**Spring 2019**

**Syllabus for CSC 392: On-Campus Internship Level IV**

Instructor: Hyacinthe Raven, 216-687-5577, h.raven@csuohio.edu

Office: RTW 280, 8:00am-5:00pm M-F

Course Goals:

1. To teach students advanced 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. Complete Work Plan with supervisor
2. Complete Blackboard learning modules & assignments
3. Attend Employer Networking Event
4. Submit Employer Networking Event Reflection
5. Complete Midterm Evaluation with supervisor
6. Prepare Project Abstract
7. Prepare 5-minute Reflection Presentation
8. Submit Program Review
9. Complete Final Evaluation with supervisor

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. Increase chances of getting chosen for job interviews
7. Maximize negotiations if offered a job
8. Identify potential career opportunities

Course Timeline:

**Week One (1/14/19-1/20/19)**

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

**Week Two (1/21/19-1/27/19)**

1. Complete Work Plan with supervisor and upload it to Blackboard (20pts)

**Week Three (1/28/19-2/3/19)**

1. Review Industry Preparation learning module and resources in Blackboard
   1. Researching Companies
   2. Proper Dress

**Week Four (2/4/19-2/10/19)**

1. Review Career Fair Preparation learning module and resources in Blackboard
   1. Tactics
   2. Employer Tips

**Week Five (2/11/19-2/17/19)**

1. Attend Employer Networking Event (CSI Day) 2/13/19 in the Student Center Ballroom
2. Write 250-500 word reflection on Employer Networking Event experience and submit it on Blackboard (10pts)

**Week Six (2/18/19-2/24/19)**

1. Review Advanced Application Documents learning module and resources in Blackboard
2. Create CV and upload to Blackboard (10pts)

**Week Seven (2/25/19-3/3/19)**

1. Complete Midterm Evaluation with supervisor and upload it to Blackboard (10pts)

**Week Eight (3/4/19-3/10/19)**

1. Review Secondary Interviews learning module and resources in Blackboard
   1. Answering Question
   2. Asking Questions

**Week Nine (3/11/19-3/17/19)**

1. SPRING BREAK --- NO ASSIGNMENTS

**Week Ten (3/18/19-3/24/19)**

1. Review Job Offers learning module and resources in Blackboard
   1. Analyzing the Offer
   2. Salary Negotiation
   3. Accepting/Declining the Offer

**Week Eleven (3/25/19-3/31/19)**

1. Review Entrepreneurship learning module and resources in Blackboard

**Week Twelve (4/1/19-4/7/19)**

1. Review Closing Thoughts learning module and resources in Blackboard

**Week Thirteen (4/8/19-4/14/19)**

1. Write 2-sentence abstract (summary) of the project you’ve worked on this semester and submit on Blackboard (10pts)

**Week Fourteen (4/15/19-4/21/19)**

1. Prepare 5-minute reflection presentation on your experience this semester and submit copy of presentation on Blackboard (20pts)

**Week Fifteen (4/22/19-4/28/19)**

1. Present/attend fellow classmates’ presentations

**Week Sixteen (4/29/19-5/5/19)**

1. Write 250-500 word program review (feedback on your experience this semester and on fellow classmates’ presentations) and submit in Blackboard (10pts)

**Week Seventeen (5/6/19-5/10/19)**

1. Complete Final Evaluation with supervisor and upload to Blackboard (10pts)

Grading:

Passing the course requires all assignments to be completed and submitted no later than noon on the last day of Week Seventeen. No incompletes will be granted.

Grading scale is:

A = 90-100 points

B = 80-89 points

C = 70-79 points

D = 60-69 points

F = 0-59 points