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ENG 4060-600: English Studies Career Development

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Eastern Illinois University

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Eng 4060: Career Development for English Majors

Fall 2021

Prof. Angela Vietto

Office hours: By appointment, online or in the office: <https://calendly.com/vietto/30min>

Office landline 217-581-2428

Cell 217-549-3203 (feel free to text between 9 am and 9 pm)

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; talk with professionals in one or more related fields; analyze your own professional skills, abilities, interests and values; read course materials related to career development; practice answering interview questions and participate in a full mock interview; and prepare materials that should be useful to you. *To make the course as useful as possible, I encourage you to build into your schedule several hours per week solely dedicated to this course, ideally not all on the same day.*

Course Requirements

- 1. Discussions/homework/conferences.** This class will include reflective assignments, small-group online discussions, and individual conferences with the instructor (via Zoom or in person, by arrangement). You will also prepare for and participate in a mock job interview.
 - 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 after graduation, then analyze one of those ads.
 - 3. English Major Narrative.** You will write a reflection on your experiences as an English major that helps you understand your academic and professional development.
 - 4. Application package.** You will create and go through several rounds of revision and editing for either a resume and sample cover letter or a personal statement, writing sample, and recommenders' packet for a graduate school application.
 - 5. LinkedIn profile or professional portfolio.** You will set up a robust LinkedIn profile or an online professional portfolio that will help you describe yourself to future employers, clients, graduate schools, etc.
 - 6. Interview report.** I hope we will be able to organize the interview process in two phases: first, we will have some group interviews to help us practice, then you will interview at least one professional on your own. You will then report the results of your interviews to the class in a brief presentation.
 - 7. Post-graduation plan.** You will put together a post-graduation plan, including a timeline.
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Grading & Assignments

Discussion postings/homework	20%
Job search project	10%
Application package	20%
LinkedIn or online portfolio	20%
Interview report	10%
English major narrative	10%
Search plan	10%

Final Grading Scale

A	90–100%
B	80–89.99%
C	70–79.99%
D	60–69.99%
F	59.99% and below

Attendance/Participation

Please plan to log in to the class several times a week, and to spread your work on the course out over multiple days. You might very well want to ask some questions, and I hope that important discussion will happen for you in discussion boards, so you can't plan to do all the work at once. I have purposely distributed deadlines to try to encourage you to engage with the course several times each week.

Expected Conduct

This class focuses on communicating in professional settings. Just as in a workplace setting, certain types of conduct are expected.

- Class correspondence (i.e., discussion postings, emails, etc.) should be written professionally and according to the expectations of the business world. I'll provide some guidance on how to put this into practice in case you haven't run into that yet in your education.
 - 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.
 - All major assignments listed above must be completed in order to pass the course.
 - 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 if at all possible.
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Student Disability Services: If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact Student Disability Services (SDS). All accommodations must be approved through SDS. Please stop by McAfee Gym, room 1210 or call 217-581-6583 to make an appointment.

Academic integrity: Students are expected to maintain principles of academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards.

The Student Success Center: Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center (www.eiu.edu/~success) 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 1301.

The Electronic Writing Portfolio: Any written project of 750 words or longer written for this class would be suitable for submission to the EWP. Submissions must be made by the last day of finals week at the end of the semester. Earlier deadlines apply for graduating seniors. *Note: The EWP requirement applies to undergraduate students only.*

The English Department Statement on Plagiarism: Any teacher who discovers an act of plagiarism—“The appropriation or imitation of the language, ideas, and/or thoughts of another author, and representation of them as one’s own original work” (*Random House Dictionary of the English Language*)—has the right and responsibility to impose upon the guilty student an appropriate penalty, up to and including immediate assignments of a grade of F for the assigned essay and a grade of F for the course, and to report the incident to the Office of Student Standards. Respect for the work of others should encompass all formats, including print, electronic, and oral sources.

Writing Center: I encourage you to use EIU's Writing Center located at 3110 Coleman Hall. This free service provides one-to-one conferences with writing center consultants who can help you with brainstorming, organizing, developing support, documenting your papers, and working with sentence-level concerns. The writing center is open to help any student from any major at any stage of his or her writing process, and its system of one-to-one conferences demonstrates value and respect for individual writers, all of whom can benefit from feedback about their works in progress. Scheduling information is provided via the Writing Center link on the home page of our course.

Schedule

Notes: Specific deadlines and weekly checklists are provided in D2L. This schedule gives an overview of our semester.

Weeks 1–3 Aug 23 – Sept 12

During these first three weeks, we will intensively **explore**: your values, interests, and skills; post-graduation opportunities you've considered and ones you haven't yet; the job market, job boards, and job ads; graduate study, for those of you who are considering that. We will begin work on several of the major projects (job search project, application package, interviews, and English major narrative).

Weeks 4–6 Sept 13 – Oct 3

During these three weeks, we will continue to **explore** and move on to more intensive **research**. We will advance the major projects and meet several milestones on those projects, including completing the job search project.

Week 7–9 Oct 4 – 24

During these three weeks, if you need to still be **exploring**, you will be—but as a group, we will be shifting our focus to **research** and **reflection** as we continue to advance the major projects and complete our interviews and the English major narrative.

Weeks 10–13 Oct 25 – Nov 21

During this month, we will be refining ideas and **developing** and **editing** materials. We will share information from interviews with each other and finalize the application package and LinkedIn/online portfolios. We will also start practicing interview skills. As we head into Thanksgiving, I hope you will feel ready to draft your search/career development plan.

Thanksgiving Nov 22 – 28

Weeks 14–15 Nov 29 – Dec 12

During these final two weeks of classes, I will give you feedback on your post-course plan, we will do some more practice for interviews, and then you will complete a mock interview (with someone who *isn't* me).

Finals Dec 13 – 17

During finals week, we will have optional conferences, and if for some reason a major project wasn't yet complete, this will be your opportunity to complete it.