UMBC

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**Fall 2016 Syllabus:**

PRAC 102- Building Skills for Career Success

***Enrollment Deadline: October 5, 2016***

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**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 2016**

**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 12th***
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> ***Complete by: Friday, Dec 9th***
3. Complete **one action item to benefit your career path** during the course of the fall semester, such as joining our [Alumni-Student Networking Group on LinkedIn](http://careers.umbc.edu/students/network/pronet/) and posting a comment or question in response to one of the articles or discussion topics, attending a career fair, getting your resume reviewed, scheduling an appointment with a Career Specialist, attending an employer information session, participating in a UMBC On the Road: Explore Outside the Loop event, etc. A sample list of these opportunities can be found on page 3.

***Complete by: Friday, Dec 9th***

1. Attend at least **one Reflection Session** by the end of the semester.

***Day Date Time Location***

Thursday Nov 10th 9am-10pm Math/Psychology, Career Center Conference RM 210

Wednesday Nov 30th 5pm- 6pm Math/Psychology, Career Center Conference RM 210

Friday Dec 2nd 12Noon-1pm Math/Psychology, Career Center Conference RM 210

Tuesday Dec 6th 3:30pm-4:30pm Math/Psychology, Career Center Conference RM 210

1. Complete the **Student Evaluation Tab** and **Placement Evaluation Tab** on UMBCworks.

Have your supervisor complete the **Performance Evaluation**. Your 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. ***Due: Friday, Dec 9th***

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

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

To access your UMBCworks account:

1. Log into your myUMBC account. Go to the TOPICS tab, & Click on JOBS and INTERNSHIPS. Click on UMBCworks.
2. On the left menu located on the UMBCworks home page, select “**My Account**” then “**Internship/Co-­‐ op/Research/Service/Student Employment Requirements**” to open the “**Experiential Learning**” tab.
3. Click on **“Edit”** to complete and submit the Basic Experiential Learning Info. Submit the “Student Evaluation” and “Placement Evaluation” (links to each evaluation appear under your current experience).

**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 Caroline Bodnar, Lauren Barrett, Diane Crump-Fogle, and Christine Routzahn.

**The Career Center at UMBC (Fall 2016)**

**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.**

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| --- | --- | --- | --- | --- |
| Event | Employer/Topic | Date | Time | Location |
| Keys to Success: | Get ready to be Hired!- Resumes | 9/12/2016 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | Get ready to be Hired!- Resumes | 9/13/2016 | 5:00 – 6:00 pm | Commons 331 |
| Keys to Success: | Get ready to be Hired!- Interviewing | 9/14/2016 | 5:00 – 6:00 pm | Commons 331 |
| Keys to Success: | Get ready to be Hired!- Get the Most Out of a Job Fair | 9/15/2016 | 5:00 – 6:00 pm | Commons 331 |
| The Inside Scoop: | Federal Government | 9/19/2016 | Noon – 1:00 pm | Commons 331 |
| \*\*Senior Success Conference | For those graduating in Dec. or May- Everything you need to know to find a job before graduation. | 9/23/2016 | Noon – 5:00 pm | UC Ballroom, BR Lounge, UC 310, UC312 |
| The Inside Scoop: | Writing | 10/03/2016 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | Transferrable Skills - Does the work you do matter? | 10/10/2016 | Noon – 1:00 pm | Commons 331 |
| \*Skills 4 Success: | Procrastination | 10/12/2016 | Noon – 12:45 pm | Commons 327 |
| The Inside Scoop: | Nontraditional Medicine | 10/17/2016 | Noon – 1:00 pm | Commons 331 |
| \*\*Diversity Recruitment Event | Meet & hear from employers interested in diversifying their workforce | 10/19/2016 | 5:30 – 8:00 pm | UC 3rd Floor |
| \*Skills 4 Success: | Stress Management | 10/19/2016 | Noon – 12:45 pm | Commons 327 |
| Grad School 101 | Graduate School Prep Conference | 10/20/2016 | 5:00 – 8:00 pm | Commons Skylight |
| \*Skills 4 Success: | Time Management | 10/26/2016 | Noon – 12:45 pm | Commons 327 |
| Keys to Success: | Personality and Fit/Career Assessments | 10/31/2016 | Noon – 1:00 pm | Commons 331 |
| The Inside Scoop: | Artificial Intelligence & Machine Learning | 11/07/2016 | Noon – 1:00 pm | Commons 331 |
| \*\*Intern Success Conference | Obtain Expert Advice on How to Obtain your Ideal Internship or Research Opportunity | 11/09/2016 | 4:30 – 8:00 pm | Commons Skylight |
| \*Skills 4 Success: | Motivation/Goal-Setting | 11/09/2016 | Noon – 12:45 pm | Commons 327 |
| Keys to Success: | LinkedIn/ProNet | 11/14/2016 | Noon – 1:00 pm | Commons 331 |
| The Inside Scoop: | Entrepreneur Panel | 11/21/2016 | Noon – 1:00 pm | UC 310 |

*\*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 a professional development workshop OR action item but NOT both.*

**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.

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

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| --- | --- | --- | --- | --- |
| Event | Employer/Topic | Date | Time | Location |
| UMBC Connects: | T. Rowe Price | 9/21/2016 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| \*\*Senior Success Conference | See description on previous page | 9/22/2016 | Noon – 5:00 pm | UC Ballroom, BR Lounge, UC 310, UC312 |
| UMBC on the Road: Explore Outside the Loop | Idealist Graduate School Fair in Washington DC | 9/27/2016 | 3:30 pm-8:00 pm  Check UMBCworks for RSVP details. | Off-campus |
| Fall Career Fair | Meet employers seeking to hire UMBC students | 9/28/2016 | 11:30 am – 3:30 pm | RAC |
| UMBC on the Road: Explore Outside the Loop | IRC and Esperanza Center | 9/30/2016 | Check UMBCworks for RSVP details. | Off-Campus |
| UMBC Connects: | The Hershey Company | 10/05/2016 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | Commons 331 |
| UMBC on the Road: Explore Outside the Loop | Johns Hopkins Applied Physics Lab | 10/07/2016 | Check UMBCworks for RSVP details. | Off-Campus |
| UMBC Connects: | Northrup Grumman | 10/12/2016 | 11:00 am – 2:00 pm | UC 312 |
| \*\*\*How to Get Started in Research | Obtain advice and tools on how to get research experience | 09/28/16  10/12/2016  11/04/2016 | Noon – 1:00 pm  Noon – 1:00 pm  Noon – 1:00 pm | Sondheim 103  Sondheim 103  Sondheim 103 |
| UMBC on the Road: Explore Outside the Loop | US Health & Human Services/ASPE | 10/14/2016 | Check UMBCworks for RSVP details. | Off-Campus |
| UMBC Connects: | UPS | 10/19/2016 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| \*\*Diversity Recruitment Event | See description on previous page | 10/19/2016 | 5:30 – 8:00 pm | UC 3rd Floor |
| UMBC Connects: | McCormick & Company | 10/26/2016 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 310 |
| UMBC on the Road: Explore Outside the Loop | National Security Agency | 10/28/2016 | Check UMBCworks for RSVP details. | Off-Campus |
| UMBC Connects: | Constellation Energy | 11/02/16 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| UMBC Connects: | Next Century | 11/09/16 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| \*\* Intern Success Conference | Obtain expert advice on how to obtain your ideal internship | 11/09/16 | 4:30 pm – 8:00 pm | Commons Skylight, 331,329,318 |
| UMBC on the Road: Explore Outside the Loop | The Coastal Companies | 11/11/2016 | Check UMBCworks for RSVP details. | Off-Campus |
| UMBC Connects | National Security Agency | 11/16/2016 | 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 Resume Review

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