**Spring 2019**

**Syllabus for CSC 391: On-Campus Internship Level III**

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

Course Goals:

1. To teach students advanced resumé-building and applicant skills to assist in their career development and future job prospects
2. To provide an opportunity for ‘engaged learning’ wherein students can develop career-related experience and soft skills while working on campus

Course Requirements:

1. Complete Work Plan with supervisor
2. Complete Blackboard learning modules & assignments on Applicant Skills I
3. Complete Midterm Evaluation with supervisor
4. Complete Blackboard learning modules & assignments on Applicant Skills II
5. Create ATS-friendly resumé
6. Create Functional resumé
7. Update LinkedIn account
8. Attend Employer Networking Event
9. Submit Employer Networking Event Reflection
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
7. Increase chances of getting chosen for job interviews

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 Applicant Tracking Systems (ATS) learning module and resources in Blackboard
   1. Resumé vs Online Application
   2. ATS Resumé Formatting
2. Create ATS-friendly Resumé (10pts)

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

1. Review Functional Resumés learning module and resources in Blackboard
   1. Understanding/Translating Skill Sets
   2. Functional Resumé Formatting
2. Create Functional Resumé (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 Reference Letters learning module and resources in Blackboard
   1. Professional
   2. Employer

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

1. Review LinkedIn learning module and resources in Blackboard
   1. Recommendations
   2. Endorsements
2. Update LinkedIn account (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

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

1. No additional assignments

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

1. No additional assignments

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

1. No additional assignments

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

1. Write a 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 submit 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