



SPRING 2019 SYLLABUS:

PRAC 102- Building Skills for Career Success

Enrollment Deadline: March 4, 2019

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 Basic Exp. Learning Information on UMBCworks . Click EDIT underneath your Spring 2019 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 15th	
2	Attend at least two Professional Development Workshops	View a list of Career Center workshops on pg. 2 or on the Career Center events calendar .	Friday, May 17th	
3	Complete one action item to benefit your career path during the course of the fall semester.	<u>Examples include:</u> Submitting a virtual interview question in Big Interview for feedback, attending a career fair, scheduling an appointment at the Career Center, attending an employer information session, joining our Alumni-Student Networking Group on LinkedIn and posting a comment or question in response to one of the articles or discussion topics, etc.	Friday, May 17th	
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: Tuesday, April 30, 4:00-5:00PM Wednesday, May 1, 12:00-1:00PM Thursday, May 2, 4:00-5:00PM Friday, May 3, 12:00-1:00PM	Attend one session during scheduled time.	
5	Complete the Self Evaluation and Site Evaluation on UMBCworks . Remind your supervisor that a Performance Review 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, May 17th	

SYLLABUS CONTENTS:

Directions for accessing PRAC 102 requirements through UMBCworks.....	2
PRAC 102 Blackboard.....	2
Grading Policy information.....	2
Instructor Contact Information.....	2
Sample Professional Development Workshop list.....	2
Sample Action Item event list.....	3

DIRECTIONS ON HOW TO ACCESS PRAC 102 REQUIREMENTS THROUGH UMBCworks

All underlined tabs 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 Spring 2019 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 and a copy of the syllabus. As long as the PRAC 102 course appears on your Blackboard account, you are still enrolled in the course. The course should be open and viewable so if it appears locked or you have trouble accessing it please inform Caroline Bodnar, carolc@umbc.edu, immediately.

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 PRAC 102 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 (rbachman@umbc.edu), Caroline Bodnar (carolc@umbc.edu), Diane Crump-Fogle (crump@umbc.edu), and Christine Routzahn (routzahn@umbc.edu).

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

Event	Employer/Topic	Date	Time	Location
Keys to Success:	Career Fair Prep	02/04/2019	4:00 – 5:00 pm	M/P 210
International Student Career Conference	Supporting international students in their job search	02/08/2019	9:30 am – 5:00 pm	UC 310 & UC 312
The Inside Scoop:	Careers in Business	02/11/2019	Noon – 1:00 pm	UC 310
*LRC Study Skills Workshop	Reclaiming Your Time: Time Management and Organization	02/13/2019	Noon – 1:00 pm	TBD
Keys to Success:	Resumes and Cover Letters	02/18/2019	Noon – 1:00 pm	Commons 331
*From Engineer to Entrepreneur	Corey Fleischer '08/ Alex. Brown Center for Entrepreneurship	02/25/2019	Noon – 1:00 pm	UC Ballroom Lounge
The Inside Scoop:	Journalism & Writing Careers	02/25/2019	Noon – 1:00 pm	UC 310
Keys to Success:	Mastering the Job Search	03/04/2019	Noon – 1:00 pm	Commons 331
The Inside Scoop:	Data Careers	03/11/2019	Noon – 1:00 pm	Commons 331
From Scientist to Serial Entrepreneur: An Unlikely Journey	Dr. Kimberly Brown/Alex. Brown Center for Entrepreneurship	03/13/2019	Noon – 1:00 pm	UC 312
*LRC Study Skills Workshop	Study Smarter, not Harder: Building Study Skills and Finding Help	03/13/2019	Noon – 1:00 pm	Sherman Hall B wing Room 354
Career Month Workshop	Dress to Impress	04/01/2019	Noon – 1:00 pm	UC 312
Career Month Workshop	Tools to Guide Major and Career Path Decisions	04/02/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Personal Branding	04/03/2019	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Procrastination	04/03/2019	Noon – 12:45 pm	Commons 327
Career Month Workshop	Financial Literacy	04/04/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	What I Wish I Knew in College	04/08/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Building Socially Engaged Careers that Make a Difference	04/09/2019	Noon – 1:00 pm	Commons 331

*Skills 4 Success	Stress Management	04/10/2019	Noon – 12:45 pm	Commons 327
*LRC Study Skills Workshop	Grit Going! Overcoming Procrastination	04/10/2019	Noon – 1:00 pm	Sherman Hall B wing Room 354
Career Month Workshop	Study Abroad Experience and Marketability	04/10/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Grit & Greatness	04/11/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	International Identities in the Workplace	04/12/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Community in the Workplace	04/15/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Women in the Workforce	04/16/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Entrepreneur Panel	04/17/2019	Noon – 1:00 pm	UC 312
*Skills 4 Success	Time Management	04/17/2019	Noon – 12:45 pm	Commons 327
Career Month Workshop	LGBTQIA in the Workforce	04/18/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Intern to Full-Time	04/22/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Working with Third Party Recruiters	04/23/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	NSA Security Clearance	04/24/2019	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Test Anxiety	04/24/2019	Noon – 12:45 pm	Commons 327
Career Month Workshop	Relocation for Internships and Jobs	04/25/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Evaluating Job Offers	04/29/2019	Noon – 1:00 pm	Commons 331
Career Month Workshop	Grad School 101	04/30/2019	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Motivation/Goal-setting	05/01/2019	Noon – 12:45 pm	Commons 327
*LRC Study Skills Workshop	The Finals Countdown!	05/08/2019	Noon – 1:00 pm	Sherman Hall B wing Room 354
*Skills 4 Success	Sleep/Get through Finals	05/08/2019	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
UMBC Connects:	Northrop Grumman	02/06/2019	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
Resume Rescue	Resume Reviews	02/06/2019	10:00 am – 4:00 pm	Career Center
UMBC on the Road: Explore Outside the Loop	ADG Creative	02/08/2019	8:30 am – 1:00 pm	Off-campus
Resume Rescue	Resume Reviews	02/12/2019	10:00 am – 4:00 pm	Career Center
Spring Career and Internship Fair	Meet employers interested in hiring UMBC students	02/15/2019	11:30 am – 3:30 pm	RAC
UMBC Connects:	NSA Co-Op Program	02/20/2019	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC Connects:	Johns Hopkins University Applied Physics Laboratory	02/27/2019	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
Spring into Leadership	Network with professionals from the engineering and computing fields	04/02/2019	6:00 pm – 8:00 pm	UC Ballroom
Clothing Closet	Select business attire FREE of charge	04/03/2019	12:30 pm – 6:00 pm	Harbor Hall Multipurpose Room
Career Paths for Graduate Students	Expand thinking about graduate student career paths	04/03/2019	4:00 pm – 6:00 pm	Skylight Room

Clothing Closet	Select business attire FREE of charge	04/04/2019	9:00 am – 2:00 pm	Harbor Hall
Sweeten Up Your Network	Networking with Alumni	04/04/2019	5:30 pm – 8:00 pm	Skylight Room
UMBC on the Road: Explore Outside the Loop	Kennedy Krieger Institute	04/05/2019	Check UMBCworks for RSVP details.	Off-Campus
Dining Etiquette Dinner	Navigate a formal dinner w/style	04/09/2019	5:30 pm – 7:30 pm	Skylight Room
UMBC Connects:	Employers in the Sciences	04/10/2019	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	Main Street
Arts with a Purpose	Networking & panel event designed for arts majors	04/11/2019	5:00 pm – 8:00 pm	AOK Library
UMBC on the Road: Explore Outside the Loop	Campbell & Company	04/12/2019	Check UMBCworks for RSVP details.	Off-Campus
UMBC Connects:	Employers in the Humanities and Social Sciences	04/17/2019	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	Main Street
UMBC on the Road: Explore Outside the Loop	Oceaneering	04/19/2019	Check UMBCworks for RSVP details.	Off-Campus

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 OPTIONS:

- Schedule an appointment with a Career Center staff member by calling 410-455-2216 or using UMBCworks. The following appointment types are available:

<i>Major Exploration/Choosing a Major</i>	<i>Career Assessment</i>	<i>Resume Review</i>
<i>Job and/or Internship Search Support</i>	<i>Career Decision Making</i>	<i>Mock Interview/Interview Prep</i>
<i>Graduate School Application Prep</i>	<i>Personal Statement Reviews</i>	<i>LinkedIn</i>
- Record your answer to a practice interview question in [Big Interview](#) and submit to interviews@umbc.edu for feedback.
- Join the [Alumni-Student Networking Group on LinkedIn](#) AND post a comment or question in response to one of the articles or discussion topics.