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

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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. Log into Blackboard course at least once a week and post Discussions
2. Complete Work Plan
3. Complete Blackboard learning modules
4. Complete Midterm Evaluation
5. Create Cover Letter
6. Create Business Cards
7. Take Mock Interview
8. Update LinkedIn account
9. Attend Employer Networking Event
10. Prepare Final Presentation
11. 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. 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. 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 (10pts)
2. Share your semester project with your classmates in the Discussions section

**Week Three**

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

**Week Four**

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

**Week Five**

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

**Week Six**

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

**Week Seven**

1. No assignments due

**Week Eight**

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

**Week Nine**

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 (10pts)

**Week Ten**

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

**Week Eleven**

1. Review Networking Skills learning module and resources in Blackboard
   1. Professional Networking
   2. Online Networking
   3. Using LinkedIn
2. Update LinkedIn account (10pts)

**Week Twelve**

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

**Week Thirteen**

1. Prepare Final Presentation on your experience this semester and upload it to Blackboard (20pts)

**Week Fourteen**

1. No assignments due

**Week Fifteen**

1. Write 250-500 word Program Review and upload it to Blackboard (10pts)

**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