

# SPRING 2020 SYLLABUS:

## PRAC 102- Building Skills for Career Success

*Enrollment Deadline: March 2, 2020*



### 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 Spring 2020 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 13th	
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, May 15th	
3	Complete <b>one action item to benefit your career path</b> during the course of the spring semester.	<u>Examples include:</u> 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, 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, etc.	Friday, May 15th	
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> Wednesday, April 29, 12:00-1:00PM Thursday, April 30, 4:00-5:00PM Monday, May 4, 12:00-1:00PM Tuesday, May 5, 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, May 15th	

### 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 “Experiential Learning,” under the left side Toolbar on your Home page.
- 2) Click Edit (pencil icon) underneath your Spring 2020 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](mailto: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](mailto:rbachman@umbc.edu)), Caroline Bodnar ([carolc@umbc.edu](mailto:carolc@umbc.edu)), Diane Crump-Fogle ([crump@umbc.edu](mailto:crump@umbc.edu)), and Christine Routzahn ([routzahn@umbc.edu](mailto:routzahn@umbc.edu)).

**SAMPLE PROFESSIONAL DEVELOPMENT WORKSHOPS FOR PRAC 102** (see [Career Center calendar](#) for details as rooms and times are subject to change):

Event	Employer/Topic	Date	Time	Location
Keys to Success:	Career Fair Prep	02/03/2020	Noon – 1:00 pm	Commons 331
The Inside Scoop:	Careers in PR & Marketing	02/10/2020	Noon – 1:00 pm	UC 310
CNMS Careers Conference	Career Paths for Science Majors	02/11/2020	5:30 – 8:00 pm	UC Ballroom
International Student Career Conference	Supporting international students in their job search	02/21/2020	9:30 am – 5:00 pm	UC 310 & UC 312
The Inside Scoop:	Human Services	02/24/2020	Noon – 1:00 pm	UC 310
Keys to Success:	Resume and Cover Letters	03/02/2020	Noon – 1:00 pm	Commons 331
*Alex. Brown Center	Evan Lutz, CEO and Founder of Hungry Harvest: Social ENTR to Reduce Food Waste, Food Insecurity and Hunger	03/04/2020	Noon – 1:00 pm	Lecture Hall 1
CAHSS Careers Conference	Career Paths for Arts, Humanities & Social Science Majors	03/05/2020	5:30 – 8:00 pm	UC Ballroom
The Inside Scoop:	Pharmaceutical Careers	03/09/2020	Noon – 1:00 pm	UC 310
Keys to Success:	Job Search	03/30/2020	Noon – 1:00 pm	Commons 331
Career Month Workshop	Dress to Impress	04/01/2020	Noon – 1:00 pm	Commons 329
*Skills 4 Success	Procrastination	04/01/2020	Noon – 12:45 pm	Commons 318
Career Month Workshop	Graduate and Professional School	04/03/2020	Noon – 1:00 pm	Commons 331
Career Month Workshop	NSA Security Clearance	04/06/2020	Noon – 1:00 pm	Commons 331
Career Month Workshop	Communicating for Success	04/08/2020	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Stress Management	04/08/2020	Noon – 12:45 pm	Commons 318
*Alex. Brown Center	Delali Dzirasa '04, CEO and Founder, Fearless: From UMBC to Tech CEO	04/08/2020	Noon – 1:00 pm	UC 312
Career Month Workshop	Personal Branding	04/13/2020	Noon – 1:00 pm	Commons 331
Career Month Workshop	Entrepreneur Panel	04/15/2020	Noon – 1:00 pm	UC 312
*Skills 4 Success	Time Management	04/15/2020	Noon – 12:45 pm	Commons 318

Event	Employer/Topic	Date	Time	Location
Career Month Workshop	Network Lunch w/Alumni in SOWK	04/17/2020	Noon – 1:00 pm	Commons 331
Career Month Workshop	Network Lunch w/Alumni in Public Policy & Political Science	04/29/2020	Noon – 1:00 pm	Commons 331
Career Month Workshop	What I Wish I Knew in College	04/22/2020	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Test Anxiety	04/22/2020	Noon – 12:45 pm	Commons 318
Career Month Workshop	Becoming a Member of the Multi-Generational Workforce	04/24/2020	Noon – 1:00 pm	Commons 318
Career Month Workshop	Intern to Full-Time	04/27/2020	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Motivation/Goal-setting	04/29/2020	Noon – 12:45 pm	Commons 318
Career Month Workshop	Network Lunch w/Alumni in Liberal Arts	04/29/2020	Noon – 1:00 pm	Commons 331
*Skills 4 Success	Sleep/Get through Finals	05/06/2020	Noon – 12:45 pm	Commons 318

\*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 as rooms and times are subject to change):**

Event	Employer/Topic	Date	Time	Location
Resume Rescue	Resume Reviews	01/31/2020	10:00 am – 4:00 pm	Career Center
Resume Rescue	Resume Reviews	02/04/2020	10:00 am – 4:00 pm	Career Center
Spring Career and Internship Fair	Meet employers interested in hiring UMBC students	02/07/2020	11:30 am – 3:30 pm	Event Center
BEYA STEM Career Fair and Conference	Meet STEM employers	02/13/20-02/15/20		Off-campus
UMBC Connects:	Kennedy Krieger	02/19/2020	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	IMET	02/21/2020	Check UMBCworks for RSVP details.	Off-campus
UMBC on the Road: Explore Outside the Loop	Stanley, Black & Decker	02/28/2020	Check UMBCworks for RSVP details.	Off-campus
UMBC on the Road: Explore Outside the Loop	Pompeian Olive Oil	03/06/2020	Check UMBCworks for RSVP details.	Off-campus
UMBC Connects:	Employers in the Sciences	04/01/2020	11:00 am – 2:00 pm <i>Boutique Fair Event</i>	Commons Main Street
Career Paths for Graduate Students	Expand thinking about graduate student career paths	04/01/2020	4:00 pm – 6:00 pm	Skylight Room, Commons 3 <sup>rd</sup> FL
Clothing Closet	Select business attire FREE of charge	04/02/2020	12:30 pm – 6:00 pm	Harbor Hall Multipurpose Room
Clothing Closet	Select business attire FREE of charge	04/03/2020	9:00 am – 2:00 pm	Harbor Hall Multipurpose Room
UMBC on the Road: Explore Outside the Loop	Booze Allen Hamilton	04/03/2020	Check UMBCworks for RSVP details.	Off-Campus
Spring into Leadership	Network with professionals from the engineering and computing fields	04/07/2020	5:30 pm – 8:00 pm	UC Ballroom
UMBC Connects:	Employers in the Arts	04/08/2020	11:00 am – 2:00 pm <i>Boutique Fair Event</i>	Main Street

Event	Employer/Topic	Date	Time	Location
Dining Etiquette Dinner	Navigate a formal dinner w/style	04/09/2020	5:30 pm – 8:00 pm	Skylight Room, Commons 3 <sup>rd</sup> FL
UMBC Connects:	Employers in the Humanities and Social Sciences	04/15/2020	11:00 am – 2:00 pm <i>Boutique Fair Event</i>	Commons Main Street
Sweeten Up Your Network	Networking with Alumni	04/16/2020	5:30 pm – 8:00 pm	Skylight Room, Commons 3 <sup>rd</sup> FL
UMBC on the Road: Explore Outside the Loop	CIA	04/17/2020	Check UMBCworks for RSVP details.	Off-Campus
UMBC on the Road: Explore Outside the Loop	Riderwood Village	04/17/2020	Check UMBCworks for RSVP details.	Off-Campus
UMBC on the Road: Explore Outside the Loop	University of Maryland Medical Center	04/24/2020	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](mailto: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.