**Syllabus for CSC 392: On-Campus Internship Level IV**

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Course Goals:

1. To teach students advanced 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. Log into Blackboard course at least once a week and post Discussions
2. Complete Work Plan
3. Complete Blackboard learning modules
4. Create CV
5. Attend Employer Networking Event
6. Submit Employer Networking Event Reflection
7. Complete Midterm Evaluation
8. Prepare Final Presentation
9. Submit Program Review

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. Increase chances of getting chosen for job interviews
7. Maximize negotiations if offered a job
8. Identify potential career opportunities

Course Timeline:

**Week One**

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
5. Post an introduction in the Discussions section

**Week Two**

1. Complete Work Plan and upload it to Blackboard (20pts)
2. Share your semester project with your classmates in the Discussions section

**Week Three**

1. Review Advanced Application Documents learning module and resources in Blackboard
2. Create CV and upload to Blackboard (20pts)

**Week Four**

1. No assignments due

**Week Five**

1. Review Industry Preparation learning module and resources in Blackboard
   1. Researching Companies
   2. Proper Dress

**Week Six**

1. Review Career Fair Preparation learning module and resources in Blackboard
   1. Tactics
   2. Employer Tips

**Week Seven**

1. Attend Employer Networking Event
2. Write 250-500 word reflection on Employer Networking Event experience and submit it on Blackboard (10pts)

**Week Eight**

1. Complete Midterm Evaluation and upload it to Blackboard (10pts)
2. Share an update on your project with your classmates in the Discussions section

**Week Nine**

1. Review Secondary Interviews learning module and resources in Blackboard
   1. Answering Questions
   2. Asking Questions

**Week Ten**

1. Review Job Offers learning module and resources in Blackboard
   1. Analyzing the Offer
   2. Salary Negotiation
   3. Accepting/Declining the Offer

**Week Eleven**

1. Review Entrepreneurship learning module and resources in Blackboard

**Week Twelve**

1. Review Closing Thoughts learning module and resources in Blackboard

**Week Thirteen**

1. Prepare Final Presentation on your experience this semester and submit copy of presentation on Blackboard (20pts)

**Week Fourteen**

1. No assignments due

**Week Fifteen**

1. Write 250-500 word Program Review and upload it to Blackboard (20pts)

**Week Sixteen**

1. No assignments due

Grading:

Passing the course requires all assignments to be completed and submitted **on Blackboard** no later than 11:59**AM** on **the last day of class**. No incompletes will be granted for this course.

Points for assignments are awarded as follows:

Full credit = assignment submitted on Blackboard and completed as per instructions

Partial credit = assignment submitted on Blackboard but not completed correctly/entirely

No credit = assignment not submitted on Blackboard

Grading scale is:

A = 90-100 points

B = 80-89 points

C = 70-79 points

D = 60-69 points

F = 0-59 points