**Syllabus for CSC 391: On-Campus Internship Level III**

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Course Goals:

1. To teach students advanced resumé-building and networking/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. Complete Midterm Evaluation
5. Create ATS-friendly resumé
6. Create Functional resumé
7. Update LinkedIn account
8. Attend Employer Networking Event
9. Submit Employer Networking Event Reflection
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
7. Increase chances of getting chosen for job interviews

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. No assignments due

**Week Four**

1. Review Applicant Tracking Systems (ATS) learning module and resources in Blackboard
   1. Resumé vs Online Application
   2. ATS Resumé Formatting
2. Create ATS-friendly Resumé (15pts)

**Week Five**

1. No assignments due

**Week Six**

1. Review Functional Resumés learning module and resources in Blackboard
   1. Understanding/Translating Skill Sets
   2. Functional Resumé Formatting
2. Create Functional Resumé (15pts)

**Week Seven**

1. No assignments due

**Week Eight**

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

**Week Nine**

1. Review Reference Letters learning module and resources in Blackboard
   1. Professional
   2. Employer

**Week Ten**

1. Review LinkedIn learning module and resources in Blackboard
   1. Recommendations
   2. Endorsements
2. Update LinkedIn account (10pts)

**Week Eleven**

1. No assignments due

**Week Twelve**

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