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ENG 4060-600: English Studies Career Development

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English Studies Career Development
Summer 2018 | (1 credit)

Course Description

This course is designed to help you prepare for your post-graduate professional experiences. In this course, you will research job openings and professional organizations, analyze your own professional skills and abilities, and read course materials related to career development. As part of the class, you will create your final resume, a cover letter template, a print portfolio, and a professional website or online portfolio.

Required Course Materials
Reading materials:
Smith and Haimes-Korn. *Portfolios for Technical and Professional Communicators*
Other assigned reading available as links through D2L

Technology needs:

To complete this course successfully, you will need to access the following:

- **Regular access to a computer with reliable internet and speakers.**
- **D2L.** We will use a range of features, including email, discussion boards, content, and dropbox.
- **Microsoft Word--the full version or some other software through which to create a well-designed resume.**
- **Adobe Reader or Adobe Acrobat.** You will need to open and read PDFs.
- **LinkedIn** (free social media platform for professional networking and job searching)
- **Wix, Wordpress,** or some other online space for creating and hosting your online portfolio or website. (Wix and Wordpress are free. Some other options may cost a hosting fee but might offer you more options. It's your decision.)

As you build your online portfolio/website and establish your LinkedIn account, you will probably need to use help menus and internet resources. I am happy to provide assistance in using any technologies that you struggle with. Because providing help and resources takes time, you should make requests for tutorials well in advance of assignment deadlines.

Course Requirements
Job Search project: In this three-part project, you will research to find ten jobs you might be qualified to apply for. You will then write an analysis of one of those ads.
Resume/Cover Letter. You will create (and revise and revise and revise!) your resume and a sample cover letter.
Web portfolio and LinkedIn. You will build an online professional portfolio and LinkedIn profile targeted toward potential employers or clients.
Homework/participation. The usual stuff.

Assessment

Assignments will be evaluated holistically in areas such as content, organization, expression/delivery, correctness, and layout/visual impact as adapted to the audience, purpose, and context for which you are communicating. Each assignment will include specific criteria.

The grade breakdown for assignments is below. Note: I reserve the right to make additions and alterations to this assessment breakdown should the need arise. Students will be informed in class and in writing prior to any changes being made.

Assignment	% grade
Job search project	10
Resume/cover letter	20
Web portfolio	40
Homework / participation	30

The grading scale for this course is as follows:

90–100	A
80–89.9	B
70–79.9	C
60–69.9	D
59.9 and below	F

At the end of the semester, if a student's grade is within 0.9% of the next highest letter grade, I will use the following to determine whether the grade will be rounded up:

- Student met all deadlines for graded assignments. All assignments were complete at the time of submission.
- Student missed no more than one required practice exercise or discussion board post.
- Student took advantage of optional opportunities to revise or submit drafts for feedback.
- Student took regular, timely advantage of opportunities for additional practice (e.g., optional self-assessments posted to D2L, office hour sessions with Dr. F).
- Student received positive feedback from client and/or peers regarding the *process* of collaboration (e.g., meeting deadlines, communicating frequently, participating in meetings, helping to minimize conflict)

Expected Conduct

This class focuses on communicating effectively in professional settings. Communication within many organizations now takes place online, and this class will offer you plenty of opportunity to practice. Participation looks different in an online environment than a face-to-face environment, but active, positive interaction remains an important part of successful classes and professional organizations. To that end, I direct your attention to the following course policies:

- Meet deadlines established for the course.
- Log into D2L daily to see if there are emails, discussion board posts, or assignment feedback that you should respond to. (You may also choose to have email notifications sent to your regular email every time someone contacts you through D2L mail.)
- Write all class correspondence (e.g., emails, discussion posts, text messages) professionally according to the expectations of the business world. Expect to receive feedback from me on the style, tone, content, and organization of your emails, texts, discussion board posts, etc.
- Communicate regularly with peers and me. When receiving a message that you cannot address substantively at this time, send an acknowledgment that you have received the message and state when you will respond substantively.
- In this course, you will need to use advanced features of software such as Microsoft Word, LinkedIn, and Wix. I will provide links to tutorials and out-of-class assistance at your request, but I expect you to be willing to develop the software skills you need to complete projects effectively.
- All major assignments listed in the table above must be completed in order to pass the course.
- Scholarly integrity and ethics: students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct. Violations will be reported to the Office of Student Standards. If you are in doubt of the appropriate way to identify your source, check with me before turning in the assignment. If you have any questions regarding appropriate handling of sources, collaboration, or past work, talk with me before turning in an assignment.

If circumstances arise that may impact your ability to maintain our course policies, address the situation as you would in the workplace—professionally, courteously, and in advance.

Contact Information

You may reach me in one of the following ways:

1. **Call or text** me at (217) 714–6028 anytime Monday–Sunday 8 am–10 pm. If you text me, please identify yourself by name and course.
   Note: From May 23–29, I will be at a teaching conference where the cell phone reception is notoriously bad. I will check my messages once or twice each day and will return any calls or texts that I have received.

1. **Email** me through D2L. If you need to send me a large attachment or a link in Google Drive, send it to tfredrickwork@gmail.com. I try to respond to emails within 24 hours Mondays through Fridays. If it has been more than 24 weekday hours since you emailed me, feel free to contact me again.

Information for Students with Disabilities

Most accommodations may be easily met in this class. If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 206, or call (217) 581–6583 to make an appointment.

The Student Success Center / Writing Center

Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call (217) 581–6696, or go to Ninth Street Hall, Room 1302.

Students who would like assistance with writing assignments from this or any other course may meet online or face-to-face with a Writing Center consultant. The Writing Center works with students from all disciplines, majors, and academic backgrounds at any stage of the writing process. To make an appointment for a face-to-face or Skype session, call (217) 581–5929, or go to Coleman Hall, Room 3110.