UMBC

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

**Spring 2016 Syllabus:**

PRAC 102- Building Skills for Career Success

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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 SPRING 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. ***Due: Friday, March 11th***

**Instructions:**

* On the left menu located on the UMBCworks home page, select “**Profile**” then “**Internship/Co-­‐ op/Research/Service Requirements**” to open the “**Experiential Learning**” tab.
* Click on the grey dots to the right of your current experience to open the menu of options.
* Select “EDIT” to open the PRAC information and Learning Objectives form.  (Verify that your work term is listed as “Spring 2016”; if not, go back and select the correct experience.)
* Populate the information in this form with employer/supervisor information. Create 3 to 6 Learning Objectives and an Action Plan in collaboration with your work supervisor.
1. 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, May 6th***
2. Complete **one action item to benefit your career path** during the course of the spring 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. ***Completed by Friday, May 6th***
3. Attend at least **one Reflection Session** by the end of the semester.

***Day Date Time Location***

 Monday March 28th 12Noon-1pm Math/Psychology, Career Center Conference RM 210

Thursday April 21st 4-5pm Math/Psychology, Career Center Conference RM 210

 Wednesday April 27th 4-5 pm Math/Psychology, Career Center Conference RM 210

1. Complete the **Student Evaluation Tab** and **Placement Evaluation Tab** on UMBCworks. ***Due: Friday, May 6th***

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. 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 “**Profile**” then “**Internship/Co-­‐ op/Research/Service Requirements**” to open the “**Experiential Learning**” tab.
3. Click on the grey dots to the right of your current experience to access the evaluations.

**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.

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

**Complete 2 Professional Development Workshops for PRAC 102- Full List of Events and on the Career Center website.**

**QUESTIONS: Ask to speak to a Career Specialist at the Career Center- 410-455-2216.**

Instructors include Caroline Bodnar, Diane Crump-Fogle, and Christine Routzahn.

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

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| **Event** | **Employer/Topic** | **Day- Date** | **Time** | **Location** |
| Keys to Success: | Resumes Recruiters Recognize | M- 2/1/2016 | Noon – 1:00 pm | Commons 331 |
| The Inside Scoop: | Engineering R&D | M- 2/8/2016 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | Interviewing | M- 2/15/2016 | Noon – 1:00 pm | Commons 331 |
| The Inside Scoop: | Human Services and Non-Profits | M- 2/22/2016 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | Transferable Skills | M- 02/29/2016 | Noon – 1:00 pm | Commons 331 |
| The Inside Scoop: | Opportunities in Health | M- 03/7/2016 | Noon – 1:00 pm | Commons 331 |
| \*Skills 4 Success: | Procrastination | W- 3/30/2016 | Noon – 12:45 pm | Commons 329 |
| Career Month Workshop | Dress to Impress | F- 4/1/2016 | Noon – 1:00 pm | Commons 329 |
| Career Month Workshop | Volunteering & Board Involvement | TU- 4/5/2016 | Noon – 1:00 pm | Commons 331 |
| \*Skills 4 Success: | Stress Management | W- 4/6/2016 | Noon – 12:45 pm | Commons 329 |
| Career Month Workshop | Get the Most Out of a Job Fair | TH- 4/7/2016 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | Your Personality, Your Career | M- 4/11/2016 | Noon – 1:00 pm | Commons 331 |
| Career Month Workshop | Undecided Majors | TU- 4/12/2016 | Noon – 1:00 pm | Commons 331 |
| \*Skills 4 Success: | Time Management  | W- 4/13/2016 | Noon – 12:45 pm | Commons 329 |
| Dining Etiquette Dinner | Navigate a formal dinner in style. | W- 4/13/2016 | 5:30 – 8:00 pm | Commons, Skylight Room |
| Career Month Workshop | Allied Health | TH- 4/14/2016 | Noon – 1:00 pm | Commons 331 |
| Career Month Workshop | Young Alumni Panel | M- 4/18/2016 | Noon – 1:00 pm | Commons 331 |
| Career Month Workshop | Balancing Career Expectations with Reality | TU- 4/19/2016 | Noon – 1:00 pm | Commons 331 |
| Career Month Workshop | Entrepreneur Panel | W-4/20/2016 | Noon – 1:00 pm | UC 312 |
| Career Month Workshop | Global Employment | TH-4/21/2016 | Noon – 1:00 pm | Commons 331 |
| Career Month Workshop | Federal Workshop | TU- 4/26/2016 | Noon – 1:00 pm | Commons 331 |
| \*\*Undergraduate Research and Creative Achievement Day  | Review research, scholarship, and creative work carried out by students. | W- 4/27/2016 | TBA | UC |
| \*Skills 4 Success: | Motivation & Goal Setting | W- 4/27/2016 | Noon – 12:45 pm | Commons 329 |

*\*Hosted by the UMBC Counseling Center.*

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

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

**Complete 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. Please RSVP for the On the Road events and Off-Campus Job Fairs on UMBCworks to reserve your spot on the Bus.

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| --- | --- | --- | --- | --- |
| **Event** | **Employer/Topic** | **Day- Date** | **Time** | **Location** |
| UMBC Connects: | Northrup Grumman | W-2/3/2016 | 11:00 am – 2:00 pm*Come by at 11, 12, or 1* | UC312 |
| UMBC on the Road: Explore Outside the Loop | PayPal | F-2/5/2016 | 9:00 am – 2:00 pm | Off-campus |
| Summer Job & Intern Fair | Meet employers seeking to hire UMBC students. | W- 2/10/2016 | 12:00 noon – 4:00 pm | UC Ballroom |
| UMBC on the Road: Explore Outside the Loop | Morgan Stanley | F- 2/12/2016 | 9:30 am – 2:00 pm | Off-campus |
| UMBC on the Road: Explore Outside the Loop | Maryland Career Consortium Job Fair | F-2/19/2016 | 10:00 am – 2:00 pm | Loyola University |
| UMBC Connects: | Next Century | W-2/24/2016 | 11:00 am – 2:00 pm*Come by at 11, 12, or 1* | UC 312 |
| UMBC Connects:  | National Security Agency | W- 3/2/2016 | 11:00 am – 2:00 pm*Come by at 11, 12, or 1* | UC 312 |
| UMBC on the Road: Explore Outside the Loop | General Electric Aviation | F- 3/4/2016 | 9:00 am – 2:00 pm | Off-campus |
| UMBC Connects: | Kennedy Krieger Institute  | W-3/30/2016 | 11:00 am – 2:00 pm*Come by at 11, 12, or 1* | UC 312 |
| UMBC on the Road: Explore Outside the Loop | Domino Sugar | F- 4/1/2016 | 9:00 am – 2:00 pm | Off-campus |
| Career Paths for Graduate Students  | Meet employers seeking to hire graduate students | W-4/6/2016 | 4:00 pm – 6:00 pm | AOK 7th floor |
| UMBC Connects: | Network with Employers in the Sciences | W- 4/7/2016 | 11:00 am – 2:00 pm*Bring your resume. Stop by anytime.* | Commons Main Street |
| UMBC on the Road: Explore Outside the Loop | National Security Agency | F - 4/8/2016 | TBA | Off-campus |
| Sweeten Up Your Network | Student Alumni Networking Night | TU- 4/12/2016 | 5:00 pm – 8:00 pm | Commons Skylight |
| Spring Career Fair | Meet employers seeking to hire UMBC students. | W- 4/13/2016 | 12:30 pm – 3:30pm | UC Ballroom |
| UMBC on the Road: Explore Outside the Loop | Central Intelligence Agency | F- 4/15/2016 | 9:00 am – 4:00 pm | Off- Campus |
| UMBC Connects: | Network with Employers in the Social Sciences & Humanities | W- 4/20/2016 | 11:00 am – 2:00 pm*Bring your resume. Stop by anytime.* | Commons Main Street |
| UMBC Connects: | CIA | W- 4/27/2016 | 11:00 am – 2:00 pm*Come by at 11, 12, or 1* | Commons 331 |
| Arts with a Purpose | Meet professionals as they talk about how they've built careers in arts-related industries. | TH-4/28/2016 | 6:00 pm – 8:00 pm | AOK Library Gallery |

**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