**Spring 2019**

**Syllabus CSC 291: On-Campus Internship Level I**

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Office: RTW 280, 8:00am-5:00pm M-F

Course Goals:

1. To assist students in developing personal and professional “soft” skills/core competencies (work habits, technical competence, communication, professional competence) that they can use all through their careers at CSU and after graduation
2. To teach students skills in resumé-building, interviewing, and networking to assist in their current and future careers
3. To provide an opportunity for ‘engaged learning’ wherein students can develop career-related experience while working on campus

Course Requirements:

1. Complete Work Plan with supervisor
2. Complete Blackboard learning modules & assignments on Core Competencies
3. Take Core Competencies assessment
4. Complete Midterm Evaluation with supervisor
5. Complete Blackboard learning modules & assignments on Career Preparation
6. Create Resumé
7. Take Mock Interview
8. Create LinkedIn account
9. Attend Career Fair
10. Prepare Project Abstract
11. Prepare 5-minute Reflection Presentation
12. Submit Program Review
13. Complete Final Evaluation with supervisor

Learning Outcomes:

As a result of participating in this course, students will be able to:

1. Demonstrate improved personal and professional skills over the course of the semester
2. Experience career-related work
3. Recognize and employ time management principles on the job
4. Describe work tasks and skills in a professional manner on a resumé
5. Apply effective problem-solving skills to situations encountered on the job
6. Manage a project from start to finish
7. Leverage networking opportunities successfully
8. Understand how to apply their transferrable skills to future career opportunities

Course Overview:

The topics are organized around two major themes:

* Core Competencies (“soft skills”)
* Career Preparation

Each of the topics includes an introduction of the topic and why it is important. This is followed by some resources to help you further develop your skills in each respective area.

Course Timeline:

**Week One (1/14/19-1/20/19)**

1. Be oriented to the workplace (work area and rules) by supervisor
2. Understand job duties and expectations
3. Review Workplace Orientation/Expectations learning module and resources in Blackboard
4. Create goals

**Week Two (1/21/19-1/27/19)**

1. Complete Work Plan with supervisor and upload it to Blackboard (10pts)

**Week Three (1/28/19-2/3/19)**

1. Review Work Habits learning module and resources in Blackboard
   1. Productivity
   2. Time Management
   3. Quality of Work
   4. Accuracy
   5. Safety
   6. “Grit”
2. Write 250-500 word reflection on the “Grit” TedTalk and submit it on Blackboard (5pts)

**Week Four (2/4/19-2/10/19)**

1. Review Technical Competence learning module and resources in Blackboard
   1. Hard Skills vs. Soft Skills
   2. Hard Skills Employers Seek
   3. Problem-Solving

**Week Five (2/11/19-2/17/19)**

1. Attend CSI Day on 2/13/19 in the Student Center Ballroom
2. Write 250-500 word reflection on your experience and submit it on Blackboard in the Employer Networking Event assignment (10pts)

**Week Six (2/18/19-2/24/19)**

1. Review Communication learning module and resources in Blackboard
   1. Effective Communication
   2. Communication Etiquette
   3. Presentation Skills
   4. Teamwork Skills

**Week Seven (2/15/19-3/3/19)**

1. Review Professional Competence learning module and resources in Blackboard
   1. Accountability
   2. Initiative
   3. Flexibility
   4. Diplomacy
2. Take Core Competencies assessment in Blackboard (10pts)

**Week Eight (3/4/19-3/10/19)**

1. Complete Midterm Evaluation with supervisor and upload it to Blackboard (10pts)

**Week Nine (3/11/19-3/17/19)**

1. SPRING BREAK---NO ASSIGNMENTS DUE

**Week Ten (3/18/19-3/24/19)**

1. Review Resumé Building learning module and resources in Blackboard
   1. What Employers Seek
   2. Necessary Resumé Components
2. Create resumé and upload it to Blackboard(5pts)

**Week Eleven (3/25/19-3/31/19)**

1. Review Interviewing Skills learning module and resources in Blackboard
   1. Preparation
   2. Body Language
2. Complete Mock Interview and upload it to Blackboard(10pts)

**Week Twelve (4/1/19-4/7/19)**

1. Review Networking Skills learning module and resources in Blackboard
   1. Networking with Professors
   2. Elevator Pitch
   3. Networking at Events
   4. Using LinkedIn
2. Submit “Elevator Pitch” through Blackboard (5pts)
3. Create LinkedIn account (5pts)

**Week Thirteen (4/8/19-4/14/19)**

1. Write 2-sentence abstract (summary) of the project you’ve worked on this semester and submit on Blackboard (5pts)

**Week Fourteen (4/15/19-4/21/19)**

1. Prepare 5-minute reflection presentation on your experience this semester and upload it to Blackboard (10pts)

**Week Fifteen (4/22/19-4/28/19)**

1. Present/attend fellow classmates’ presentations

**Week Sixteen (4/29/19-5/5/19)**

1. Write 250-500 word program review and submit in Blackboard (5pts)

**Week Seventeen (5/6/19-5/10/19)**

1. Complete Final Evaluation with supervisor and upload to Blackboard (10pts)

Grading:

All assignments must be completed and submitted no later than noon on the last day of Week Seventeen. No incompletes will be granted.

Grading scale is:

A = 90-100 points

B = 80-89 points

C = 70-79 points

D = 60-69 points

F = 0-59 points