

## Course Policies and Procedures

- 📄 Read the syllabus. Details are not up for re-negotiation at the end of the semester. Ask questions.
- 📅 Attendance is MANDATORY.
- 🚫 Please don't even bother showing up if you are not able to be fully present.
- ❓ If you have questions, ask. If you need help, ask. I do not read minds, but want you to succeed.
- 🚫 NO, you cannot make up that assignment or submit it late. I am preparing you for your career.
- 📞 Be professional. Keep your cell phone tucked away, and silent, for the duration of our class.
- ✉️ Your emails should be professional, and timely, as good practice for your future employers.
- 📧 Check your email every day. Stuff happens. Don't let it happen without you.

## Attendance

- ♥️ You have one life
- ♥️ Missing 5-20 minutes takes away half a life
- ♥️ Missing a class takes away a full life
- ♥️ After you lose your life, you lose points
- ♥️ Earn 5 points to make up a half life
- ♥️ Earn 10 points to make up a full life

## The University Fine Print

**Students with Disabilities:** Persons who wish to request disability-related accommodations should contact the Student Disability Resource Center in House 71, 826-4678 (voice) or 826-5392 (TDD). Some accommodations may take up to several weeks to arrange. Student Disability Resource Center Website. If you are a student with a disability, please consider discussing your needs and possible accommodations with me ASAP. See <http://www.humboldt.edu/disability/>.

**Add/Drop policy:** Students are responsible for knowing the University policy, procedures, and schedule for dropping or adding classes. See <http://www.humboldt.edu/~reg/regulations/schedadjust.html>.

**Emergency evacuation:** Please review the evacuation plan for the classroom (posted on the orange signs), and review Emergency Operations Website for information on campus Emergency Procedures. During an emergency, information can be found campus conditions at: 826-INFO or the HSU Emergency Website ([humboldt.edu/humboldt/emergency](http://humboldt.edu/humboldt/emergency)). See also [http://studentaffairs.humboldt.edu/emergencyops/campus\\_emergency\\_preparedness.php](http://studentaffairs.humboldt.edu/emergencyops/campus_emergency_preparedness.php).

**Academic integrity:** If you plagiarize, or otherwise cheat, on any exam or assignment, you will fail this course and your name and the nature of your infraction will be forwarded to the Office of Student Rights & Responsibilities. Plagiarism involves intentionally representing someone else's words or ideas as your own. If you use outside sources—either in the form of quotes or ideas—you must cite them to indicate where they come from. Please see or email me, or visit the Writing Center, if you need help with citations. Students are responsible for knowing the policy regarding academic honesty. Academic Honesty Policy: [http://www.humboldt.edu/studentrights/academic\\_honesty.php](http://www.humboldt.edu/studentrights/academic_honesty.php)

**Attendance and disruptive behavior:** Students are responsible for knowing policy regarding attendance and disruptive behavior. See [http://studentaffairs.humboldt.edu/judicial/attendance\\_behavior.php](http://studentaffairs.humboldt.edu/judicial/attendance_behavior.php)

## Grading

- 😊 > 100 points = Credit
- 😞 < 100 points = No Credit

## DIY Professional Development Instructions

Each week, choose a challenge related to the scheduled topic(s). See Moodle for readings and info. Decide how much you want to dive into those topics, based on your goals. Complete 1-2 DIY Challenges per week. Submit to Moodle by 9:00pm each Sunday.



Using the elements of game playing in a new environment

## SOC 372 :: PROSEMINAR :: Fall 2015

W 11 - 12:50 :: 8/21 - 10/16/2015 :: HGH 204

Dr. Meredith Williams: [meredith.williams@humboldt.edu](mailto:meredith.williams@humboldt.edu)

BSS 536 :: Office Hours: H 10-12 in The Depot

Career Center Advisors:

Loren Collins: [loren.collins@humboldt.edu](mailto:loren.collins@humboldt.edu)

Robert Keever: [robert.keever@humboldt.edu](mailto:robert.keever@humboldt.edu)

This class uses GAMIFICATION to help you learn all about your PROFESSIONAL DEVELOPMENT.

## YOUR MISSION OBJECTIVES:

- Develop/maintain professional job search materials: resume/cv, cover letters, etc.
- Plan and participate professionally in job interviews.
- Develop and carry out network planning and job search strategies.

## Why do I have to take this class?

This class was developed based on feedback from Sociology majors over the years, who asked for dedicated time to think about career preparation that was specific to our discipline.

Also, HSU Sociology has Learning Objectives:

1. Communicate effectively orally and in writing.

And HSO has more Learning Objectives:

*HSU graduates will have demonstrated:*

1. Effective communication through written and oral modes.
2. Critical and creative thinking skills in acquiring a broad base of knowledge and applying it to complex issues.
3. Competence in a major area of study.
4. Appreciation for and understanding of an expanded world perspective by engaging respectfully with a diverse range of individuals, communities and viewpoints.

*HSU graduates will be prepared to:*

1. Succeed in their chosen careers.
2. Take responsibility for identifying personal goals and practicing lifelong learning.
3. Pursue social justice, promote environmental responsibility, and improve economic conditions in their workplaces and communities.



Course Blog

<https://thesociologicalperspective.wordpress.com/proseminar/>

Getting the knowledge and skills you will need to get a job

## What do you want from me?

You will get out what you put into this class. The class is credit/no credit - no letter grade. To receive credit for this class, you should expect to spend 2-4 hours per week outside of class completing DIY Professional Development Challenges. They (with attendance) make up your grade. Take this class seriously. This is dedicated time to think about your goals and how you are going to achieve them. It is your chance to get one-on-one help, and feedback. Take full advantage!

## Class Schedule :: Check Readings on Moodle

**\*\* Complete readings BEFORE class\*\***

Date	Topic(s)
Aug 26	Introductions + Networking
Sep 2	Job Searching + Communication
Sep 9	Career Dev + Internships
Sep 16	Cover Letters + Interviewing
Sep 23	Sociology Skills
Sep 30	Graduate School + Funding
Oct 7	Conferences and Associations
Oct 15	CVs and Resumes (bring final)
Dec 11	Employer Panel BSS 166 3:30-6pm

Sociology Professional Development Guide: <http://libguides.humboldt.edu/socprofdev>

## DIY SKILTZ



\* required

<p><b>5</b> UP TO 5 POINTS</p>	<p><b>Career Development</b> Get to know the Career Center web site, and develop a top 10 list of the most useful aspects of the site</p>	<p><b>Conferences and Professional Associations</b> Research at least one Professional Association and learn about their Annual Meeting or Conference</p>	<p><b>CVs &amp; Resumes *</b> Make a draft of a resume or a CV and a cover letter</p>	<p><b>Graduate School</b> Find at least TWO graduate programs to which you might want to apply</p>	<p><b>Networking *</b> Give your elevator speech to at least three employers at the Part-Time Job Fair on campus 8/26</p>	<p><b>Professional Communication *</b> Find a job listing online, and send me an email as if I were a prospective employer asking a question about the job</p>	<p><b>Professional Presentations</b> Learn all about professional presentations then attend one and review it: how did they do?</p>	<p><b>Public Sociology Skills</b> Assess your public sociology skills: what do you have, what do you want to have?</p>	<p><b>Scholarships and Fellowships</b> Find at least one scholarship and/or fellowship for which you can apply</p>
<p><b>10</b> UP TO 10 POINTS</p>	<p><b>Career Development</b> Make an appointment and meet with a Career Advisor + take 5 questions with you</p>	<p><b>Conferences and Professional Associations</b> Come up with a list of your top 5 Professional Associations that you would suggest to other Sociology/CJS majors</p>	<p><b>CVs &amp; Resumes *</b> Get feedback on your resume or CV and Cover Letter from a Career Advisor and make revisions</p>	<p><b>Graduate School</b> Find at least TWO graduate programs to which you might want to apply + write a personal statement for one program</p>	<p><b>Networking</b> Make a robust Linked.In profile</p>	<p><b>Professional Communication</b> Write an email to a real prospective employer or internship OR email a faculty member about doing research with them</p>	<p><b>Professional Presentations</b> Make an awesome presentation in PowerPoint or another presentation software on one of the Pro Dev topics</p>	<p><b>Public Sociology Skills</b> Figure out jobs that utilize the various public sociology skills - what jobs can you get using your soc skills?</p>	<p><b>Scholarships and Fellowships</b> Identify at least one scholarship or fellowship + write a personal statement for applying for funding</p>
<p><b>20</b> UP TO 20 POINTS</p>	<p><b>Career Development</b> With a Career Advisor, develop THREE career goals + make a plan for achieving each of those goals</p>	<p><b>Conferences and Professional Associations</b> Write an abstract for a conference/annual meeting where you might want to present your research</p>	<p><b>CVs &amp; Resumes</b> Find a dream job and cater your resume/CV and cover letter to that job</p>	<p><b>Graduate School</b> Find program + personal statement + interview at least two faculty about graduate school (PhD or MA)</p>	<p><b>Networking *</b> Attend the Employer Panel in December (details TBA) sponsored by HSU Sociology and the Career Center</p>	<p><b>Professional Communication</b> Write a fake blog entry, targeted toward HSU undergrad, giving your top 10 tips about professional communication</p>	<p><b>Professional Presentations</b> Design an Academic Poster or Infographic teaching an undergrad audience about one of the Pro Dev topics</p>	<p><b>Public Sociology Skills</b> Write a lesson for how you would teach one of the Public Sociology Skills from the Public Sociology Toolkit</p>	<p><b>Scholarships and Fellowships</b> Find 5 graduate programs that have Teaching and/or Research Assistantships + develop top 10 tips for applying</p>

GET MORE DETAILS ABOUT EACH OF THE CHALLENGES ON THE COURSE BLOG <https://thesociologicalperspective.wordpress.com/proseminar/>