

Instructor: Dr. Debra Bryant
Udvar-Hazy Business Building, Rm. 306
435-879-4281 (office)
435-632-8747 (cell)
bryant@dixie.edu

Career Services Co-Instructors' Contact Information:

Kathy Kinney	Kinney@dixie.edu	652-7736
Shirlyayne Quayle	squayle@dixie.edu	879-4736
Steve Bringhurst	brings@dixie.edu	652-7901

Office Hours: Monday to Thursday, 10:00 to 12:00 AM and after class.

Also available by email or phone Monday to Friday.

Class: Udvar-Hazy 242 Sec. 1 Mondays, 1:00 to 1:50 PM

Udvar-Hazy 242 Sec. 50 Mondays, 5:15 to 6:05 PM

Optional Textbook: What Color is Your Parachute? By Richard Nelson Bolles, Ten Speed Press

Course Description

Overview of career management topics, including the changing employment reality, career states, and career paths, as well as the three most salient phases for undergraduates' early-career success preparing for the job market, the job search process, and maximizing effectiveness in early careers. A critical purpose of this course is to help you put the best YOU forward when applying for a job or graduate school.

Learning Outcomes

This course focuses on one business department learning outcome:

3. Students will possess the interpersonal and communication skills necessary to succeed in business.

- A. Students will deliver professional quality oral presentations
- B. Student will prepare professional quality written presentations

Course Objectives

In preparation for entering or advancing in their career world, students will:

- Know themselves and their personal SWOT
- Identify their current educational and training needs
- Develop a personal code of conduct
- Be able to market themselves in an effective and results-oriented manner
- Clarify and work on building their personal brand
- Use networking and social media effectively
- Understand what it takes to 'standout' at work and in a crowd
- Write an impressive resume and cover letter
- Prepare for an effective interview
- Understand requirements and resources for graduate school

Course Products

- Personal SWOT analysis
- Personal Code of Conduct
- Establish a personal brand
- Resume to be customized
- Sample Cover Letter
- Professional quality personal LinkedIn site
- Interview skills
- Knowledge of graduate school requirements, processes and resources

IMPORTANT DSC DATES TO REMEMBER

8/19	Classwork starts
8/23	Last day to add without a signature
8/28	Drop/Audit fee begins (\$10 per class)
9/2	Labor Day
9/3	\$50 Late registration/payment fee
9/9	Last day for refund
9/9	Last day to drop without a “W” grade
9/10	Courses dropped for non-payment
9/13	Last day to add/audit classes
10/10-11	Semester Break
10/14	Last day to drop individual classes
11/8	Last day for complete withdrawal
11/12	Career Day
11/27-29	Thanksgiving Break
12/6	Last day of classes
12/9-13	Final exams begin – No Final Exam in MGMT 2510

ASSIGNMENTS

Points

Career Activity	20
SWOT Analysis	20
Occupational Summaries	20
Code of Conduct	20
Job Announcement	10
Final Resume	30
Cover Letter	20
Personal LinkedIn site	20
Interview Questions	10
Interview video/self-assessment	30
Total Possible Points:	200

200/2 = Grade Percentage

GRADING SCALE

A = 93 – 100%	B+ = 87 – 89.9%	C+ = 77 – 79.9%	D+ = 67 – 69.9%
A- = 90 – 92.9%	B = 83 – 86.9%	C = 73 – 76.9%	D = 63 – 66.9%
	B- = 80 – 82.9%	C- = 70 – 72.9%	D- = 60 – 62.9%
			F = 0 – 59.9%

CANVAS LMS: Canvas participation is required and will be used to post assignments, tests, grades and messages to and from the instructor and students. Students need to check their Canvas messages several times per week. All students are expected to participate fully in Canvas activities and communication.

POSTING AND LATE ASSIGNMENTS: All assignments should be posted by 11:59 PM of the dates listed in the schedule. Late assignments will be accepted for only one week after the due date and will typically receive half the possible points. Responses to other students' postings are of little value if received late. Some assignments will be posted under the Assignments section, when a response from another student is not required. Assignments that require responses by other students will be posted under the Discussion section, so that all may see and respond. Spelling, grammar and general quality of writing will be considered in point values.

CHEATING: Cheating will not be tolerated. Cheating encompasses all forms of academic dishonesty, including presenting others' work as one's own and **not participating fully on team projects**. Cheaters will be disciplined according to school policy.

STUDENTS WITH DISABILITIES: If you suspect or are aware that you have a disability that may affect your success in the course you are strongly encouraged to contact the Disability Resource Center (DRC) located in the North Plaza Building. The disability will be evaluated and eligible students will receive assistance in obtaining reasonable accommodations. Phone # 435-652-7516

DMAIL: You are required to frequently check your Dmail account. Important class and college information will be sent to your Dmail account, including DSC bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSC and in your courses. To access your Dmail account, visit go.dixie.edu/dmail. If you do not know your Dmail username or you have forgotten your PIN, visit go.dixie.edu/mydixie and follow the respective instructions.

COLLEGE RESOURCES: Several college resources are available to help you succeed.

- Disability Resource Center - dixie.edu/drcenter
- IT Student Help Desk - dixie.edu/helpdesk
- Library - library.dixie.edu
- Testing Center - dixie.edu/testing
- Tutoring Center - dixie.edu/tutoring
- Writing Center - dixie.edu/english/dsc_writing_center.php

DEATH IN THE FAMILY: A student wishing to be excused from classes and delay assignments due to a death in the family will be expected to produce a copy of the death certificate or a funeral service program.

DSC POLICY LINKS:

- Policy for Absences Related to College Functions:
<http://www.dixie.edu/humanres/policy/sec5/523.html>
- Disruptive behavior policy / classroom expectations :
<http://www.dixie.edu/humanres/policy/sec3/334.html>
- Academic dishonesty / Academic integrity policy :
<http://www.dixie.edu/humanres/policy/sec3/334.html>