



# FALL 2018 SYLLABUS:

PRAC 102- Building Skills for Career Success

*Enrollment Deadline: October 3, 2018*

## 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 – FIVE STEPS TO SUCCESS

	Requirements	Description	Due Date	Check if Complete
1	Complete the <b>Basic Exp. Learning Information</b> on <a href="#">UMBCworks</a> . Click EDIT underneath your Fall 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, October 12th	
2	Attend at least <b>two Professional Development Workshops</b>	View a list of Career Center workshops on pg. 2 or on the <a href="#">Career Center events calendar</a> .	Friday, December 7th	
3	Complete <b>one action item to benefit your career path</b> during the course of the fall semester.	<u>Examples include:</u> joining our <a href="#">Alumni-Student Networking Group on LinkedIn</a> and posting a comment or question in response to one of the articles or discussion topics, submitting a virtual interview question in <a href="#">Big Interview</a> for feedback, attending a career fair, scheduling an appointment at the Career Center, attending an employer information session, etc.	Friday, December 7th	
4	Attend at least <b>one Reflection Session</b> by the end of the semester. <b>All Reflections are held in Math/Psychology Career Center Conference RM 210.</b>	<b>Reflection Session Dates:</b> Monday, November 26 <sup>th</sup> , 12:00-1:00PM Tuesday, November 27 <sup>th</sup> , 4:00-5:00PM Wednesday, November 28 <sup>th</sup> , 12:00-1:00PM Thursday, November 29 <sup>th</sup> , 4:00-5:00PM	Attend one session during scheduled time.	
5	Complete the <b>Self Evaluation</b> and <b>Site Evaluation</b> on <a href="#">UMBCworks</a> .  Remind your supervisor that a <b>Performance Review</b> will be sent via e-mail to complete on your behalf.	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, December 7th	

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## 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](#) and click “Intern Success, Work & Service Practicums,” under the Shortcuts.
- 2) Click Edit (pencil icon) underneath your Fall 2018 experience to complete your Basic Experiential Learning Information.
- 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.

**INSTRUCTOR CONTACT INFORMATION:** For PRAC 102 questions, ask to speak to a Career Specialist at the Career Center-410-455-2216. Instructors include Rachel Bachman, Caroline Bodnar, Diane Crump-Fogle, and Christine Routzahn

**SAMPLE PROFESSIONAL DEVELOPMENT WORKSHOPS FOR PRAC 102 (see [Career Center calendar](#) for details):**

Event	Employer/Topic	Date	Time	Location
Keys to Success:	Behavioral Based Interviews	9/10/2018	Noon – 1:00 pm	Commons 331
Keys to Success:	Surviving a Group Interview	9/13/2018	5:00-6:00 pm	Commons 331
Senior Success Conference	Everything you need to know to find a job before graduation (Dec/May graduates only)	9/14/2018	12:00 – 4:00 pm	UC Ballroom
Keys to Success:	Video Interviews	9/20/2018	5:00-6:00 pm	Commons 331
Keys to Success:	Networking/ Personal Branding	9/24/2018	Noon – 1:00 pm	Commons 331
Success as an Intrapreneur and Innovator in Arts and Education	Carol Bogash/ Alex. Brown Center for Entrepreneurship	09/26/2018	Noon – 1:00 pm	UC 310
The Inside Scoop:	Legislative & Public Policy Careers	10/01/2018	Noon – 1:00 pm	UC 310
*The Lean Startup Approach	Stephen Auvil/Alex. Brown Center for Entrepreneurship	10/03/2018	Noon – 1:00 pm	UC 115
Design Thinking as a Strategy for Innovation	Gib Mason/Alex. Brown Center for Entrepreneurship	10/10/2018	Noon – 1:00 pm	UC 115
The Inside Scoop:	Biotechnology Careers	10/15/2018	Noon – 1:00 pm	UC 310
Life, Legacy and Lessons Learned: The Journey of a 5 <sup>th</sup> Generation Entrepreneur	Russell Fugett/Alex. Brown Center for Entrepreneurship	10/17/2018	Noon – 1:00 pm	UC 310
Grad School 101	Everything you need to know about graduate school	10/18/2018	4:30 pm – 8pm	Skylight Room, 3 <sup>rd</sup> Floor Commons
Keys to Success:	Resumes & Cover Letters	10/22/2018	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Procrastination	10/24/2018	Noon- 12:45 pm	Commons 327
Influence Strategies	Marc Kolp/Alex. Brown Center for Entrepreneurship	10/24/2018	Noon – 1:00 pm	UC 115
The Inside Scoop:	Mechanical Engineering Careers	10/29/2018	Noon – 1:00 pm	UC 310

*Skills 4 Success	Stress Management	10/31/2018	Noon- 12:45 pm	Commons 327
Keys to Success:	Job Search & LinkedIn	11/05/2018	Noon – 1:00 pm	Commons 331
Intern Success Conference	Strategies and skills to land your ideal internship or research opportunity	11/07/2018	4:30 – 8:00 pm	Skylight Room, 3 <sup>rd</sup> Floor Commons
*Skills 4 Success	Time Management	11/07/2018	Noon- 12:45 pm	Commons 327
The Inside Scoop:	Entrepreneur Panel	11/12/2018	Noon – 1:00 pm	UC 312
*Skills 4 Success	Test Anxiety	11/14/2018	Noon- 12:45 pm	Commons 327
*Skills 4 Success	Motivation/Goal-setting	11/28/2018	Noon- 12:45 pm	Commons 327
*Skills 4 Success	Sleep/Get through Finals	12/05/2018	Noon- 12:45 pm	Commons 327

\*Hosted by a department other than the Career Center such as the Counseling Center or Alex. Brown Center

**SAMPLE EVENTS THAT COUNT AS ACTION ITEMS FOR PRAC 102 (see [Career Center calendar](#) for details):**

Event	Employer/Topic	Date	Time	Location
Part-Time and Volunteer Experience Fair	Various	8/28/2018	Noon – 2:00 pm	UC Ballroom
UMBC Connects:	Morgan Stanley	9/12/2018	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC Ballroom
Resume Rescue	Resume Reviews	9/13/2018	10:00 am – 4:00 pm	Career Center
Resume Rescue	Resume Reviews	9/17/2018	10:00 am – 4:00 pm	Career Center
UMBC Connects:	Leidos	9/19/2018	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC on the Road: Explore Outside the Loop	Morgan Stanley	9/21/2018	8:30 am – 1:00 pm; Check UMBCworks for RSVP details.	Off-campus
Fall Career and Internship Fair	130+ Organizations	9/26/2018	11:30 am – 3:30 pm	RAC
UMBC Connects:	National Security Agency (NSA)	10/03/2018	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC on the Road: Explore Outside the Loop	McCormick & Company	10/05/2018	Check UMBCworks for RSVP details.	Off-campus
UMBC Connects:	T. Rowe Price	10/10/2018	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC Connects:	Lockheed Martin	10/17/2018	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC on the Road: Explore Outside the Loop	T. Rowe Price	10/19/2018	8:30 am – 1:00 pm; Check UMBCworks for RSVP details.	Off-Campus
UMBC Connects:	UPS	10/24/2018	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
Diversity Recruitment Event	<b>Meet &amp; hear from employers interested in diversifying their workforce</b>	10/25/2018	5:00 – 8:00 pm Check UMBCworks for RSVP details.	UC 3 <sup>rd</sup> floor
UMBC on the Road: Explore Outside the Loop	Asymmetrik	10/26/2018	8:30 am – 1:00 pm; Check UMBCworks for RSVP details.	Off-Campus
UMBC on the Road: Explore Outside the Loop	Northrop Grumman	11/02/2018	Check UMBCworks for RSVP details.	Off-Campus
UMBC Connects:	Next Century	11/07/2018	11 am – 2 pm <i>Come by at 11, 12, or 1</i>	UC 312

Take at least ONE action item from the chart above **or** ONE service from the additional action item options below to benefit your career. You can also attend any Career Center sponsored Networking & Information Session to fulfill this requirement.

**ADDITIONAL ACTION ITEM OPTION:**

You can call the Career Center at 410-455-2216 or use UMBCworks 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