

Eastern Illinois University

The Keep

Fall 2020

2020

Fall 2-23-2021

ENG 4060-600: English Studies Career Development

Terri Fredrick

Eastern Illinois University

Follow this and additional works at: https://thekeep.eiu.edu/english_syllabi_fall2020

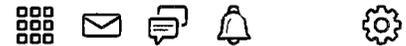


Part of the [English Language and Literature Commons](#)

Recommended Citation

Fredrick, Terri, "ENG 4060-600: English Studies Career Development" (2021). *Fall 2020*. 79.
https://thekeep.eiu.edu/english_syllabi_fall2020/79

This Article is brought to you for free and open access by the 2020 at The Keep. It has been accepted for inclusion in Fall 2020 by an authorized administrator of The Keep. For more information, please contact tabruns@eiu.edu.



Overview

Professional Writing Career Development

Fall 2020 | 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.

Technology needs:

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

- **Regular access to a computer with reliable internet.**
- **D2L and Collaborate Ultra** (available through D2L). The majority of our course, including possible live sessions, will take place within D2L, and we will use a range of features, including email, discussion boards, content, dropbox, and video conferencing.

- **Microsoft Word.** For the purposes of our course, the Office 365 version available to all students should be sufficient.
- **Adobe Reader or Adobe Acrobat.** You will need to open and read PDFs.
- **Headphones or speakers** that can be plugged into your computer.
- **Access to a printer [optional].** A couple of the self-assessments might be easier to complete by hand.

I can try to provide assistance in using any D2L technologies, but if you're unsure how to complete a task in D2L, let me know, you can also call the ITS Help Desk at (217) 581-HELP. Be sure to ask for help (from me or ITS) well in advance of assignment deadlines.

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 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 two different professionals during the semester. Ideally, you would try to job shadow at least one of them, but that may not be possible during this semester. You will then

report the results of your interviews to the class in the form of a live or video 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

Deadlines

All assignments must be submitted by 11:59 pm 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 will 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

See course homepage on D2L.

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 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 deadlines 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.
