

FALL 2019 SYLLABUS:

PRAC 102- Building Skills for Career Success

Enrollment Deadline: October 2, 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 career readiness 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 Fall 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 items to be accomplished in terms of what you intend to learn and achieve as determined by you and your supervisor.	Friday, October 11th	
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, December 6th	
3	Complete one action item to benefit your career path during the fall semester.	View a list of Career Center action items on pg. 3 or on the Career Center events calendar .	Friday, December 6th	
4	Attend at least one Reflection Session by the end of the semester. All Reflections are held in Math/Psych. Career Center Conference RM 210.	Reflection Session Dates: Tuesday, November 19th, 4:00-5:00PM Wednesday, November 20 th , 12:00-1:00PM Thursday, November 21st, 4:00-5:00PM Friday, November 22nd, 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 be completed 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 your supervisor 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 their departmental review form if preferred. We encourage supervisors to go over the review with you.	Friday, December 6th	

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.

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 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.

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](#) & click “Intern Success, Work & Service Practicums,” under the Shortcuts menu (far right).
- 2) Click Edit (pencil icon) underneath your Fall 2019 experience to complete your Basic Experiential Learning Information.
- 3) You will be required to complete the SELF EVALUATION and SITE EVALUATION by December 6th.

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

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

Event	Employer/Topic	Date	Time	Location
Senior Success Conference	Everything you need to know to find a job before graduation (Dec/May graduates only)	9/13/2019	12:00 – 4:00 pm	UC Ballroom
Keys to Success:	Navigating the Career Fair	9/23/2019	Noon – 1:00 pm	Commons 331
The Inside Scoop:	Careers in Business Technology Administration	09/30/2019	Noon – 1:00 pm	UC 310
*The Entrepreneurial Mindset	Gib Mason/Alex. Brown Center for Entrepreneurship	10/02/2019	Noon – 1:00 pm	UC 115
Keys to Success:	LinkedIn 101	10/07/2019	Noon – 1:00 pm	Commons 331
*Finding the Right Customer	Megan Wahler/ Alex. Brown Center for Entrepreneurship	10/09/2019	Noon – 1:00 pm	UC 115
The Inside Scoop:	Careers in Human Services	10/14/2019	Noon – 1:00 pm	UC 310
*At the Nexus of Entrepreneurship and Artrepreneurship	Vinita Sud Belani/Alex. Brown Center for Entrepreneurship	10/16/2019	Noon – 1:00 pm	UC 310
Grad School 101	Everything you need to know about graduate school	10/17/2019	4:00 pm – 8pm	Skylight Room, 3 rd Floor Commons
Keys to Success:	Improve Your Career Marketability- Part 1	10/21/2019	Noon – 1:00 pm	Commons 331
*Skills for Success	Procrastination	10/23/2019	Noon- 12:45 pm	Commons 329
*Negotiation Skills for the Entrepreneur	John Fitzpatrick/Alex. Brown Center for Entrepreneurship	10/23/2019	Noon – 1:00 pm	UC 115
The Inside Scoop:	Careers in Chemical Engineering	10/28/2019	Noon – 1:00 pm	UC 310
*Skills for Success	Stress Management	10/30/2019	Noon- 12:45 pm	Commons 329
Keys to Success:	Improve Your Career Marketability- Part 2 (do not need to attend Part 1 to attend Part 2)	11/04/2019	Noon – 1:00 pm	Commons 331
*Skills for Success	Time Management	11/06/2019	Noon- 12:45 pm	Commons 332
Intern Success Conference	Strategies and skills to land your ideal internship or research opportunity	11/06/2019	5:00 – 8:00 pm	Skylight Room, 3 rd Floor Commons
The Inside Scoop:	Entrepreneur Panel	11/11/2019	Noon – 1:00 pm	UC 312
*Skills for Success	Test Anxiety	11/13/2019	Noon- 12:45 pm	Commons 332
*Skills for Success	Motivation/Goal-setting	11/20/2019	Noon- 12:45 pm	Commons 331
*Skills for Success	Sleep/Get through Finals!	11/27/2019	Noon- 12:45 pm	Commons 329

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

Take at least ONE action item from the chart above *or* ONE service from the additional action item options below to benefit your career.

Event	Employer/Topic	Date	Time	Location
UMBC Connects:	Northrop Grumman Corporation	9/04/2019	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC Connects:	T. Rowe Price	09/11/2019	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
Resume Rescue	Resume Reviews	9/13/2019	10:00 am – 4:00 pm	Career Center
Resume Rescue	Resume Reviews	9/17/2019	10:00 am – 4:00 pm	Career Center
UMBC Connects:	Morgan Stanley	9/18/2019	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
Fall Career and Internship Fair	140+ Organizations recruiting UMBC talent	9/25/2019	11:30 am – 3:30 pm	RAC
UMBC on the Road: Explore Outside the Loop	T. Rowe Price	09/27/2019	Check UMBCworks for RSVP details.	Off-campus
UMBC Connects:	NSA	10/02/2019	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	Asymmetrik (Technical Interviews demo)	10/04/2019	Check UMBCworks for RSVP details.	Off-Campus
UMBC Connects:	CIA	10/09/2019	11:00 am – 2:00 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC Connects:	Lockheed Martin	10/16/2019	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	Naval Surface Warfare Center	10/18/2019	Check UMBCworks for RSVP details.	Off-Campus
UMBC Connects:	Leidos	10/23/2019	11 am – 2 pm <i>Come by at 11, 12, or 1</i>	UC 312
Diversity Recruitment Event	Meet & hear from employers interested in diversifying their workforce	10/24/2019	5:00 – 8:00 pm Check UMBCworks for RSVP details.	UC 3 rd floor Ballroom
UMBC on the Road: Explore Outside the Loop	NIH Eye Institute	10/25/2019	Check UMBCworks for RSVP details.	Off-Campus
UMBC Connects:	Next Century	10/30/2019	11 am – 2 pm <i>Come by at 11, 12, or 1</i>	UC 312
UMBC Connects:	Johns Hopkins University APL	11/6/2019	11 am – 2 pm <i>Come by at 11, 12, or 1</i>	UC 312

ADDITIONAL ACTION ITEM OPTIONS:

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:

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|--------------------------------------|----------------------------|-------------------------------|
| 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 |

Other examples of action items include: joining our [Alumni-Student Networking Group on LinkedIn](#) and posting a comment or question in response to one of the articles or discussion topics, submitting a virtual interview question in [Big Interview](#) for feedback, attending a career fair or attending an employer information session.

CAREER READINESS SKILLS DEFINED

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

In accordance with its mission to lead the community focused on the employment of the new college graduate, the National Association of Colleges and Employers (NACE), through a task force comprised of representatives from both the higher education and corporate sides, has developed a definition and identified competencies associated with career readiness for the new college graduate.

Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communications: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

Digital Technology: Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Leadership: Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Career Management: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.