CONTACT INFORMATION

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OBJECTIVES
The educational objectives are to:
● Enhance the educational value of your PCD Placement by insuring that you reflect on the goals and potential impact of your project and on its outcomes.
● Develop your communication and leadership skills in the context of your service-learning placement and through collaboration with your PCD colleagues.
● Develop an understanding of your career interests and next steps to pursue your goals.

THEORY AND STRUCTURE
The course is a workshop in which the students, visitors, and coordinators each contribute their expertise and experience. Meetings will vary in format throughout the academic year. Some meetings will be presentations and discussions focused on skill building. Others will be interactive. Some will require homework as follow-up or preparation. At the end of the year, there will be a poster session designed to reflect upon your learning and present your projects. Your mentors are invited to attend your poster session.

The structure of the syllabus is fixed in order to make it possible for students to plan around the schedule and form a cohort that meets together. There will be alternatives for students who miss a session to make up the skill development components. The Spring term will conclude with reflection and self-evaluation of your projects.

REQUIREMENTS
● Regular attendance at meetings; timely arrival and engagement
● Maintain good academic standing
● Timely completion of homework and preparation assignments
● Formal poster presentations of project results (Spring)
# Syllabus for 2015-2016

## FALL QUARTER

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Welcome Orientation</td>
<td>September 23, 2015</td>
<td>3:30-5:30PM</td>
<td><strong>Program Orientation and Welcome</strong> – EOP and Career Center – <strong>Introduction to Project Management</strong> - Pablo (20 minutes) -HW: Complete a project management plan to share at the next session.</td>
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<tr>
<td>Fall Session 2</td>
<td>October 23, 2015</td>
<td>3:30-5:30PM</td>
<td><strong>Applying for Scholarships</strong> - EOP Adviser Ana Navarrete -HW: Complete a scholarship application by Jan 15th session.</td>
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## WINTER QUARTER

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<tbody>
<tr>
<td>Winter Session 1</td>
<td>January 15, 2016</td>
<td>2:30PM-4PM</td>
<td><strong>Internship Search</strong> – Career Adviser, Sheila Rodriguez -Due: Completed scholarship application</td>
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<tr>
<td>Winter Session 2</td>
<td>Feb 12, 2015</td>
<td>2:30PM-4PM</td>
<td><strong>Interview workshop</strong> – Career Adviser, Jen May (sign up for forum last 15 minutes of class for CA Forum on Diversity)</td>
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## SPRING QUARTER

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<tr>
<td>Spring Session 1</td>
<td>April 15, 2016</td>
<td>2:30PM-4PM</td>
<td><strong>Preparing and Thinking about Graduate School</strong> – Career Adviser, Christina Hall <strong>How to Prepare for the Diversity Forum</strong> EOP Robert Ewing &amp; Career Center Chris Sanchez [CA Forum on Diversity, Saturday, April 23, San Jose State]</td>
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<tr>
<td>Spring Session 2</td>
<td>May 20, 2016</td>
<td>2:30PM-4PM</td>
<td><strong>Presentation of Internship Experience and Project</strong>– EOP and Career Center -Invite mentors</td>
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All sessions meet in the Cervantes & Velasquez Conference Room, 3rd Floor Bay Tree Bldg.

**COURSE RESPONSIBILITIES AND IMPORTANT DATES**

Due dates for homework to be determined.