

Syllabus  
**UNIV 300: CAREER MAPPING**  
Three Credit Hours, Blended Format  
Fall Semester, 2017  
MWF, 10:10 a.m. – 11:00 a.m.  
501 Building, 132

**Instructor Information**

**Name:** Joy Jones  
**Phone:** (205) 934-4324  
**Email:** [joyjones@uab.edu](mailto:joyjones@uab.edu)

**Course Description**

UNIV 300, Career Mapping, is an elective course taught in a blended format. Half of the sessions will be covered in class, and the other half will be covered online via Canvas.

This course helps you achieve career success by building key skills sought by employers and graduate school admission committees today. This course provides an interactive exploration into setting career goals and arriving successfully at your destination. This is a multi-phased process with intentional steps to ensure your career success.

Guest facilitators and panelists are also an integral part of UNIV 300. All are selected due to their experiences and professional expertise on various topics.

**Goals**

Upon successful completion of this class students will be able to:

- Research, analyze, and explain the skills and qualifications required for entry into a target industry and articulate the reasons why they are a good fit for that industry and how they are preparing for successful entry into that industry
- Produce, edit, and tailor appropriate and effective career documents and media, based on the expectations of employers and the professional goals of the student
- Build skills such as communication, teamwork, problem-solving, and self-awareness, in order to prepare for success in the 21<sup>st</sup> century globalized workplace.

**Required Text**

StrengthsFinder 2.0 (Tom Rath, 2007). This book is available in hard copy and e-reader formats. To get the best buy, you may shop online. If you purchase the hard copy, it **MUST** be a **NEW** book. **Only** the new books include a sealed envelope containing an individual code that will allow you access to the StrengthsFinder assessment.

If you purchase an e-reader version, make sure you will be receiving a code. Again, the reason is to allow you access to the StrengthsFinder assessment.

Career Resource Guide. A copy will be provided for you (at no charge) during class.

In addition, readings will come from web resources and current research that are linked in the course.

## Technical Support

Login to Canvas and select the *Help* button from the Green Navigation bar in the upper right corner. Select from a list of formats for Getting Help. You may get help directly from Canvas 24/7.

## Attendance Policy

Students are encouraged to attend every in-class session. The number of excused absences for this course will be 2 (applies to in-class sessions only). **Each additional unexcused absence will be considered excessive and will significantly reduce your participation grade, which is 10% of your final grade in this class.**

**Tardiness is defined as entering class after roll is taken. Each tardy will count as ½ absence. Similarly, leaving class before it has ended will be counted as a ½ absence.**

Certain absences are excused and the instructor will accommodate for the student to make up academic work missed as a result of an excused absence.

Examples of excused absences are:

- Absences due to jury or military duty, provided the official documentation has been provided to the instructor in a timely manner in advance.
- Absences due to participation in university sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that:
  - Before the add/drop period, students must provide the instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
- Absences due to other extenuating circumstances that the instructor deems excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.

## Policy on Make-Ups

Late assignments (submitted after the deadlines indicated in Canvas) will not be accepted and will result in a grade of zero. The only make-up work allowed will be for serious, unforeseen emergencies. You must report any emergencies (accidents, serious illnesses, funerals, etc.) as soon as possible after the event, and you will be required to produce documentation (except for the two personal days allowed and detailed in the Attendance Policy category).

**It is important to note that computer or internet problems do not constitute a qualified emergency.** Do not wait until the last minute to submit work. Have a back-up plan to access the internet for the submission of your work. Again, for technical support, contact Canvas by clicking the “Help” button.

## Grading Policy

<b>Assignments/Discussions/Portfolio-(weighted by assignment)</b>	70%
<b>Discussion Boards (5 total)</b>	20%
<b>Participation (in-class and on-line activities)</b>	10%

All assignments will be on Canvas where the point value will be clearly designated. Required assignments that carry no point values must be completed in order for you to receive full credit for the unit and the course.

Below is a schedule of the class, with designations of days that will be online and in the classroom.

8/28	Introduction/Review of Syllabus	In-Class
8/30	Complete Focus2 (access through HireABlazer) Assignment	On-Line
9/1	Focus 2 Discussion	On-Line
9/6	Values Activity	In-Class
9/8	Industry and Job Title Research Assignment	On-Line
9/11	Target Companies Assignment	On-Line
9/13	Review and Prepare for Informational Interviews and Presentation Assignments	In-Class
9/15	Presentations	In-Class
9/18	Presentations	In-Class
9/20	Presentations	In-Class
9/22	Career Action Plan/Goals and Objectives	On-Line
9/25	Networking-Speaker	In-Class
9/27	Networking Discussion	On-Line
9/29	Elevator Pitch Assignment	On-Line
10/2	Elevator Pitch-Practice with Employers	In-Class
10/4	Building Your LinkedIn Profile Assignment	On-Line
10/6	LinkedIn-Speaker	In-Class
10/9	Resume Workshop	In-Class
10/11	Resume Accomplishment Based Online	On-Line
10/13	Professional Resume Critique	In-Class
10/16	Submit Final, Tailored, Edited Resume	On-Line
10/18	Cover Letter Peer Review	On-Line
10/20	Final Tailored Cover Letter Submission	On-Line
10/23	Introduction to Interviewing Workshop	In-Class
10/25	InterviewStream Assignment	On-Line
10/27	Mock Interviews*	In-Class
10/30	Submit Resume, Cover Letter, and Mock Interview Reflection for Professional Review	On-Line
11/1	Employer Expectations-Speaker	In-Class
11/3	StrengthsFinder Assessment	On-Line
11/6	StrengthsFinder Activities	In-Class
11/8	Teamwork Case Study and Discussion	On-Line
11/10	Teamwork-Speaker	In-Class
11/13	Giving and Receiving Feedback Assessments	On-Line
11/15	Giving and Receiving Feedback-Speaker	In-Class
11/17	Critical Thinking Discussion	On-Line

11/27	Work Email	On-Line
11/29	Job Search-Final Tips and Tactics	In-Class
12/1	Salary Negotiation	In-Class
12/4	Chaos Theory and Your Career	In-Class
12/6	TED Talk Activity	On-Line
12/8	Final Reflection Essay Due	On-Line

Grades: To receive an A in this course, you must earn a total score of 90% or higher; for a B, 80%; for a C, 70%; and for a D, 60% and F, 59% or lower.

### **Final**

The final assignment in UNIV 300 is your Career Portfolio. Be sure and look on Canvas for more detailed instructions on this culminating assignment.

### **Email and Announcements**

You may contact your instructor through email at [joyjones@uab.edu](mailto:joyjones@uab.edu). Responses to emails will not be sent after hours, weekends, or holidays.

It is crucial that you regularly monitor “Announcements” in your Canvas account as well as your UAB email. You will be responsible for notices posted and emailed.

### **Non-Discrimination and Harassment**

The University of Alabama at Birmingham is committed to providing an environment that is free of bias, discrimination, and harassment. If you have been the victim or sexual discrimination, harassment, misconduct, or assault we encourage you to report the incident. UAB provides several avenues for reporting. For more information about Title IX, policy, reporting, protections, resources and supports, please visit <http://www.uab.edu/titleix> for UAB’s Title IX Policy and UAB’s Equal Opportunity and Anti-Harassment Policy.

### **Compliance with the Americans with Disabilities Act**

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call 934-4205 or visit <http://www.uab.edu/dss>.

## Assignments

Complete details on Assignments are accessible on Canvas in the sections labeled, "Assignments", "Modules", and "Get Started-Modules".

## Class Sessions

Due to the blended format, students will meet in class approximately  $\frac{1}{2}$  of the 41 (M-W-F) sessions for this semester.

**Designated in-class days** are listed below. They are also indicated by the dates listed in the Modules section on Canvas.

August: 28

September: 6, 13, 15, 18, 20, 25

October: 2, 6, 9, 13, 23, 27\*

November: 1, 6, 10, 15, 29

December: 1, 4

\*10/27 Mock Interviews will be held in a venue to be announced.