

**IDS 4111 – PROFESSIONAL SEMINAR**

**Fall 2018 Wednesday 4:00-4:50**

**Instructor: Dr. Jarrod H. Fogarty**

**Office: Room 053 Division of Arts & Sciences Phone: 601-484-0402**

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**Career Center Coordinator: Kevin Entrekin, kentrekin@meridian.msstate.edu**

**Office Hours: Mon thru Thurs 2:00-4:00**

**Web Page: <http://www.jhf1.meridian.msstate.edu/jfogarty.html>**

**(that is a numeral “one” in “jhf1” not a lowercase “L”)**

One hour lecture. Introduction to professional opportunities and skills for students earning a B.S. in Interdisciplinary Studies degree.

Objectives: This course will provide B.S. in Interdisciplinary Studies (BSIS) students with information, tools, and skills to make career decisions that coincide with their career goals. The objectives of the course are to develop career planning skills for use throughout life, explore occupations, graduate schools, or professional programs relating to your skills, abilities, values and interests. You will learn to identify occupations that may be of interest and be taught skills to be competent in executing the mechanics of the job search process. You will gain understanding about the world of employment and practice developing clear verbal and written communication.

Required course materials:

- Mississippi State University Career Center 2015 handbook
- 2-inch 3-ring binder or folder to hold course materials and take home assignments

<b>Date</b>	<b>Semester Schedule</b>	<b>Due</b>
Aug 22	Introduction/Career Center Connections account	
29	Career autobiography/Writing Center at MSU	CCC account
Sept 5	Résumé and cover letter	
12	Job search strategies: Social media etiquette	Career autobiography
19		1 <sup>st</sup> Résumé and Cover letter
26	Elevator pitch	
Oct 3		Elevator pitch
10	Intro to STRONG	2 <sup>nd</sup> Résumé and Cover letter
17		Complete STRONG
24	STRONG assessment	Jobs for interview/questions
31	Interview skills	
Nov 7	Mock Interview	<b>No class</b>
14	Mock Interview	<b>No class</b>
21	<b>Thanksgiving Holiday</b>	
28	Job search process and discovery	Portfolio/Career interview
Dec 5	Course assessment and evaluation	Professional e-mail

Attendance: Attendance will be taken each week. If you miss class you will be responsible for all material covered and any possible changes to the syllabus (e.g., change of assignment date). You will be deducted 15 points for each class you miss after the first 2 absences, up to 60 points. Exceptions will be made in cases of prolonged chronic illness, maternity leave, military called to active duty, or similar situations. For MSU attendance policy (this applies to approved absences regarding make-up exams also): <http://www.policies.msstate.edu/policypdfs/1209.pdf>

Grading scale:

10-point system: 90-100% = **A** 80-89.5% = **B** 70-79.5% = **C** 60-69.5% = **D** Below 60% = **F**

Final grade based on:

Assignment	Points	%
CCC account	20	2.4
Career autobiography	100	12.1
Elevator pitch	50	6.1
Résumé	75	9.1
Cover letter	75	9.1
STRONG assessment	25	3.0
Interview questions	50	6.1
Professional e-mail	20	2.4
Mock interview	100	12.1
Career interview	150	18.2
Portfolio	100	12.1
Attendance	60	7.3
	825	100

Course assignments:

**Career Center Connections Account** – You will be asked to complete your profile in Connections (<http://www.career.msstate.edu>), the Career Center’s online job posting and on-campus recruiting software.

**Career autobiography** – It’s important for your instructor to know what mind frame you’re in as you enter this course. This will help us work with you to establish a personalized job search strategy. This paper should cover topics such as (but not limited to) previous and current career goals, educational background, any people who have greatly influenced your thought and decisions relating to career exploration, and what your expectations are for this course.

**Elevator pitch** – You will develop and present a short (30-60 seconds) pitch describing yourself, your interests, and your qualifications that you might use in a casual setting such as an elevator ride.

**Résumé** – You will develop a résumé to evaluate your current experiences, make goals to develop new skill sets and experiences, and become familiar with the résumé writing process. The assignment is worth 75 points. You will receive 35 points for submitting the first draft of your résumé on September 19. You will receive the remaining 40 points when you turn in a revised version on October 10.

**Cover letter** – You will develop a cover letter for a job in which you have an interest. You can substitute a statement of purpose if you are interested in graduate school or professional school. The assignment is worth 75 points. You will receive 35 points for submitting the first draft of your cover letter on September 19. You will receive the remaining 40 points when you turn in a revised version on October 10.

**STRONG Assessment** – Assessment handouts will be distributed in class.

**Interview questions** – To prepare for the mock interview, you will come up with five potential interview questions relevant to your field of study. You may not use more than one common question such as, “Tell me about one strength and one weakness you have”.

**Mock interview** – You will participate in an individual mock interview session geared toward employment or graduate or professional school. One week before, you will inform me of the position you want to be interviewed for and a job title and description of the position. *Note: You should dress as if you’re attending a real interview.*

**Career exploration** – You will gather information on an occupation you are currently exploring. The purpose of this activity is to help determine, based on the information you discover, whether you could see yourself being satisfied and successful in that job. This assignment will allow you to obtain knowledge and advice from a professional in the field.

You will interview people (OTHER THAN FAMILY MEMBERS) who are involved in careers you find interesting. The purpose of this activity is to gather information on their background, education, employment history, as well as their personal journey that led them to where they are today. You can use their knowledge/experiences to reflect on where you are in your own career decision-making process. This assignment will also help you learn the value of networking as you look at experience of others.


**Portfolio** – Your 3-ring binder will serve as your portfolio. All class materials and assignments should be neatly organized in the portfolio so that you may refer back to them throughout the semester. Complete portfolios are due November 28.

Other course information:


- Assignments must be typed and printed out. E-mail does not count as a submission.
- If you are unable to attend class and an assignment is due, it is your responsibility to get the document to me prior to class. **You will have until 5 PM the day following the due date to turn in assignments. After that, you will receive zero (0) points.**
- Written reports must be double-spaced with no larger than 12-point font.

## **Academic Misconduct**

Mississippi State has an approved Honor Code that applies to all students. The code is as follows: “As a Mississippi State University student, I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.” Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor Code. Student will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the MSU community from the requirements or the processes of the Honor Code. For additional information, please visit: <http://honorcode.msstate.edu/policy>



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## **Title IX Considerations and MSU Policy**

<http://students.msstate.edu/sexualmisconduct/>

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU’s educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU’s Director of Title IX/EEO Programs at 325-8124 or by e-mail to [titleix@msstate.edu](mailto:titleix@msstate.edu). Additional resources are available at <http://www.msstate.edu/web/security>, or at <http://students.msstate.edu/sexualmisconduct/>

## **Disabilities**

<http://www.sss.msstate.edu/disabilities/>

**Support Services:** Students who need academic accommodations based on a disability should visit the Office of Student Support Services, or visit the website at [www.sss.msstate.edu](http://www.sss.msstate.edu).

**The MSU-Meridian representative for support services:** Amy Smith at [asmith@meridian.msstate.edu](mailto:asmith@meridian.msstate.edu) or 601-484-0234

