

# CAREER PLANNING THROUGH EXPERIENTIAL LEARNING

Syllabus: SOC SCI 2EL0 • Autumn 2020

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## **Course Description**

This course will engage you in a variety of hands-on exploration activities to provide you with a strong foundation for your career and future planning. You will better understand the skills that you have acquired in your academic studies, extra curricular activities and summer jobs, and how this relates to making occupational choices and job searching. You will be introduced to tools, methods and resources that will facilitate your decision making now and in the future. This course will be mostly asynchronous, but with synchronous elements, however, the content of the course is subject to change at any time.

## **Required Courseware – Custom Courseware**

The courseware is required for this course. It will also be a resource for you to use after the course is over, as you will have to write many resumes, cover letters, and perform interviews for jobs after the course is over. Additionally, there will be required worksheets for assignments in the courseware. The courseware is available either digitally or as a hard copy from the Campus Store.

## **Evaluations**

This course (SocSci 2EL0) will be recorded on your transcript as a PASS (P) or as a FAIL (F) grade. To receive a PASS in the course, you must:

- Complete each task-based assignment for the first 3 weeks. (One each week)
- Receive a grade of “**PASS**” on the Cover Letter & Resume Assignment. Submit your **completed** assignments to Avenue to Learn in the Assignments drop box **before** 4pm on the Friday of the final week of class. ( **Friday, October 23rd, 2020!** )

## **Course Objectives**

*You will be able to:*

1. Explain personal skills, interests and values to effectively evaluate potential career options.
2. Critically evaluate individual employability skills and areas for skill improvement.
3. Develop an appropriate career/education plan.
4. Relate how specific job search resources, and networking can assist with the career planning process.
5. Analyze position postings to determine level of “fit”.
6. Create effective resumes and cover letters for specific positions of interest.
7. Excel in job interviews.
8. Explain (describe) the benefits and uses of a career portfolio.
9. Network with colleagues, and create an elevator pitch.
10. Learn how McMaster Social Sciences’ Internship program works!

**SOC SCI 2ELO WEEKLY OVERVIEW  
2020-2021**

<b>Week &amp; Topic</b>	<b>In-Class Topics &amp; Activities</b>	<b>Homework</b>
<b>1 – Course Overview &amp; Career Exploration</b> (September 8 <sup>th</sup> – 11 <sup>th</sup> )	<ul style="list-style-type: none"> <li>• Course Overview &amp; Policies</li> <li>• Career Cruising &amp; Career Exploration</li> <li>• Skills, Values, and Interests</li> </ul>	Complete Career Cruising & MBTI Reflection Assignment (Document Online)
<b>2 – Skills Exploration</b> (September 14 <sup>th</sup> – 18 <sup>th</sup> )	<ul style="list-style-type: none"> <li>• Hard &amp; Soft Employability Skills</li> <li>• Analyzing Job Postings</li> <li>• Reflecting on your Skills</li> </ul>	Complete “Skills Worksheet” (Page 9-10 in courseware)
<b>3 – Cover Letters</b> (September 21 <sup>st</sup> – 25 <sup>th</sup> )	<ul style="list-style-type: none"> <li>• Writing Cover Letters</li> <li>• Writing SAR Statements</li> <li>• T-Bar Cover Letters</li> </ul>	Complete “Job Match Chart” (Page 49 in courseware)
<b>4 – Resume Writing</b> (Sept 28 <sup>th</sup> – Oct 2 <sup>nd</sup> )	<ul style="list-style-type: none"> <li>• Resume Writing</li> <li>• Resume Formatting</li> <li>• Sounding Accomplishment-Oriented</li> <li>• Writing SAR Statements for Resumes</li> </ul>	Resume SAR Activity (Page 71 in courseware)  Cover Letter and Resume Assignment
<b>5 – Interview Tips</b> (October 5 <sup>th</sup> – 9 <sup>th</sup> )	<ul style="list-style-type: none"> <li>• How to Prepare for an interview</li> <li>• Types for Question</li> <li>• Types of Interviews</li> </ul>	Work on Cover Letter and Resume Assignment
<b>5.5 – Reading Week</b> (October 12 <sup>th</sup> – 16 <sup>th</sup> )	<ul style="list-style-type: none"> <li>• No Planned Classes</li> </ul>	Work on Cover Letter/Resume Assignment
<b>6 – Internship Presentation</b> (October 19 <sup>th</sup> – 23 <sup>rd</sup> )	<ul style="list-style-type: none"> <li>• Networking &amp; Your Elevator Pitch</li> <li>• Informational Interviews</li> <li>• Internship Information</li> </ul>	Resume & Cover Letter Assignment  (Submit it to Avenue2Learn by Friday, October 23 <sup>rd</sup> , 2020!)

## University Policies:

### Faculty of Social Sciences E-Mail Communication Policy

It is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including to TAs), and from students to staff, must originate from the student’s own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student’s responsibility to ensure that communication is sent to the university from a McMaster account. If an

instructor becomes aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.

### ***Privacy Protection***

In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; tests and assignments must be returned directly to the student. Similarly, grades for assignments for courses may only be posted using the last 5 digits of the student number as the identifying data. Arrangements for the return of assignments will be finalized during the first class. The following possibilities exist for return of graded materials:

- Direct return of materials to students in class;
- Return of materials to students during office hours;
- Students attach a stamped, self-addressed envelope with assignments for return by mail;
- Submit/grade/return papers electronically.

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### ***Academic Integrity***

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

The following illustrates only three forms of academic dishonesty:

- Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- Improper collaboration in group work.
- Copying or using unauthorized aids in tests and examinations.

### ***Academic Accommodation of Students with Disabilities***

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Student Accessibility Services can be

contacted by phone 905-525-9140 ext. 28652 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca). For further information, consult McMaster University's *Academic Accommodation of Students with Disabilities* policy.

### **Request for Relief for Missed Academic Term Work - McMaster Student Absence Form (MSAF)**

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the [Undergraduate Calendar](#): "Requests for Relief for Missed Academic Term Work".

### **Extreme Circumstances**

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

### **Academic Accommodation for Religious, Indigenous or Spiritual Observances (RISO)**

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

### **On-Line Course Elements**

In this course, we will be using Avenue2Learn, Email, and TurnItIn. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

### **Authenticity / Plagiarism Detection**

In this course we will be using a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their work electronically either directly to Turnitin.com or via Avenue to Learn (A2L) plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty. Students who do not wish to submit their work through A2L and/or Turnitin.com must still submit an electronic and/or hardcopy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com or A2L. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). To see the Turnitin.com Policy, please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

### **Course Modification**

The instructors and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her McMaster email and course websites weekly during the term and to note any changes.