

Professional Development Basics Syllabus

7-week project group

Course Information

Instructor

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Course Description

Throughout this 7-week class, students will learn the ins and outs of the professional world. Students will learn and practice many skills needed to succeed and stand out amongst their peers. Through weekly instruction, activities, homework assignments, and projects, students will be exposed to information and situations that prepare them to excel in whatever career path they choose.

Learning Outcomes

By the end of this course, students should be able to:

- Write a professional resume and cover letter
- Set meaningful, obtainable goals
- Stand out in interviews and at career fairs
- Write and deliver a compelling elevator pitch
- Send professional emails at appropriate times and to appropriate people

Grading

How Your Grade is Calculated

| Assignment Category | Points |
|---------------------------------|--------|
| Homework (5 at 6 points each) | 30 |
| Attendance (7 at 5 points each) | 35 |
| Final Project (2 parts) | 35 |

Late Assignments

Assignments may be turned in late, at any point in the semester. However, there will be a 1-point deduction for each week it is late.

Course Schedule

The points go up assuming you attend every class and submit all homework on time.

| Week | Points | Topics, Readings, Assignments, Due Dates |
|------|--------|---|
| 1 | 5 | Syllabus, introductions, goal setting, resumes, introduce project. Homework: Create a resume if you do not already have one. |
| 2 | 16 | Interviews, behavioral questions, STAR method, negotiating. Homework: Create a BQ Bank. |

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| 3 | 27 | Mock interviews and peer interviews. |
| 4 | 38 | Finding a job, campus resources, emails, email signatures. Homework: Create your own email signature. |
| 5 | 49 | Business attire, cover letters, career fairs, elevator pitches. Homework: create an elevator pitch and be prepared to present it. |
| 6 | 60 | Professional presentations, networking, reaching out |
| 7 | 100 | Final project presentations, goal review, farewells |
