**Syllabus CSC 291: On-Campus Internship Level I**

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Course Goals:

1. To assist students in developing personal and professional “soft” skills/core competencies (work habits, technical competence, communication, professional competence) that they can use all through their careers at CSU and after graduation
2. To 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. Take Core Competencies assessment
5. Complete Midterm Evaluation
6. Create Resumé
7. Take Mock Interview
8. Create LinkedIn account
9. Attend Employer Networking Event
10. Reach 75% completion of Handshake profile
11. Prepare Final Presentation
12. 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. Recognize and employ time management principles on the job
4. Describe work tasks and skills in a professional manner on a resumé
5. Apply effective problem-solving skills to situations encountered on the job
6. Manage a project from start to finish
7. Leverage networking opportunities successfully
8. Understand how to apply their transferrable skills to future career opportunities

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 Work Habits learning module and resources in Blackboard
   1. Productivity
   2. Time Management
   3. Quality of Work
   4. Accuracy
   5. Safety
   6. “Grit”

**Week Four**

1. Review Technical Competence learning module and resources in Blackboard
   1. Hard Skills vs. Soft Skills
   2. Hard Skills Employers Seek
   3. Problem-Solving

**Week Five**

1. Review Communication learning module and resources in Blackboard
   1. Effective Communication
   2. Communication Etiquette
   3. Presentation Skills
   4. Teamwork Skills

**Week Six**

1. Review Professional Competence learning module and resources in Blackboard
   1. Accountability
   2. Initiative
   3. Flexibility
   4. Diplomacy

**Week Seven**

1. Reach 75% completion of Handshake profile (5pts)
2. Take Core Competencies assessment in Blackboard (10pts)

**Week Eight**

1. Complete Midterm Evaluation and upload it to Blackboard (5pts)
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. What Employers Seek
   2. Necessary Resumé Components
2. Create resumé and upload it to Blackboard (10pts)

**Week Ten**

1. Review Interviewing Skills learning module and resources in Blackboard
   1. Preparation
   2. Body Language
2. Complete Mock Interview and upload it to Blackboard(10pts)

**Week Eleven**

1. Review Networking Skills learning module and resources in Blackboard
   1. Networking with Professors
   2. Elevator Pitch
   3. Networking at Events
   4. Using LinkedIn
2. Submit “Elevator Pitch” through Blackboard (5pts)
3. Create LinkedIn account (5pts)

**Week Twelve**

1. Attend Networking Event
2. Write 250-500 word reflection on your 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 (10pts)

**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.

Discussion participation is worth an additional 10 points, to bring the total points available in the course to 100.

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