UMBC

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**Spring 2018 Syllabus:**

PRAC 102- Building Skills for Career Success

***Enrollment Deadline: March 5, 2018***

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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.

**IN ORDER TO INTRODUCE YOU TO PRAC 102 THERE WILL BE AN ORIENTATION SESSION HELD ON WEDNESDAY, MARCH 7TH AT NOON IN MATH/PSYCH 210.**

**PRAC 102 REQUIREMENTS- FIVE STEPS TO SUCCESS**

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| --- | --- | --- | --- | --- |
|  | **Requirement** | **Description** | **Due Date** | **Done?** |
| **1** | Complete the **Basic Exp. Learning Information** on [UMBCworks](http://careers.umbc.edu/umbcworks/). Click EDIT underneath your Spring 2018 experience. Complete all required fields and submit. | This form 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. | **Friday,**  **March 16th** |  |
| **2** | Attend at least **two Professional Development Workshops** | View a list of Career Center workshops on pg. 3 or on the [Career Center events calendar](http://careers2.umbc.edu/calendar/). | **Friday,**  **May 11th** |  |
| **3** | Complete **one action item to benefit your career path** during the course of the spring semester. | Examples include: attending a career fair, scheduling an appointment at the Career Center, attending an employer information session, etc. | **Friday,**  **May 11th** |  |
| **4** | Attend at least **one Reflection Session** by the end of the semester. **All Reflections are held in Math/Psychology Career Center Conference RM 210.** | **Reflection Session Dates:**  Monday, May 7th, 12:00-1:00 PM  Wednesday, May 9th, 12:00-1:00 PM  Thursday, May 10th, 4:00-5:00 PM  Internship PRAC reflections do not count for PRAC 102 and vice versa. | **Attend one session during scheduled time.** |  |
| **5** | Complete the **Self Evaluation Tab** and **Site Evaluation Tab** on [UMBCworks](http://careers.umbc.edu/umbcworks/). | In addition to you completing short evaluations, your supervisor will be sent a unique link to complete your performance evaluation 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. Your supervisor can also use his or her departmental review form if preferred. We encourage supervisors to review this information with you. | **Friday,**  **May 11th** |  |

**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 [UMBCworks](http://careers.umbc.edu/umbcworks/) and click “Intern, Work & Service Practicums,” under the Shortcuts.
2. Click Edit underneath your Spring 2018 experience.
3. You will be required to complete the SELF EVALUATION, and SITE EVALUATION.

**PRAC 102 BLACKBOARD**: The PRAC 102 will appear as a course on Blackboard after you enroll. You can reference the Blackboard site for course announcements, a copy of the syllabus, and documents related to PRAC 102 workshops and presentations, such as handouts or flyers. As long as the PRAC 102 course appears on your Blackboard account, you are still enrolled in the course.

**GRADING 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. Grades will not be posted in Blackboard. PRAC 102 enrollment is tied to on-campus employment. **Please notify us IMMEDIATELY if your employment ends for any reason.**

**ATTENDANCE**

Attendance will be taken at all Career Center events either by swipe machine/scanner (be sure to bring your red ID) or by paper sign-in sheet. Make sure you sign-in at all the events you attend if you want credit for PRAC 102. Your attendance will be recorded in UMBCworks and be used for grading at the end of the semester.

Please note that if you have enrolled in PRAC 102 previously you will still be required to do ALL the requirements for the course. You **can't**count events and actions from previous semesters for this semester. We will check the dates of events and only count ones that took place in SPRING 2018. This is a different policy from the Career Center’s internship practicum.

Please keep track of your progress in the course. Unfortunately, there isn't a way for students to see in UMBCworks what events they have attended and there isn't enough time for our staff to respond to each individual request to check. We recommend you record which events you attended and always remember to sign in.

**INSTRUCTOR CONTACT INFORMATION: For PRAC 102 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

**SAMPLE PROFESSIONAL DEVELOPMENT WORKSHOPS FOR PRAC 102 (see** [**Career Center calendar**](http://careers2.umbc.edu/calendar/) **for details):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Employer/Topic** | **Date** | **Time** | **Location** |
| International Student Career Conference |  | 2/2/18 | 9:30am-5:00pm | UC 310 and  UC 312 |
| The Inside Scoop: | Minding the Gap Year | 2/12/18 | Noon-1:00pm | Commons 331 |
| Keys to Success: | Job Search Process | 2/19/18 | Noon-1:00pm | Commons 331 |
| The Inside Scoop: | Chemical Engineering Careers | 2/26/18 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | LinkedIn | 3/5/18 | Noon - 1:00 pm | Commons 331 |
| The Inside Scoop: | Health IT Careers | 3/12/18 | Noon – 1:00 pm | Commons 331 |
| Adjust Your Mirror: | Dress to Impress | 3/26/18 | Noon – 1:00 pm | Commons 331 |
| Keys to Success: | Personal Branding | 4/2/18 | Noon- 1:00 pm | Commons 329 |
| The People You Meet  on the Road: | Master the Art of Making Connections | 4/2/18 | Noon – 1:00 pm | Commons 331 |
| Measure by Moments not  by Miles: | Careers Impacted by an Aging Population | 4/3/18 | Noon – 1:00 pm | Commons 331 |
| Grit & Greatness Alumni  Panel | Learn how alumni navigated through the process of choosing a major | 4/4/18 | Noon-1:00pm | Commons 331 |
| Career Paths for Graduate  Students | Network and meet employers interested in hiring graduate students | 4/4/18 | 4:00pm-6:00pm | Skylight Room |
| Graduate School 101 | Learn from a panel of expert graduate students | 4/5/18 | Noon-1:00pm | Commons 331 |
| Women in Engineering | Confidence & Persistence | 4/6/18 | Noon – 1:00 pm | ITE 456 |
| Financial Literacy | Financial Planning Seminar | 4/9/18 | Noon – 1:00 pm | Commons 331 |
| What I Wish I Knew in  College | Hear perspectives from alumni who are in the working world! | 4/10/18 | Noon – 1:00 pm | Commons 331 |
| Study Abroad Experience  and  Professional Marketability | Learn how a semester or academic year abroad can help enhance your professional marketability | 4/11/18 | Noon – 1:00 pm | Commons 331 |
| Relocating for Internships  & Jobs | Learn from students and alumni pursuing exciting intern and careers across the country and the globe | 4/12/18 | Noon – 1:00 pm | Commons 331 |
| CAHSS Student  Conference | Career conference for students in the College of Arts, Humanities, and Social Sciences | 4/12/18 | 4:00pm-8:00pm | UC 3rd Floor |
| Evaluating Job Offers | Obtain advice on what else should be taken into consideration when evaluating a job offer? | 4/16/18 | Noon-1:00pm | Commons 331 |
| Standing Out in the  Crowd: | Gain advice on how to move from being a successful intern to a full-time hire | 4/17/18 | Noon-1:00pm | Commons 331 |
| Entrepreneur Panel | Learn the myths and realities about starting your own business | 4/18/18 | Noon-1:00pm | UC 312 |
| Dining Etiquette Dinner | Discover what it takes to make a great first impression and to navigate a formal dinner with style | 4/19/18 | 5:30pm-8:00pm | Skylight Room |
| LGBTQ+ in the Workplace | Alumni will discuss being "out" and the role of sexual orientation and identity in the workplace | 4/19/18 | Noon-1:00pm | Commons 331 |
| Women in the Workforce | Women in the workforce discuss the challenges and successes they’ve observed in their careers | 4/23/18 | Noon-1:00pm | Commons 331 |
| Finding Community in the  Workplace | Learn about affinity groups in the workforce | 4/24/18 | Noon-1:00pm | Commons 331 |
| NSA Security Clearance | Obtain the facts on the security clearance process | 4/25/18 | Noon-1:00pm | Commons 331 |
| International Identities | Workshop focusing on international experiences in the U.S. job force | 4/26/18 | Noon-1:00pm | Commons 331 |

**SAMPLE ACTION ITEMS FOR PRAC 102 (see** [**Career Center calendar**](http://careers2.umbc.edu/calendar/) **for details):**

Take at least ONE action item from the chart above or ONE service from below to benefit your career. You can also attend any Networking & Information Session to fulfill this requirement. Descriptions can be found in UMBCworks or the [Career Center calendar](http://careers2.umbc.edu/calendar/month.php?event_type=All%20Career%20Events&date=20170830).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Employer/Topic** | **Date** | **Time** | **Location** |
| UMBC on the Road: Explore Outside the Loop | Visit CISCO | 2/2/18 | 8:30am-1:00pm | Off-campus |
| Facebook Tech Talk | Network w/representatives from Facebook | 2/6/18 | 5:30pm-7:30pm | UC 312 |
| UMBC Connects: | Lockheed Martin | 2/7/18 | 11:00am-2:00pm | UC 312 |
| UMBC Connects: | UPS | 2/14/18 | 11:00am-2:00pm | UC 312 |
| Spring Career and Internship  Fair | Meet employers interested in hiring UMBC students | 2/16/18 | 11:30am-3:30pm. | RAC |
| UMBC on the Road: Explore Outside the Loop | NASA Goddard Space Flight Center | 3/2/18 | 8:30am-1:00pm | Off-campus |
| UMBC Connects: | Kennedy Krieger | 3/7/18 | 11:00am-2:00pm | UC 312 |
| UMBC on the Road: Explore Outside the Loop | Visit Volvo Powertrain | 3/9/18 | 8:00am-1:00pm | Off-campus |
| Clothing Closet | Select business attire FREE of charge | 3/29/18 | 12:30pm-6:00pm | Harbor Hall  Multipurpose  Room |
| Clothing Closet | Select business attire FREE of charge | 3/30/18 | 9:00am-2:00pm | Harbor Hall  Multipurpose  Room |
| Spring into Leadership | Network with professionals from the engineering and computing fields | 4/3/18 | 6:00pm-8:00pm | UC Ballroom |
| UMBC Connects: | Connect with employers in the Sciences | 4/4/18 | 11:00am-2:00pm | Main Street |
| UMBC on the Road: Explore Outside the Loop | Visit Verbal Beginnings | 4/6/18 | TBD | Off-Campus |
| Sweeten Up Your Network | Alumni-Student Networking Event | 4/10/18 | 5:00pm-8:00pm | Skylight Room |
| UMBC on the Road: Explore Outside the Loop | Visit Medifast | 4/13/18 | TBD | Off-Campus |
| UMBC Connects: | Connect with employers in the Humanities and Social Sciences | 4/18/18 | 11:00am-2:00pm | Main Street |
| UMBC on the Road: Explore Outside the Loop | Visit Transamerica | 4/20/18 | 9:00am-1:30pm | Off-campus |
| Arts with a Purpose | Meet alumni and employers from arts-related industries | 4/24/18 | 4:00pm-8:00pm | AOK Gallery |
| UMBC on the Road: Explore Outside the Loop | Visit Chesapeake Bay Foundation | 4/27/18 | TBD | Off-campus |

**ADDITIONAL ACTION ITEM 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 appointment types:

Major Exploration/Choosing a Major Career Assessment Resume Review

Job and/or Internship Search Support Career Decision Making Mock Interview/Interview Prep

Graduate School Application Prep Personal Statement Reviews LinkedIn Profile Review

**NOTE:** The following Skills for Success workshops offered by the Counseling Center can also be used to fulfill a professional development seminar. The sessions below take place on Wednesdays: 12—12:45pm, Commons 318  
**Procrastination:** April 4; **Time Management:** April 18, **Motivation/Goal-Setting:** May 2