Internship and Career Preparation – 2 Unit Course
Sponsored by Crown College and Coordinated by the UCSC Career Center

COURSE INFORMATION
The purpose of this class is to provide tools and experiences to help you in make progress in your personal career development. This is a hands on class. You will be required to complete assessments, attend career development programs and speak to professionals a career field of your choice. The majority of your grades will come from reflection on these experiences. Please note, that as a two-credit course students are expected to spend six hours per week on these activities.

If you require any accommodations to achieve equal access in this course, please submit your Academic Access Letter from the Disability Resource Center (DRC) to as soon as possible in the academic quarter, preferably within 1 week. I also encourage you to discuss with me ways we can ensure your full participation in this course. I encourage all students who may benefit to learn about the DRC and the UCSC accommodation process. You can visit the DRC website at drc.ucsc.edu. You can make an appointment and meet in-person with a DRC staff member. The phone number is 831-459-2089, or email drc@ucsc.edu.

Learning Outcomes
Students will:

● understand and provide personal examples of the eight career readiness competencies as identified by NACE (National Association of Colleges and Employers http://www.naceweb.org/career-readiness/competencies/); Professionalism/Work Ethic, Critical Thinking/Problem Solving, Teamwork/Collaboration, Oral/Written Communication, Information Technology Application, Leadership, Career Management and Global/Intercultural Fluency
● understand career development as a continuous lifelong process
● learn techniques for an effective job search, such as preparing a resume and cover letter, interviewing and networking
● be able to more clearly articulate their future educational and professional goals

Instructor:
Christina Hall
Career Coach, UCSC Career Center
Bay Tree Building – 3rd Floor
Available by appointment via SlugQuest or during select drop-in hours to be posted online
(831) 459-4839
chmhall@ucsc.edu
<table>
<thead>
<tr>
<th>Class</th>
<th>Topic</th>
<th>Date</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td>Course Introduction</td>
<td>10/3/18</td>
<td>Assignments: Career Ready Guide (CRG) Introduction</td>
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<td>2</td>
<td>Resumes, Cover Letters, and References</td>
<td>10/10/18</td>
<td>Assignments: Prepare a resume, to be submitted to your critique partner via VMock Due 11/14/18 Final Resume Due to Instructor: 12/5/18 (CRG) Ch. 2 - Communication &amp; Quiz</td>
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<td>3</td>
<td>Career Decision Making and Assessment, Informational Interviews</td>
<td>10/24/18</td>
<td>Assignments: Focus 2 online career assessment Due 10/31/18 Informational Interview Contact Plan Due 10/31/18 CAN Career Advice Network (Career Conversation) Informational Interview Due 11/28/18 (CRG) Ch. 3 - Critical Thinking and Problem Solving</td>
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<td>4</td>
<td>Researching Careers</td>
<td>10/31/18</td>
<td>Assignments: Occupational Research Handout Due 11/7/18 (CRG) Ch. 4 - Teamwork and Collaboration</td>
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<td>5</td>
<td>Success Stories and Strengths</td>
<td>11/7/18</td>
<td>Assignments: Dependable Strengths Writing Assignment Due 11/21/18 (CRG) Ch. 5 - Digital Technology</td>
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<td>6</td>
<td>Networking</td>
<td>11/14/18</td>
<td>Assignments: Critique Your Partner’s Resume via VMock Due 11/21/18 (CRG) Ch. 6 - Leadership</td>
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**Due TODAY:** (CRG) Ch. 2 - Communication & Quiz

**Due TODAY:** (CRG) Ch. 4 - Teamwork and Collaboration & Quiz

**Due TODAY:** (CRG) Ch. 5 - Digital Technology & Quiz
### Class 7  Getting Experience
11/21/18

- Internships
- Undergraduate Research
- Volunteering
- Part-time Work
- Student Life

**Assignment:** (CRG) Ch. 7 - Global and Intercultural Fluency  
**Due TODAY:** Dependable Strengths Writing Assignment  
(CR) Critiqued Resume done for partner  
(CR) Ch. 6 - Leadership & Quiz

### Class 8  Interview Techniques
11/28/18

**Assignment:** Final Course Reflection Paper  
**Due Class 10**  
(CR) Ch. 8 - Career Management  
**Due TODAY:** CAN Career Advice Network (Career Conversation) Informational Interview  
(CR) Ch. 7 - Global and Intercultural Fluency & Quiz

### Class 9  Job and Internship Search Techniques
12/5/18

**Due TODAY:** Career Experience Reflections & Final Resume due to instructor via VMock  
(CR) Ch. 8 - Career Management & QUIZ

### Class 10  What’s Next

**Due TODAY:** Final Course Reflection Paper

### KEY ASSIGNMENTS
Assignments are due by 11:59 PM on the date listed unless otherwise indicated. Late assignments will receive a 10% daily grade reduction.

### Success Stories and Strengths
Opportunity for students to reflect over past successes and identify key strengths. Workbook including short essays.

### CAN Career Advice Network (Career Conversation) Informational Interview
This assignment is used to help students gather information about a particular career and practice their networking skills. Students will use UCSC’s Career Advice Network to identify an alumni with whom they would like to interview to based on their area of career exploration. After the interview, students will write a 3-4 page reflection paper commenting on their thoughts, feelings, and reactions to the information they obtained as it applies to their personal strengths, work values, interests and their occupational decisions.
**Resume**
Students will create a resume. They will then exchange their documents with a classmate and using VMock software complete a peer review. Students final copies will later be due to the instructor for final grading.

**Career Experiences Reflection**
Students will be required to attend (2) career related events and write a brief (250 Word) reflection on each. Events attended previous to Fall quarter 2018 may not be submitted. Attendance will be verified by submission of a photograph/screenshot of event.

*Examples of career related events include:*
Career Center sponsored career fair  
Career Center sponsored workshop  
Getting your resume critiqued during Career Center drop-ins  
Career planning workshop or panel sponsored by an academic or campus department (EOP, Pister Scholars, STEM Diversity, International Student and Scholar Services, STARS etc.)  
An individual appointment with a Career Coach  
Complete (1) additional informational interview from CAN Career Advice Network  
Mock interview with an alumni from CAN  
*Other relevant experience may be approved-just ask!*

**Final Course Reflection Paper**
An opportunity for students to review the assignments and experiences from class and apply them to their future career plans. Students should:
- consider whether your short-term and/or long-term career goals have changed after this class  
- what initiated the change if any (FOCUS 2, Occupational Research, your Informational Interview, personal experience?)  
- review your values, skills/strengths, and interests as they apply to their career choice  
- explore what actions they most need to take next in their career path- (Gain experience? Get further education? Do more career exploration?)
Grade Distribution

15% Career Ready Modules
20% CAN (Career Conversation) Informational Interview
5% Focus 2 Assessment
5% Occupational Research Handout
15% Resume & Peer Critique
15% Dependable Strengths Packet
15% Career Experiences Reflection
10% Final Course Reflection Paper

100%

GRADE INFORMATION
Grading Scale

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<tr>
<th>Grade</th>
<th>Minimum %</th>
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<tbody>
<tr>
<td>A+</td>
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