UMBC

UMBC Math/Psychology 212 • car eers.umbc.edu • *internships@umbc.edu* • T: 410.455.2216 •

**Fall 2015 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 2015**

**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 7th***
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 4th***
3. Complete **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 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 4th***
4. Attend at least **one Reflection Session** by the end of the semester.

***Day Date Time Location***

Wednesday Nov 11th 12Noon-1 pm Math/Psychology, Career Center Conference RM 210

Thursday Nov 12th 4-5pm Math/Psychology, Career Center Conference RM 210

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

Thursday 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 4th***

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.

**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.
2. Go to the TOPICS tab, and Click on JOBS and INTERNSHIPS. Click on UMBCworks.
3. On the homepage of your UMBCworks account, look under MORE on the bottom right side of the screen.
4. Click on Intern/Co-op/Research/Service/Work PRAC Requirements.
5. Click on EDIT underneath your current work 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 Caroline Bodnar, Diane Crump-Fogle, Laura McDonald, and Christine Routzahn.

**The Career Center at UMBC (Fall 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 |
| \*\*Senior Success Conference | For those graduating in Dec. or May- Everything you need to know to find a job before graduation. | 9/18/2015 | Noon – 5:00 pm | UC Ballroom |
| The Inside Scoop: | Foreign Affairs & Global Business | 9/21/2015 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | Get Ready…Here They Come!-Resumes | 09/28/2015  09/29/2015 | Noon – 1:00 pm  5:00 – 6:00 pm | Commons 331  Commons 331 |
| Keys to Success: | Get Ready…Here They Come!-Interviewing | 09/30/2015 | 5:00 – 6:00 pm | Commons 331 |
| Keys to Success: | Get Ready…Here They Come!-Get the Most out of a Job Fair/Networking | 10/01/2015 | 5:00 – 6:00 pm | Commons 331 |
| Keys to Success: | Get Ready…Here They Come!-Interviewing | 10/02/2015 | Noon – 1:00 pm | Commons 331 |
| The Inside Scoop: | Science & Research | 10/05/2015 | Noon – 1:00 pm | Commons 331 |
| \*Skills 4 Success: | Procrastination | 10/07/2015 | Noon – 12:45 pm | Commons 329 |
| Keys to Success: | Transferrable Skills - Does the work you do matter? | 10/12/2015 | 8:30 –9:30 am  Noon – 1:00 pm | Math/Psych 210  Commons 331 |
| \*Skills 4 Success: | Stress Management | 10/14/2015 | Noon – 12:45 pm | Commons 329 |
| The Inside Scoop: | Digital Marketing & SEO | 10/19/2015 | Noon – 1:00 pm | Commons 331 |
| \*Skills 4 Success: | Time Management | 10/21/2015 | Noon – 12:45 pm | Commons 329 |
| Grad School 101 | Graduate School Prep Conference | 10/21/2015 | 4:30 – 8:00 pm | Commons Skylight |
| Keys to Success: | Personality and Fit/Career Assessments | 11/02/2015 | 8:30 –9:30 am  Noon – 1:00 pm | Math/Psych 210  Commons 331 |
| \*Skills 4 Success: | Motivation/Goal-Setting | 11/04/2015 | Noon – 12:45 pm | Commons 329 |
| \*\*Diversity Recruitment Event | Meet & hear from employers interested in diversifying their workforce | 11/05/15 | 5:30 – 8:00 pm | UC 3rd Floor |
| The Inside Scoop: | Finance & Accounting | 11/09/2015 | Noon – 1:00 pm | Commons 331 |
| \*\*2015 Intern Success Conference | Obtain Expert Advice on How to Obtain your Ideal Internship or Research Opportunity | 11/11/2015 | 4:30 – 8:00 pm | Commons Skylight |
| Keys to Success: | LinkedIn/ProNet | 11/16/2015 | Noon – 1:00 pm | Commons 331 |
| The Inside Scoop: | Entrepreneur Panel | 11/18/2014 | 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event | Employer/Topic | Date | Time | Location |
| UMBC Connects: | U.S. Navy | 9/09/2015 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC Ballroom |
| \*\*Senior Success Conference | For those graduating in Dec. or May- Everything you need to know to find a job before graduation. | 9/18/2015 | Noon – 5:00 pm | UC Ballroom |
| UMBC Connects: | General Electric | 09/23/2015 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC Ballroom |
| UMBC Connects: | Lockheed Martin | 09/30/2015 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | Commons 331 |
| \*\*\*How to Get Started in Research | Obtain advice and tools on how to get research experience | 09/30/15  10/07/2015  11/04/2015 | Noon – 12:50 pm  Noon – 1:00 pm  Noon – 1:00 pm | Sondheim 103  Sondheim 103  Sondheim 103 |
| UMBC on the Road: Explore Outside the Loop | Idealist Grad School Fair (hosted by American University) | 10/1/2015 | 3:30 pm – 8:00 pm | Off-Campus (Washington Convention Center) |
| UMBC on the Road: Explore Outside the Loop | Nielsen | 10/02/2015 | Check UMBCworks | Off-Campus |
| UMBC Connects: | Northrup Grumman | 10/07/2015 | 10:00 am – 4:00 pm Tech Showcase  5:00 pm –7:30 pm Information Session | ENGR Atrium  UC 312 |
| Fall Career Fair | Meet employers seeking to hire UMBC students | 10/14/2015 | 11:30 am – 3:30 pm | RAC |
| UMBC Connects: | Amazon.com | 10/15/2015 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | AOK Gallery |
| UMBC on the Road: Explore Outside the Loop | Constellation Energy | 10/16/2015 | Check UMBCworks | Off-Campus |
| UMBC Connects: | Next Century | 10/21/2015 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC Ballroom Lounge |
| UMBC Connects: | National Security Agency | 10/28/2015 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 312 |
| UMBC on the Road: Explore Outside the Loop | Kennedy Krieger Institute | 10/30/2015 | Check UMBCworks | Off-Campus |
| UMBC Connects: | T. Rowe Price | 11/04/2015 | 11:00 am – 2:00 pm  *Come by at 11, 12, or 1* | UC 310 |
| \*\*Diversity Recruitment Event | Meet & hear from employers interested in diversifying their workforce | 11/05/2015 | 5:30 pm – 8:00 pm | UC 3rd floor |
| \*\*2015 Intern Success Conference | Obtain expert advice on how to obtain your ideal internship | 11/11/2015 | 4:30 pm – 8:00 pm | Commons Skylight |
| UMBC on the Road: Explore Outside the Loop | Northrup Grumman | 11/13/2014 | Check UMBCworks | Off-Campus |

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

**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