and cheating are serious infractions subject to University policy on academic integrity. Scholastic dishonesty in *any* portion of the work for this course shall be grounds for awarding a grade of F for the assignment *or* an F for the entire course, and further disciplinary action may be taken.**

**It is crucial that you turn in your own work and that you document the sources for ideas that are not your own. If you are using material or ideas from another source, including the internet and any graphics, and have questions about how to properly document the material, you should consult a style manual for guidelines. If you remain unsure or if you have any questions about what constitutes plagiarism or cheating, please contact me before the assignment is due or test is given.**

**Please note that turning in work for this class that was prepared for another class or by another individual will be considered cheating. The policy on plagiarism and cheating applies to all drafts, as well as final products, turned in for this course.**

**For the university's policy on academic integrity, including plagiarism and cheating, refer to <http://www.wiu.edu/policies/acintegrity.php>**

### Incompletes

An incomplete ("I") grade will be given only in extraordinary circumstances (i.e., prolonged illness, death in family) at my discretion. It will not be considered unless the amount of work remaining in the course is limited (i.e., a single assignment) and you had a passing grade before the incomplete assignment. The assignment of an "I" requires a written agreement between me and you specifying the time and manner in which you will complete the required assignments. Failure to adhere to the contract could result in an F for the missing work and an F for the course.

### Late or Missed Work

Generally, late work will not be accepted for points. On occasion, if you've met with me at least 4 days in advance, I am willing to work out an alternate deadline for an assignment. If you know you will miss a class, turn in assignments early. If you are absent for a class meeting, you are responsible for finding out what you missed, if any changes to the syllabus/deadlines were made, and for getting your work to me on time.

## **Participation and Preparation**

With this focus of this course being professional development, I expect you to come to class on time, prepared to actively, specifically, and critically engage the material for which you are responsible. You will have the reading and writing schedule in advance, so please manage your time well. Failure to be prepared and participate can result in 5 points being subtracted from your total points for the course. Absolutely outstanding participation and preparation can result in 5 points being added to your total points for the course.

## **Professionalism and Respect**

Respect and care should be shown in your behavior in class, contributions to discussion, interactions with me and your classmates, and the work you do for the class assignments. ***During class time, turn off and keep out of sight MP3 players, cell phones, and other things that beep, ring, or vibrate.*** If you read, nap, text, check email, or engage in other distracting behavior during class, you may be asked to leave. Disruptive, discourteous, threatening, or harassing behavior will not be tolerated and may result in dismissal from class. If you must have a pager/cell phone on, please speak with me the first day of class.

## **Students with Disabilities**

In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s), you must obtain documentation of the need for an accommodation through Disability Resource Center and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Resource Center at 298-2512 or [disability@wiu.edu](mailto:disability@wiu.edu) for additional services. [http://www.wiu.edu/student\\_services/disability\\_resource\\_center/](http://www.wiu.edu/student_services/disability_resource_center/)

## **Tardiness**

Tardiness disrupts lectures and discussions, and is discourteous to your classmates and professor. You are expected to arrive on time and remain for the duration of class. A pattern of tardiness will result in a final grade reduction.

## **Your Responsibilities**

Remember that your grade in this (and any) class is your responsibility to earn. If you find at any time during the term that you are having difficulties meeting the requirements for this course, please speak with me immediately.

### **Office Hours**

I encourage you all to make appointments to discuss the course, assignments, and any concerns you may have. Ms. Susie Fowler keeps my calendar and can set up an appointment for you: [se-fowler@wiu.edu](mailto:se-fowler@wiu.edu).

### **Tips for Success in this Course**

- Come to class and participate in class discussions
- Keep up with the readings
- Read syllabus & handouts carefully; note where to go for policies & other information
- Read the guidelines & evaluation criteria for all assignments carefully
- Stay on schedule with all assignments
- If you email me something, don't assume I received it without verification
- Save documents often and in more than one place so you don't lose material
- Check your email and WesternOnline frequently (once a day)
- If you can't access WesternOnline, email your assignment to me or tell me if you need a document emailed to you
- Talk with me about any questions or concerns as they arise
- Meet with me for feedback on your work

## Attendance

Attendance is required at all class meetings, just as showing up to work is required in any workplace. If you will miss class, you should notify me beforehand via email or phone, just as you would in the workplace. The reasons below may be considered excused in this class, provided you submit written documentation as soon as possible to me:

- Verified (documented) illness for which you were hospitalized or received emergency care (i.e., a note from a doctor saying you were at Beu Health Center during class is not sufficient)
- Participation in athletic events or other group activities sponsored by the University (provide documentation ahead of the absence)
- Serious family emergencies (contact me within 24 hours of the absence)
- Subpoenas and jury duty (provide documentation ahead of the absence when possible)
- Military service and religious observances within your faith (provide documentation ahead of the absence)

While I cannot anticipate all scenarios, experience has shown me that responsible students make every effort to attend class and when they cannot, they contact me as soon as possible (even before class) and are very conscientious about making up work. *Ultimately, I reserve the right to determine whether an absence will affect your grade for the course.* You are permitted 1 unexcused absence—1 week of class. More unexcused absences will result in a final grade reduction. More than 2 unexcused absences and/or excessive excused absences is grounds for a failing grade in this course.

*Should a real emergency (e.g., protracted illness or family crisis) cause you to miss more than 2 class periods, you must contact me immediately to determine whether or not you will be able to complete the minimum work required to pass the course or whether you have other options (such as a late drop or withdrawal).*

### University Student Absence Policy ([http://www.wiu.edu/student\\_services/student\\_development\\_and\\_orientation/current/absencepolicy.php](http://www.wiu.edu/student_services/student_development_and_orientation/current/absencepolicy.php))

Students are expected to attend all classes in which they are enrolled except in cases of illness or other serious emergency. Each faculty member determines his or her own policy dealing with class attendance. Therefore, if a student misses a class or classes, the student is expected to discuss the matter with the instructor, and it is up to the discretion of the instructor whether to allow a student to make up any missed assignments, exams, or projects.

If a student knows he or she is going to miss a class, the student is advised and is expected to discuss the situation with the appropriate faculty member in advance and in accordance with that faculty member's guidelines for class attendance. If documentation of the reason or reasons for an absence is desired by the faculty member, the student should inquire of the faculty member what would suffice for that purpose (e.g., medical documentation, proof of court appearance, etc.).

If a student needs medical documentation, he or she should contact the proper medical source directly for whatever material is needed. Neither the Office of Student Development and Orientation nor the Beu Health Center issue excuses for not attending class, but a student may obtain a form indicating the date and time of a completed medical appointment at the Health Center, for example, should a faculty member desire or require such evidence.

If a student makes a decision not to attend a class because of a non-emergency illness or injury (e.g., sore throat, cold, sprained ankle, etc.), it is the responsibility of the student to discuss the absence with the faculty member should the student desire to make up any academic work missed because of the absence. Depending upon such factors as the faculty member's class attendance policy, the reasons for the absence, and the student's prior record of class attendance, the faculty member may or may not grant the request to make up work that has been missed. It is emphasized that it is the individual faculty member's decision whether or not to grant the request.

The Office of Student Development and Orientation will serve as a contact resource for a student in extreme/emergency cases when the student is unable to make contact with a faculty member. Accidents/hospitalizations that occur out of town, death of an immediate family member (mother, father, sister, brother), serious emotional/psychological problems, serious physical injuries or trauma, and medically prescribed inpatient treatment for substance abuse are examples of situations where the Office of Student Development and Orientation might appropriately be contacted and called upon for assistance.

If the president issues a "University Advisory" because of an emergency condition (such as inclement weather) and classes are not canceled, students should arrange with faculty to complete academic course requirements missed during the time of the advisory. Individual faculty members are responsible for their academic course requirements and it is the individual faculty member's decision whether or not to grant a request to make up work that has been missed as a result of a "University Advisory." If classes are canceled, faculty members will inform students at a later time how missed course activities will be satisfied.

## Assignment Descriptions

**Career Fair Report.** Attend the Career Fair on 2/3/15 and be prepared to ask questions of potential employers about internship and career opportunities for an English major. Write a report that includes the questions you asked, the kinds of answers/information you received, and what you learned that was helpful and/or surprising. 2-3 pages.

**Professional Development Session notes.** Review the schedules for Career Development Center workshops and the Graduate School Seminar series. Attend at least one of these sessions and turn in a copy of your notes, including any handouts.

**Interview Report.** Prepare for and conduct an interview with a professional who has a position you desire or that appeals to you; write a short report on your interview. 3-5 pages.

**LinkedIn and Leatherneck Link Profiles.** Develop a profile for yourself in LinkedIn and Leatherneck Link.

**PowerPoint Presentation.** Develop a brief PowerPoint (or Prezi) based on your feasibility study research. Imagine your audience is freshmen with similar interests—what tips, advice, and resources do you have to offer them? No more than 5 slides—3-5 minute presentation.

**Professional Portfolio.** Throughout the semester, work on developing the different sections of your portfolio:

- Self-Assessment and Profile (results of assessments, short and long term goals, etc.) (10%)
- Writing Sample: Select your strongest academic writing sample or professional writing samples (depending on goals) (2.5%)
- Resume or curriculum vita (5%)
- Application: job letter, internship letter, or graduate school goals statement with description of what you are applying to (5%)
- List of Networking Contacts and Prospects (including why they made the list) (2.5%)
- Feasibility Study for a Successful Graduate School, Career, or Internship Search. 4-6 pages. (15%)
- Short-Term Plan: Timeline with Steps to Degree Completion and Success (5%)
- Assessments (5%)
  - Skills Self-Assessment (Coplin)
  - Career Values Assessment ([www.myplan.com](http://www.myplan.com))
  - O\*Net Interest Profile (<http://www.onetcenter.org/IPSF.html?p=3>)

**Class Participation.** Attend class, discuss readings, prepare questions for guests, participate in workshops, and contribute to peer review or other collaborative work.

### Course Schedule – Reading and Assignment Due Dates

*Schedule is subject to revision during the semester—you are responsible for noting changes to the schedule and syllabus.*

<b>Date</b>	<b>Reading Due</b>	<b>Writing Due</b>	<b>In Class</b>
1/20			Introduction to course
1/27	Coplin, Intro thru Ch. 4		Guest: Martin Kral, Career Development Center
2/3	<b>No class—required to attend Career Fair between 10am – 2pm</b>		
2/10	<b>No class</b>		
2/17	Coplin, Ch. 5 thru 10	Career Fair Report Due	Panel on Graduate Study: David Banash, Merrill Cole, Chris Morrow, Alisha White
2/24	Coplin, Ch. 12 thru 16		Guest: Tim Miller, Service Information Coordinator, Caterpillar Company
3/3	Coplin, Ch. 17 thru 20	LinkedIn Profile and Leatherneck Link Profiles Due	
3/10	<b>No class</b>		
<b>SPRING BREAK – NO CLASS</b>			
3/24		Interview Report Due	Alumni Panel: Cass Litle, Erin McCarthy, Ellen Poulter, Flannery Scott
3/31		PowerPoint Presentation Due	Student Presentations
4/7	<b>Make up class if needed; otherwise, no class</b>		
4/14	<b>No class</b>		
4/21		Draft Portfolio	Workshop portfolio
4/28		Draft Portfolio; professional development session notes due	Workshop portfolio
5/5		Portfolio Due	<b>Make up class if needed; otherwise, no class</b>

#### Portfolio Time Management Tips

- **Take your three assessments early**
- **Make use of the resources provided on Western Online**
- **Work on your resume early—take it to the Career Development Center or Writing Center**
- **Look at the list of Graduate School Seminars and Career Development Workshops and choose one early**
- **Plan out deadlines for each section of your portfolio—especially those that will require extra research like the feasibility study and application**