**Spring 2019**

**Syllabus for CSC 292: On-Campus Internship Level II**

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

Course Goals:

1. To assist students in improving personal and professional “soft” skills/core competencies that they can use all through their careers at CSU and after graduation
2. To further 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. Complete Midterm Evaluation with supervisor
4. Complete Blackboard learning modules & assignments on Career Preparation
5. Create Cover Letter
6. Create Business Cards
7. Take Mock Interview
8. Update LinkedIn account
9. Attend Employer Networking Event
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. Manage a project from start to finish
4. Leverage networking opportunities successfully
5. Understand how to apply their transferrable skills to future career opportunities
6. Improve their professional online presence

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 Resumé Building learning module and resources in Blackboard
   1. Cover Letters
   2. Self-Marketing (personal branding)
2. Create cover letter (10pts)
3. Create business cards (5pts)

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

1. Review Interviewing Skills learning module and resources in Blackboard
2. Complete Online Mock Interview (10pts)

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

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

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

1. Review Networking Skills learning module and resources in Blackboard
   1. Professional Networking
   2. Online Networking
   3. Using LinkedIn
2. Update LinkedIn account (5pts)

**Week Seven (2/25/19-3/3/19)**

1. Upload Midterm Evaluation to Blackboard (10pts)

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

1. Review Organization learning module and resources in Blackboard
   1. Time Management
   2. Organizational Skills
   3. Multitasking

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

1. SPRING BREAK --- NO ASSIGNMENTS DUE

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

1. Review Communication learning module and resources in Blackboard
   1. How to Communicate Professionally
   2. Communication Etiquette
   3. Teamwork

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

1. Review Presentation learning module and resources in Blackboard
   1. Preparation
   2. Body Language
   3. Time Management

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

1. Review Professionalism learning module and resources in Blackboard
   1. Initiative
   2. Resilience

**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 (10pts)

**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 (10pts)

**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