UMBC

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**Fall 2014 Syllabus:** PRAC 102- Building Skills for Career Success

**COURSE DESCRIPTION/OBJECTIVE**

PRAC 102 (Building Skills for Career Success) is a zero-credit, pass-fail course that is recorded 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 develop them as reflective learners and workers.

**PRAC 102 REQUIREMENTS FOR FALL 2014**

**To PASS PRAC 102 we ask that students complete the following five requirements:**

1. Complete the **Basic Exp. Learning Information** on UMBCworks, which includes your learning objectives and action plan. In this section you will create 3 to 6 specific learning objectives as determined by you and your supervisor. *Due: Wednesday, October 8th*
2. Attend at least **two Professional Development Workshops (see page 2)**. An updated list of events is also available at <http://careers.umbc.edu/news_events/calendar.php> *Completed by: Friday, Dec. 5th*
3. Attend at least **one Reflection Session** by the end of the semester.

***Day Date Time Location***

Tuesday October 28th 4-5pm Math/Psychology, Career Center Conference RM 210

Thursday October 30th 12Noon-1pm Math/Psychology, Career Center Conference RM 210

Monday Dec. 1st 12Noon-1pm Math/Psychology, Career Center Conference RM 210

Wednesday Dec. 3rd 4-5pm Math/Psychology, Career Center Conference RM 210

1. Complete the **Student Evaluation Tab** and **Placement Evaluation Tab** on UMBCworks. *Due: Friday, Dec. 5th*

Have your supervisor complete the **Performance Evaluation**. You supervisor will be sent a unique link to your evaluation form via email approximately 2 weeks prior to the deadline. If he/she prefers to complete this form in hard copy, you may download it from the Document Library found on the homepage of UMBCworks. In addition, your supervisor can use his or her departmental review form if preferred. We encourage supervisors to review this information with you.

1. Take **one action item to benefit your career path** during the course of the fall semester, such as attending a career fair, getting your resume reviewed, scheduling an appointment with a Career Specialist, attending an employer information session, participating in the Career Center’s Intern or Graduate School Prep Conference, etc. A sample list of these opportunities can be found on page 3. *Completed by Friday, Dec. 5th*

**DIRECTIONS ON HOW TO ACCESS PRAC 102 REQUIREMENTS THROUGH UMBCworks**

All underlined tabs below are to be completed electronically on UMBCworks.

To access your UMBCworks account:

1. Log into your myUMBC account.
2. Go to the TOPICS tab, and Click on JOBS and INTERNSHIPS.
3. Click on UMBCworks.
4. On the homepage of your UMBCworks account, look under MORE on the bottom right side of the screen.
5. Click on Intern/Co-op/Research/Service Requirements.
6. Click on EDIT underneath your current internship, co-op, or research placement. This will take you directly to the Basic Exp. Learning Information screen. To complete your Evaluations, click on the grey titles to the right of your experience on the Exp. Learning homepage.

**POLICY INFORMATION**

Students who fail to meet the requirements of the Practicum by the posted deadlines will earn a Fail (F) grade. Incomplete (I) grades will not be granted unless specifically requested by the student prior to the end of the term and are assigned at the discretion of the student’s designated UMBC Coordinator.

**QUESTIONS: Ask to speak to a Career Specialist at the Career Center- 410-455-2216.** Instructors include Christine Routzahn, Diane Crump-Fogle, Caroline Bodnar, and Laura McDonald.

**Career Services Center (2014-2015)**

**Sample Professional Development Workshops for PRAC 102- See Full List of Events on the Career Center website.**

Attend at least TWO Professional Development Workshops- descriptions in UMBCworks & the Career Center’s website .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event | Employer/Topic | Date | Time | Location |
| The Inside Scoop: | Public Health Careers | 9/15/2014 | Noon- 1:00 pm | Commons 331 |
| Keys to Success: | Success on Your New Job | 9/22/2014 | Noon – 1:00 pm | Commons 331 |
| \*\*Senior Success Seminar | For those graduating in Dec. or May- Everything you need to know to find a job before graduation. | 9/26/2014 | Noon – 5:00 pm | UC Ballroom |
| The Inside Scoop: | Arts, Media & Communications Career & Intern Panel | 9/29/2014 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | Does the work you do matter? | 10/6/2014 | Noon – 1:00 pm | Commons 331 |
| The Inside Scoop: | Research  Career & Intern Panel | 10/13/2014 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | Tips for Becoming an Amazing Communicator | 10/20/2014 | Noon – 1:00 pm | Commons 331 |
| \*Skills 4 Success: | Procrastination | 10/22/14 | Noon – 12:45 pm | Commons 327 |
| \*\*Diversity Recruitment Event | Meet & hear from employers interested in diversifying their workforce | 10/22/14 | 5:30 – 8:00 pm | UC Ballroom |
| \*Skills 4 Success: | Stress Management | 10/29/2014 | Noon – 12:45 pm | Commons 327 |
| \*\*2014 Intern Success Conference | Obtain Expert Advice on How to Obtain your Ideal Internship or Research Opportunity | 10/29/2014 | 5:30 – 8:00 pm | Commons Skylight |
| Keys to Success: | Character Counts! Doing the Right Thing When Nobody's Watching | 11/3/2014 | Noon – 1:00 pm | Commons 331 |
| \*Skills 4 Success: | Time Management | 11/5/14 | Noon – 12:45 pm | Commons 327 |
| Grad School 101 | Graduate School Prep Conference | 11/5/2014 | 4:00 – 8:00 pm | UC Ballroom |
| The Inside Scoop: | Entrepreneur Panel | 11/10/2014 | Noon – 1:00 pm | UC Ballroom Lounge |
| \*Skills 4 Success: | Motivation | 11/19/2014 | Noon – 12:45 pm | Commons 327 |

*\*Hosted by the UMBC Counseling Center.*

*\*\*Some of the activities and professional development workshops are cross-listed on both list. However, each item or workshop will count toward only one requirement. For example, if you attend the Diversity Recruitment Event that will count as either an professional development workshop OR action item but NOT both.*

*\*\*\*Hosted by the UMBC Office of Undergraduate Education.*

**Sample Action Items for PRAC 102- See Full List of Events on the Career Center website.**

Take at least ONE action item or service below to benefit your career. You can also attend any Employer Information Session to fulfill this requirement. Descriptions can be found in UMBCworks & on the Career Center’s website .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event | Employer/Topic | Date | Time | Location |
| UMBC Connects: | U.S. Navy Cyber Command | 9/17/2014 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC312 |
| \*\*\*How to Get Started in Research | Obtain advice and tools on how to get research experience | 9/22/2014  10/8/2014  11/7/2014 | 12:00 pm – 1:00 pm  12:00 pm – 1:00 pm  12:00 pm – 1:00 pm | LH3  Sondheim 108  Sondheim 108 |
| UMBC Connects: | National Security Agency | 9/24/2014 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| UMBC Connects: | General Electric | 10/1/2014 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| UMBC on the Road: Explore Outside the Loop | Maryland Psychiatric Research Center | 10/3/2014 | 9:30 am – 12:00 pm | Off-Campus |
| Fall Career Fair | Meet employers seeking to hire UMBC students | 10/8/2014 | 11:30 am – 3:30 pm | RAC |
| UMBC Connects: | Cyber and IT Entrepreneurs | 10/15/2014 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| UMBC on the Road: Explore Outside the Loop | Constellation Energy | 10/17/2014 | 9:30 am – 1:00 pm | Off-Campus |
| UMBC Connects: | American Airlines | 10/22/2014 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| \*\*Diversity Recruitment Event | Meet & hear from employers interested in diversifying their workforce | 10/22/2014 | 5:30 pm – 8:00 pm | UC Ballroom |
| UMBC Connects: | Next Century | 10/29/2014 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| UMBC on the Road: Explore Outside the Loop | Baltimore Idealist Graduate School Fair | 10/29/14 | 5:00 pm – 8:00 pm | Johns Hopkins University |
| \*\*2014 Intern Success Conference | Obtain expert advice on how to obtain your ideal internship | 10/29/2014 | 5:30 pm – 8:00 pm | Commons Skylight |
| UMBC on the Road: Explore Outside the Loop | Center Stage | 10/31/2014 | 9:30 am – 1:00pm | Off-Campus |
| UMBC Connects: | AOL/Advertising.com | 11/5/2014 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | Commons 331 |
| UMBC Connects: | Lockheed Martin | 11/12/2014 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | Commons 331 |
| UMBC on the Road: Explore Outside the Loop | T. Rowe Price | 11/14/2014 | 9:30 am – 1:00 pm | Off-Campus |
| UMBC Connects: | Exelon | 11/19/2014 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |

**ADDITIONAL OPTION:**

You can call the Career Center at 410-455-2216 to schedule an appointment to meet with a staff member for one of the following services.

Major Exploration/Choosing a Major Career Assessment/ Focus 2 Resume Review

Job and/or Internship Search Support Career Decision Making Mock Interview or Interview Prep Graduate School Application Prep Personal Statement Reviews