

## Humanities College to Career

### Fall 2017

Tuesdays 3:00-4:15 Robinson A205

#### Instructor

◆ Professor Koch  
lkoch@gmu.edu  
Office: ROB A413  
Hours: Thurs. 2:30  
- 4:00 & by appt.

#### Required Materials and Technology



*Career & Internship Guide* from  
GMU Career Services



Blackboard <http://mymason.gmu.edu>



GMU email—check email often; forwarding is an option



Scanner—use GMU Lab or App such as Genius Scan

#### Description

**Humanities College to Career** is a one-credit course designed to prepare humanities majors to transition to post-graduation employment.

#### NACE Competencies

**Humanities College to Career** prepares students to understand and achieve NACE competencies.

**The National Association of Colleges and Employers**, based on extensive research among employers, has identified **eight competencies** associated with career readiness:

1. Critical Thinking/Problem Solving
2. Oral/Written Communication
3. Teamwork/Collaboration
4. Digital Technology
5. Leadership
6. Professionalism/Work Ethic
7. Career Management
8. Global/Intercultural Fluency

#### Learning Outcomes

*Upon completion of this course, you will know how to and be able to*

- ◆ identify distinctive, marketable skills gained from your humanities degree at George Mason University
- ◆ write a customized, professional resume and cover letter
- ◆ prepare a personal pitch and recite it to potential employers
- ◆ interview competently using the STAR method
- ◆ build a LinkedIn page to network with others in your field, including GMU alum
- ◆ create a career plan based on employer research and your own skills, experiences, and SMART goals
- ◆ demonstrate the NACE eight competencies of career readiness



# Course Requirements & Grading

## 1. Attendance and Participation (30 points)

- Attendance is expected at all class meetings. You will sign in by entering the day's code number on Blackboard within the first 15 minutes of class. If you arrive late, see Dr. Koch after class.

It is a violation of GMU's Honor Code to send the code number to another student and/or to enter the code number if you are not in class. Violations will be reported to the Honors Council.

- Attendance at the GMU Career Fair (for approximately 60 minutes) is required. The Fair will be held on Wed. Oct. 4 and Thurs. Oct. 5 from 11 a.m. to 4 p.m.
- Keep your name sign visible at every class to ensure that you receive credit for your participation.
- Participation grades will be determined by (1) productive speaking; (2) attentive listening; (3) written in-class work; and (4) performance in in-class activities.
  - Productive speaking is measured by quality, not quantity. Strong participators respond to classmates by name and give others the opportunity to speak.
  - Attentive listening is measured by body language.

## 2. Resume (15 points)

- Draft, revise, and finalize a professional resume. Instructors and peers will provide feedback for your revisions.

## 3. Career Fair Analysis (15 points)

- Write an analysis of your employer research to prepare for the Career Fair and of your interactions at the Career Fair.

## 4. Interview Stream (10 points)

- Answer two interview questions, and then assess your communication skills.

## 5. LinkedIn Profile (10 points)

- Create or improve a LinkedIn profile; peer and instructor feedback will be provided

## 6. Career Portfolio (20 points)

- Complete a career development plan and cover letter based on a job posting.

*Detailed instructions and rubrics are available on Blackboard **Bb**.*

### Attendance & Participation Grade

Absences	Participation	Points
0-1	Excellent	27-30
2	Good	24-26
3	Adequate	21-23
4	Below Expectations	18-20
5	Unsatisfactory	19-0

### Total Points

Attendance & Participation	30
Resume	15
Career Fair Analysis	15
Interview Stream	10
Linked In	10
Career Portfolio	20
<b>TOTAL</b>	<b>100</b>

### Final Grades

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	60-69
B	83-86	F	59-0
B-	80-82		

# Course Policies & Resources

## Policies

### Submitting Assignments

- All work must be submitted on Blackboard or brought to class as specified on the calendar.
- Work that is emailed or placed in my mailbox will not be accepted.

### Assignment Deadlines

- Assignments that are due in class must be completed on time. Participation grades will be lowered if you are not prepared.
- Graded assignments that are due on **Bb** have a one-week (or longer) grace period. Announcements will be made in class.

### Portable Devices

- Laptops, tablets, and smart phones—used appropriately—are encouraged in this class. As a classroom community, we will develop and follow guidelines about their use.

### Email

- Please *do not* email me
  - ◆ with questions that are already answered on the syllabus and Blackboard.
  - ◆ to report an absence when missing one class.
  - ◆ about problems with Blackboard or email.Instead, contact the ITU Support Center:  
<http://itservices.gmu.edu/help.cfm>
- Please email me
  - ◆ if you plan to stop by for office hours (recommended but not required) or to set up an appointment.
  - ◆ for help in the course.

### Honor Code

- Academic honesty and adherence to GMU's Honor Code is expected of all students: <http://oai.gmu.edu/the-mason-honor-code-2/>
- I am required to report any suspected violation of the Honor Code to the University Honors Council.

## Resources

### University Career Services

- University Career Services is located in SUB 1, Room 3400. They can be reached by phone at 703-993-2370 and online at <http://careers.gmu.edu>
- University Career Services hosts workshops & employer events, and offers individual career advising. Announcements of events and opportunities will be made throughout the semester and posted on Blackboard.

### GMU Writing Center

- The Writing Center offers free face-to-face tutoring and online tutoring. Group workshops and online resources are also available.
- Visit <http://writingcenter.gmu.edu> for information and/or to schedule an appointment.

### Disability Services

- Academic accommodations are arranged through the Office of Disability Services:  
<http://ods.gmu.edu> or 703-993-2474.

### Counseling and Psychological Services

- Counseling and Psychological Services are available at <http://caps.gmu.edu/> or 703-993-2380.
- Free and confidential psychological services include group counseling, skills-based workshops, case management, crisis consultations, and time-limited individual counseling.

