**FALL 2024 SYLLABUS – Deadline to Enroll: October 1, 2024**

**INSTRUCTORS:** Stephanie Taylor Okoukoni, Diane Crump-Fogle, and Rowena Winkler

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**WHAT IS THE PRACTICUM?**

PRAC 102 (Building Skills for Career Success) is a zero-credit, pass-fail course reflected on the student’s permanent transcript to provide a record of the student’s participation in University-sanctioned professional skills development. The purpose of this course is to provide a forum for students to recognize the transferable skills they are developing in their on-campus jobs and help build them as reflective learners and workers. ***There is NO tuition or fees.***

**PRACTICUM OBJECTIVES:**

1. Gain an understanding of workplace expectations; including problem-solving, communication, self-advocacy, networking, and adapting to the workplace culture.
2. Understand the importance of goal setting and create goals that inform your long-term career plans.
3. Develop critical reflection skills to assess your workplace and experience continually.
4. Identify and articulate your skills, strengths, areas for growth, and values related to your career.
5. Participate in TWO professional workshops and/or events and ONE career related action that will

**EVENTS THAT COUNT AS PROFESSIONAL DEVELOPMENT WORKSHOPS AND RECRUITING EVENTS FOR PRAC 102 (see** [**Career Center Calendar**](https://careers.umbc.edu/102pd) **for URLs and location details as rooms and times are subject to change):** This listing of Professional Development events will be periodically updated as new events become available.

**ENGAGEMENTS THAT COUNT AS ACTION ITEMS FOR PRAC 102. Take at least ONE action as listed below:**

* Schedule an appointment with a Career Center staff member by calling 410-455-2216 or using Handshake.
* Record your answer to a practice interview question in Big Interview and submit it to interviews@umbc.edu for feedback.

**DISCUSSION BOARD:**

You can use Discussion Boards within Blackboard to connect with your peers and instructors. Although they are not mandatory for the curriculum, they are an excellent opportunity to learn and network with your peers. Feel free to post your questions and thoughts on the Discussion Board throughout the semester.

**GRADING:** Pass/Fail. Incompletes may be granted in exceptional cases only if requested before the end of the term. Dropping the practicum once enrolled does result in a "W." **\*\* Wednesday, November 6th,** is thelast day to [withdraw](https://registrar.umbc.edu/services/registration/Information-About-Withdrawal-and-%20Absence/) from individual courses. You will receive a grade of W.

 **PRACTICUM REQUIREMENTS**: To pass this course and receive your transcript notation, please submit your assignments on Blackboard under the respective modules within the defined timelines.

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| **Practicum Requirements** | **Timeline/Deadline**  |
| Learning Goals/ Objectives  |  Friday, October 11 |
| Two Professional Development Workshops (As explained above) |  Friday, December 6  |
| One Action Item (As explained above) |  Friday, December 6 |
| One Reflection Session |  Friday, December 6 |
| End-of-Semester Evaluations  |  Friday, December 13 |