Summer 6-15-2022

ENG 4060-001: Professional Writing Career Development

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☰   4060: Career Development 2022   ✉ 🗨 🔔

Overview

Professional Writing Career Development

Fall 2022 | (1 credit)

Course Description

This course is designed to help you prepare for your post-undergraduate professional and/or academic experiences. In this course, you will research job openings and professional organizations, meet with professionals in one or more related fields, analyze your own professional skills and abilities, and read course materials related to career development. As part of the class, you will create some or all of the following: a final resume, a cover letter template, a print portfolio, a professional website or online portfolio, and a personal statement for graduate school.

Course Requirements

1. Major narrative: You will write a reflective essay in which you consider how your major(s), minor(s), etc. have prepared you for life beyond graduation.

2. Job Search project: In this two-part project, you will research a jobs database to find ten jobs you might be qualified to apply for. You will then write an analysis of one of those ads.

3A. Resume/Cover Letter. You will create (and revise and revise and revise!) your resume and a sample cover letter.

--or--

3B. Graduate school application letter and personal statement. You will create (and revise and revise and revise!) your written application materials for a graduate program of your choice.

4. LinkedIn profile or professional website. You will set up a robust LinkedIn profile or professional website that helps you reach potential employers and networking contacts.

5. Externship/interview reports. You will interview and (if possible) job shadow two different professionals during the semester. You will then report the results of your interviews to the class in the form of a presentation and accompanying electronic handout.

6. Post-graduation plan. You will put together a guided post-graduate plan, including a timeline.

7. Homework/reflection/participation. This class will include a lot of reflective assignments designed to help you identify your strengths and interests. You will also prepare for and participate in a mock job interview.

Assessment

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
Major narrative	10
Resumé/cover letter --OR-- Grad school application	15
LinkedIn or website	15
Interview reports (2)	20
Job search plan	5
Homework / participation	25

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

Attendance

This class meets only once per week and its success depends on our ability to create a community of support for one another as you develop post-graduate plans and professional application materials. On those days when we have presentations, your active participation is particularly crucial.

- If you must miss class, you are still responsible for completing assignments. Submit assignments via D2L email or dropbox, as appropriate.
- Should you be forced to quarantine due to a COVID-19 diagnosis or exposure, contact me as soon as you can, so we can create alternative plans, such as adding you to the class via Zoom, scheduling alternate work from home activities, etc.
- If you are experiencing any symptoms associated with COVID-19, please stay home and arrange to get a COVID test (yes, even if you've been vaccinated!). Contact me, and I'll help you join class via Zoom until your test results have returned.

Deadlines

All assignments must be submitted by class time on the date listed. Late projects will be docked 5% each day until they are turned in.

Expected Conduct

This class focuses on communicating in professional settings. Just as in a workplace setting, certain types of conduct are expected. In addition to the policies pertaining to attendance and deadlines, pay attention to the following course policies:

- Class correspondence (i.e., emails you send to someone in the class, including me) should be written professionally and according to the expectations of the business world. Expect to receive feedback from me on the style, content, and organization of your emails.

- In this course, you may need to use advanced features of common software such as Microsoft Word, web editing technologies, and other programs that may be new to you. I am always happy to give you advice 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.

- Keep copies of all work you produce for this class, including handwritten work, as they may be useful preparation for later graded assignments. Do not store your work only on a single flash drive. If I have given you a hand-written evaluation on an assignment or activity, save that evaluation until you have received your final

grade in the course.

- Class time is for doing work related to the course. Limit your use of email, the internet, cell phones, etc. to course-related work during class time.

- All major assignments listed on this course policy sheet 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

Available on D2L under Content.

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 McAfee Gym, Room 1210, 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 McAfee Gym, Room 1336.

Students who would like assistance with writing assignments from this or any other course may go to the Writing Center. The Writing Center works with students from all

disciplines, majors, and academic backgrounds at any stage of the writing process. To make an appointment, call (217) 581–5929, or go to Coleman Hall, Room 3110.

Information for Students who May Be Struggling

If I see you struggling in the course (especially if you miss two or more classes or assignments in a row without communicating with me), I will try to contact you in person or by email to see if I can help. If I don't hear back from you, I will use the University's Early Alert system, which means your RA (if you live on campus) or someone from the Academic Success Center will try to contact you to offer help. This isn't meant to "get you in trouble," but to help you avoid trouble.